



Agility Press  
READY, SET, DONE.

# PREFLIGHT CHECKLIST

Our goal is to produce only the **HIGHEST QUALITY** for you and your clients; however, we can only achieve our HIGHEST STANDARD if your files are submitted correctly. When your job is submitted digitally, our prepress department performs a preflight on your file(s) to ensure that all of the required specifications have been met.

## WE ACCEPT THE FOLLOWING FILE FORMATS

NO NEED TO WORRY ABOUT WHICH VERSIONS OF SOFTWARE - WE ARE UP TO DATE WITH ALL SOFTWARE REVISIONS

### Macintosh

QuarkXPRESS • Adobe InDesign • Adobe Pagemaker  
Adobe Illustrator • Adobe Photoshop • Adobe Acrobat

### PC

QuarkXPRESS • Adobe InDesign • Adobe Pagemaker • Adobe  
Illustrator • Adobe Photoshop • Adobe Acrobat • Microsoft Office

- IS YOUR FILE SIZE IS CORRECT**
  - If your job is quoted as a 17"x11" document then your file should be laid out in **inches** at 17" x 11"
- IS YOUR BLEED CORRECT**
  - Bleeds should extend 1/8" beyond the page border
  - Programs such as Photoshop require you to build your bleeds internally - ie an 8.5"x11" file built in Photoshop would require an image size of 8.75"x11.25" to have the required 1/8" bleeds
  - If you are converting your file (w/bleeds) to a PDF format - be sure your job settings allow for a larger page size to accommodate the extra image area required for bleed
- ARE YOUR LINKED FILES COLLECTED**
  - Include both vector and raster images used in your layout program in a folder labeled "ART"
- DID YOU COLLECT ALL OF THE FONTS NEEDED**
  - All fonts used in your file must be supplied or embedded
  - Any fonts used in Illustrator or Freehand need to be converted to paths or outlines and saved as an ".eps"
- IS YOUR RESOLUTION HIGH ENOUGH**
  - All rasterized graphics need to be 300 dpi (dots per inch) at 100 percent placed size
- DO YOU HAVE THE RIGHT COLOR**
  - Colors **MUST** be in CMYK not RGB
  - Spot color jobs must have appropriate Pantone colors
- ARE YOU SUBMITTING A PDF**
  - Must be high resolution (Press setting NOT Print, screen or ebook) / **EMBED FONTS**
- DID YOU SUPPLY A SAMPLE**
  - All jobs must have either a Black & White or Color sample with the job

**Please call with any questions 904-731-8989**