

# checklist::preflight

## Comprehensive Commercial Printing Preflight Checklist

### File Management

- ☐ InDesign file is packaged and included all supporting files.
- ☐ Files are given meaningful names and can be understood by people other than the designer. No duplicate images.
- ☐ Is a PDF proof included with the native files?

### Page Geometry

- ☐ 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)
- ☐ Margin guides are set, and important imagery does not extend outside the live area.
- ☐ Bleed is specified in the document setup, and is used correctly in the design (all artwork on the edge aligned to Bleed guides).
- ☐ No extra Master pages or document pages.

### Images

- ☐ All images are present and linked correctly (ignore modified notifications).
- ☐ Only professional file formats are used. Complex Photoshop .psd files are simplified by merging layers while retaining transparency.
- ☐ Color modes: RGB or CMYK photos only — no mixing of color modes. If JPEG is used, only the RGB or Grayscale color mode are used.
- ☐ Minimum effective resolution is met: 300dpi for grayscale/color, 600+dpi for bitmapped or line art.
- ☐ Scaled images are scaled proportionally (same for both X and Y).
- ☐ ICC Profiles are synchronized across all images.
- ☐ Typefaces in logo and other single-page vector artwork is converted to outlines.
- ☐ All links are current, updated and included; No doubly linked files.
- ☐ 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.
- ☐ Extremely complex vector artwork is rasterized at the correct resolution for the output size and device.
- ☐ Are the images color corrected?

### Text

- ☐ No text frame overruns (overset text).
- ☐ Run spell check (Command-I)
- ☐ No missing fonts; no corrupted fonts; no application-stylized fonts.
- ☐ No unused Character or Paragraph styles. Styles have meaningful names.

**Color Swatches**

- ☐ Clean-up swatches—No unused swatches.
- ☐ Spot colors are spot; Process colors are process. Spot names match exactly.
- ☐ If printing with 4-color process, Spot colors are converted to CMYK.
- ☐ Do blacks match?
- ☐ Are blacks rich enough?
- ☐ “Registration” not used, except on printer’s marks.
- ☐ Is text black only?
- ☐ Is reversed text too small or knocked out of a process build?
- ☐ Is any text colored with a process build? If it is, will it work?
- ☐ Do some areas exceed the maximum allowable ink density of the press?
- ☐ White objects are not set to overprint.
- ☐ Have I printed and checked separations?

**Miscellaneous**

- ☐ Crossover elements are controlled in the design. Artwork that requires precise alignment are designed away from the center of the spread.
- ☐ Clean up frames—No unused image or text frames; No lone points; Frames sized correctly for contents and to avoid unnecessary overlapping of frames.
- ☐ Items that should snap to grid or should be aligned are aligned.
- ☐ Object stacking order: Transparent objects are towards the back when possible.
- ☐ If layers are used, layers are named and no extra layers are included.
- ☐ Are rules too small (less than .25pt) or made of a process build?
- ☐ Clean pasteboard.
- ☐ Clean up extra returns.