



# Quality Control Checklist

Use this checklist when building your files and again when preparing them to send to Courier. This will ensure that your files conform to all the standards in *Right from the Start, Fifth Edition*

## Preflight

- Files have passed a preflight inspection using a preflight preferences file available at [www.rightfromthestart.com](http://www.rightfromthestart.com).

## Documentation

- If files are submitted on removable media, a printed directory of the contents of the disk/cartridge is included.
- File submission form is completely filled out.
- Any proofs supplied with the files are printed from the proper files (i.e., if PDFs are supplied, the proofs are printed from the PDF files).
- If a PDF file is password protected, the password is supplied.

## Media

- Media are clearly labeled with company name, disk number, contact, project name, date, etc.
- Recommended file naming conventions are followed.
- Revised files have new suffixes on their old file names.
- All layout files are supplied.
- All companion graphic files (EPS, TIFF, etc.), any nested graphics, and fonts used within them are supplied.
- Appropriate software programs are used in compatible versions.
- Any compression programs used conform to Courier's guidelines.

## Fonts

- All fonts, including base 14 fonts are embedded and subsetted in all PDF files.
- Screen and printer fonts are included with all application files.
- Both .pfm and .pfb files are included with all application files prepared on a Windows-based PC.
- Keyboard maps are supplied for foreign language or custom fonts.

## Text

- Type styles are properly applied.
- Reverses and outlines are properly built.
- The use of tiny type or multicolored small type is avoided.
- All type is aligned with tabs.
- Attention is given to text within graphics. Fonts are provided or converted to outlines.
- The output resolution in your illustration files is set at 2,400 dpi.

## **Graphic Elements**

- Borders and rules are properly built.
- Hairlines are specified no less than .25 points.
- There is minimal nesting of EPS graphics.
- Scaling, cropping, and rotating are used knowledgeably.
- Attention is given to blends: shade-stepping and other processing implications are avoided.
- All imported graphics contain single subjects.
- Bar codes have been properly built.
- Resizing images has been thoughtfully implemented with careful consideration given to resolution.
- Images have been provided in the proper format.

## **Colors**

- Colors are properly defined with attention to separation on or off.
- Unused colors are deleted.
- Special colors are properly applied.

## **Miscellaneous File Construction Items**

- Registration marks are in place with an 18-point offset if you are printing at Westford and Stoughton, or a 12-point offset if you are printing at any other plant.
- Document size does not exceed the limits of the final output device or press.
- Unwanted items have been deleted, not covered with a white box.
- Bleed, margin, and trim are properly applied.
- Image replacement considerations have been followed.

## **Other Materials**

- All transparencies and reflective copy to be scanned are supplied.
- Clear instructions about how to handle scans are supplied in writing.