



Flexographic Pre-Press and Printing Plates

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## Job Preparation Guidelines / Pre-Flight Checklist

### **Graphic File Format**

The preferred file format is Adobe Illustrator CC or older (.ai or .eps), Adobe Photoshop (layered .psd or layered .tif) or PDF. If you are working in a file format other than Illustrator, Photoshop or PDF, please contact us to confirm file compatibility.

**Please note**, our workflow **does not** support Microsoft Word, Microsoft PowerPoint, Microsoft Publisher or Corel files.

### **File Preparation & CAD File(s)**

- Layered files are preferred. Please separate non-printing items from printing items.
- Make sure the structure in your graphics file is on a separate layer and that all cuts, creases and perf, etc. are clearly identified and that dimensions are included.
- Include a separate structure file in Artios or Illustrator format (.ard, .dxf, .dwg, .ai or .eps).
- For all file formats, please provide fonts in a separate folder.
- For Illustrator files, please embed all images and include a folder with all images for the job as a backup. **Original source images should be CMYK and 300DPI at full-size to obtain optimal print reproduction results.**
- Include a PDF of the final art as placed on the die line
- Include a PDF of the live production drawing identifying print view, lead edge and scoring.

### **Color Matching**

In the event that you are trying to match to a specific proofing medium (Color Match Proof, laser, etc.), please send us the approved proof and / or previous production sample so we can match output as closely as possible.

### **Graphic File Submission/Transfer**

**Please submit graphics in one of the following ways:**

- CD or DVD. Please be sure to include a printout of the disk directory. Do not include any extraneous files, and make sure all disks are clearly labeled with company/project information.
- Email your VT Customer Service Representative the link and Username/Password information for your FTP site.
- Place files on our FTP site using an FTP Client at [ftp.vtgraph.com](http://ftp.vtgraph.com) (A free FTP Client application is available at <http://filezilla-project.org/>) utilizing the following Username and password to upload your file(s):
  - Username:** vtguest
  - Password:** guest
- Once you have uploaded files, please email your VT Customer Service Representative so they can initiate your order.



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## ***Pre-Production Proof Approval***

The pre-production approval process consist of a PDF, Encad or VT TruColor® Proof. Please specify your desired proofing medium(s) when placing your order. Customers are required to sign-off on all layouts indicating approval and acceptance of the graphic layout, copy/content and placement.

***Please make sure to complete the following Pre-Flight Checklist prior to submitting your job. Items confirmed as being incomplete/not addressed are subject to additional charge(s) by the pre-press department.***

# **Pre-Flight Checklist**

- Files are layered and non-printing elements are separated from printing elements.
- Structure is on separate layer and a separate structure file has been provided in Artios or Illustrator format (.ard, .dxf, .dwg, .ai or .eps).
- Vector (line) elements are prepared in Adobe Illustrator CS5 or older.
- Fonts have been provided in a separate folder or turned to outlines.
- Images have been imbedded for Illustrator layouts and original images at 300DPI (Full-size) have been saved to an "IMAGES" folder for submission with the main graphic(s) file(s).
- A PDF of the final art as placed on the structure is included.
- A PDF of the live production drawing identifying print view, lead edge and scoring is included.
- A Color Match Print, Laser Color Print or previous production sample has been mailed/provided as a color target for all graphic images.
- Contact name, location, telephone, fax and email information is included with project submission.

