

Checking Digital Files

Good files are the foundation of a great job. Before placing files on the Geographics FTP site, many customers review a checklist of common issues in order to avoid delays. This service note lists the seven most frequent problems identified during Preflight at Geographics.

Preflight is a process to check and verify aspects of a print job. The process requires special software and the expertise of an experienced composer. Geographics preflights all jobs to identify problems before the job is worked. This minimizes the cost of changes and helps maintain delivery schedules.

Common Preflight Issues

Fonts that are Incorrect or Missing

The job is designed with a particular type style, but the digital file does not include the screen font and printer font. Use the Quark "Collect for Output" utility or the PageMaker "Save for Service Provider" option to avoid this issue.

Trapping Incorrect

Trapping refers to the creation of overlaps between adjoining colors to compensate for possible register shifts during print. Traps that are absent, too thin, or too broad all degrade the quality of the job.

Geographics recommends that customers prepare files with zero trap and allow our prepress experts to set trapping parameters to achieve the best print.

Colors Incorrectly Specified

Colors may not be named consistently throughout the file. Colors may be specified as spot instead of process or vice versa. Print separations of your project to check that all colors are specified as you wish. It is helpful to remove any extra spot colors that were not used in the project.

Missing Bleeds

If a page has a background color, the color should extend beyond the trim marks. Without bleed, slight shifts in trimming could result in a white edge where ink should be. Geographics generally recommends a bleed of 1/8 inch (3.0 mm).

RGB Images Instead of CMYK

Images files that consist of red, green and blue information, known as RGB mode are not suitable for process color printing which is CMYK mode.

RBG images must be converted before they can be printed. For critical projects, Geographics recommends you allow Prepress to manage the conversion for you. Customer Service can estimate a cost for image conversion.

Image Resolution Too High or Low

A useful rule of thumb is that the pixels per inch in a scan should be double the print line screen. Images should be placed at 100%. Monitors and laser printers are not good ways to judge image resolution. Instead, check the image size information.

Graphics Not Linked

Most layout programs store graphics in a separate folder. When the files are saved or modified, the link between graphics and the layout can be lost. Programs are available that search for and relink graphics. Consistency in naming and organizing files helps to avoid problems and makes files easier to understand.

Ask Us, We Can Help

Have a question about the best settings for your project? Geographics experts will be glad to offer advice. Your customer service representative can put you in touch with the best consultant to get your files ready to fly.