

FILE PREP FOR OUTPUT

- Output Options •
- Proof & PreFlight •
 - Assemble Files •
- Info & Reference •
 - Select a Vendor •
 - Shipping •

Basics of preparing high resolution output for print production

Be prepared to answer these questions the vendor may ask.

- composite or separations
- direct to plate
- ~~film negatives/positives (usually not)~~
- ~~right/wrong read — emulsion up/down (usually not)~~
- ~~dpi — 1200/2400+~~
- lpi (line screen) 120, 133, 150, etc.
- document size — inches, and % (scale) of output
- pages to print — some or all
- crop and registration marks (printer usually decides)

A lot of this info can be tracked directly in InDesign using the PreFlight Function, or preflight software such as "FlightCheck"

- check for correct version of document
- check layout/placement of items, color, rules, etc.
- check for typos — run spell check
- check for missing fonts/print correctly
- check for missing links or links to update (graphics and images) and that they print correctly
- check that seps (if needed) for proper color breaks
- placed images:
 - correct resolution (actual vs effective)
 - saved in appropriate file format — TIFF, other
 - image mode - CYMK (if for color seps)
 - GREYSCALE (if for single color)
- placed graphics — color matches, fonts or outlines ?

- application file *or*
Postscript, or PDF file ?

*You can
do this
manually,
or use
the layout
software's
“collect for
output” or
“package”
function.*

- if application file
 - correct version of your document
 - provide linked images or embed
 - provide linked graphics or embed
 - provide fonts
- if Postscript or PDF
 - what settings to use PDF/X...

You may need this as the vendor has no idea what it should look like.

- composite laser (color if appropriate) for visual reference with file info — name, date, time
- laser print separations (if appropriate) with file info
- software used — programs and versions if application file
- maybe, but probably not
 - ~~- contents of disk — file name, size (k)~~
 - ~~- list of placed graphics and images~~
 - ~~- list of fonts (include manufacturer)~~

*Ask around,
shop around
for a reliable
vendor.*

- provide services required
- knowledgeable staff
- reliable — deadlines and quality
- ~~hardware and OS compatibility - Mac/Windows~~
- software compatibility — application files
- font compatibility
- ~~media compatibility — **CD/DVD**, flash card, etc.~~
- pricing
- time frame/deadline
- extra charge for rush service?

*Be prepared
to provide files
in a number
of ways.*

- document file, postscript, or PDF file ?
- email file ? compressed files ?
- upload file to a server (ftp), DropBox, etc
- physical — CD/DVD — flashcard — flashdrive
 - use an envelope
 - protect your media — a case, holder, etc
 - label all items with name, address, phone number, and email
 - flash drives are \$\$\$ and are easily lost !