

WELLS PRINTING PREFLIGHT CHECKLIST

Document Platform: Mac PC

Folder/File Name: _____ Wells FTP Site * Disk or CD

Document Size & Layout: _____ x _____ Page Count: _____ Plus Cover

Ink Colors: Black Only One Color: PMS _____ Full Color (CMYK)

Multi Color: PMS _____, PMS _____, PMS _____, PMS _____

Document Type: MS Publisher MS Word Quark InDesign

Illustrator Pagemaker Other: _____

Fonts: Printer & Screen Fonts Included All Fonts Converted To Outlines

Colors: Unused Colors Removed Check Color Names

Bleeds: Bleeds Pulled to 1/8" (0.125 inch)
If Images Print to Paper's Edge, the Document Bleeds.

Images & Graphics: All Placed or Linked Graphics Included Check Image Names

RGB Converted to CMYK (4 Color Only) RGB Converted to Grayscale (Black & White)

Update Images Used or Links

Native Files: Quark Express - Collect for Output

InDesign - Preflight and Package

MS Publisher - Pack and Go

PDF: Embed All Fonts Distilled at Wells Settings (Request File)

PDF Includes Crop Marks & Bleeds (If Required - See Bleed Requirements Above)

Lasers Provided: Composite Lasers Color Separation Lasers

*Files may be transferred to us through our **FTP** site by visiting **www.wellsprinting.com** and using the FTP Upload link in the upper left corner.

*MAC: Create archive of folder prior to upload.

*PC: Send to Zip archive prior to upload.

If you have questions on any of this information, please contact your account representative.