exercise::08
Document Preflight Group Exercise

InDesign Preflight Skills-To-Date ::
Make notes in the blank areas documenting what needs to be fixed in the document.

Group Members: _____

Layout to Review: **01_Amlin**

☐ **Pass** ☐ **Needs Fixing**	Files are given meaningful names and can be understood by people other than the designer. No duplicate images.
☐ **Pass** ☐ **Needs Fixing**	Document page setup is correct for document type (Page size, margins, Facing Pages options, Reader spreads in most cases; printer spreads in certain custom layouts)
☐ **Pass** ☐ **Needs Fixing**	Margin guides are set, and important imagery does not extend outside the live area.
☐ **Pass** ☐ **Needs Fixing**	Bleed is specified in the document setup, and is used correctly in the design (all artwork on the edge aligned to Bleed guides).
☐ **Pass** ☐ **Needs Fixing**	No extra Master pages or document pages.
☐ **Pass** ☐ **Needs Fixing**	Crossover elements are controlled in the design. Artwork that requires precise alignment are designed away from the center of the spread.
☐ **Pass** ☐ **Needs Fixing**	Clean up frames—No unused image or text frames; No lone points; Frames sized correctly for contents and to avoid unnecessary overlapping of frames.

☐ **Pass** ☐ **Needs Fixing**	Items that should snap to grid or should be aligned are aligned.
☐ **Pass** ☐ **Needs Fixing**	No text frame overruns (overset text).
☐ **Pass** ☐ **Needs Fixing**	If layers are used, layers are named and no extra layers are included.
☐ **Pass** ☐ **Needs Fixing**	Object stacking order: Transparent objects are towards the back when possible.
☐ **Pass** ☐ **Needs Fixing**	All images are present and linked correctly (ignore modified notifications).
☐ **Pass** ☐ **Needs Fixing**	Only professional file formats are used.
☐ **Pass** ☐ **Needs Fixing**	Complex Photoshop .psd files are simplified by merging layers while retaining transparency.
☐ **Pass** ☐ **Needs Fixing**	Extremely complex vector artwork is rasterized at the correct resolution for the output size and device.
☐ **Pass** ☐ **Needs Fixing**	Color modes: RGB *or* CMYK photos only — no mixing of color modes. If JPEG is used, only RGB or Grayscale color mode are used.
☐ **Pass** ☐ **Needs Fixing**	Minimum effective resolution is met: 300dpi for grayscale/color, 600+dpi for bitmapped/line art.

☐ **Pass** ☐ **Needs Fixing**	Images are scaled proportionally (same for both X and Y).
☐ **Pass** ☐ **Needs Fixing**	ICC Profiles are synchronized across all images.
☐ **Pass** ☐ **Needs Fixing**	All links are current, updated and included; No doubly-linked files.
☐ **Pass** ☐ **Needs Fixing**	Typefaces in logo and other single-page vector artwork is converted to outlines.
☐ **Pass** ☐ **Needs Fixing**	Transparency is used correctly in both vector and raster images. The Raster Effects Setting for transparent vector artwork is set high enough for commercial printing.