



# PREFLIGHT CHECK LIST

Please read over the information below to assure that you prepare and turn in your art work in a way that will eliminate as many potential issues as possible. If you have any questions please contact us at 678-475-3445.

## FINAL ART WORK:

Media Group uses Photoshop, QuarkXpress, InDesign, and Illustrator. Please contact us if you are using another application.

Please use the check list below to prepare your files for print.

## LAYOUT:

- \_\_\_\_\_ Be sure to align your art work with the template and make sure to include required bleed . (set bleed at a minimum of .125")
- \_\_\_\_\_ If your file has layers, label the layers and remove any un-used layers or colors.
- \_\_\_\_\_ Proof read all text carefully.
- \_\_\_\_\_ We prefer you do not flatten artwork in the event that we need to make adjustments.

## SUPPORT FILES:

- \_\_\_\_\_ If printing in 4 color, are all your support files set up as CMYK?
- \_\_\_\_\_ Do Not use compressed images (JPG, GIF), support files must be TIF or EPS depending on their use.
- \_\_\_\_\_ Did you include all support files with the artwork (regardless of whether they are embedded)?
- \_\_\_\_\_ If you are using spot colors, are all your files set up properly for spot color?
- \_\_\_\_\_ Be sure to list the exact colors used.
- \_\_\_\_\_ Are all support files set to the proper resolution?

## FONTS:

- \_\_\_\_\_ Have you included full versions of any fonts used, screen and printer fonts? (Must be Mac or True Type Fonts.)
- \_\_\_\_\_ Did you convert the fonts to outlines if they are not included with the artwork?

We prefer that you include all the original art work, (not just the TIFs and EPS support files) in case we have to make an adjustment.

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