

# 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

*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
- 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 — applications and version
- 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