



# Preflight

## Is Your Document Ready To Fly

The term **preflight** can be simply defined as the process of checking a document prior to printing in hopes of catching potential problems.

### Why Preflight?

All elements of the document must be precisely examined in order to prevent an unwanted print-out of your publication. Failing to properly and thoroughly preflight a document could necessitate having to return to the document's files in order to make the appropriate corrections and to then reprint the document all over again. This could easily add up to a tremendous amount of wasted paper or printing plates, as well as lost time and consequently added expenses.

### Sounds Serious

To fully understand the action of performing a proper preflight you need only consider the comparison of what it takes to get an airplane ready for takeoff. The ground crew walks around the plane, checklist in hand, inspecting each part for its proper working condition and when each item has been checked off, then the plane can be officially approved as being "ready to fly".

Checking out an airplane, of course, is a far more serious activity than the mere printing of a document. On the other hand, every publication you produce is important to us here at Corporate Press, and we want to avoid every possible problem along the way.

### Ways to Preflight

**Good**—The "Print & See" approach. This is where you would print the document, cheerfully skip over to your printer, pick up the paper, then abruptly burst into tears after spotting something wrong. You would then have to go back into the document, make the corrections and try printing again, this time with your fingers crossed.

**Better**—The "Eyeball Method" became the next process of choice. This is where you bring up your document on the screen and eyeballed it until you happened to notice a potential problem. Although experienced designers would know more about what to look for, even they would be forced to "hunt" for possible problems by closely examining each element of the document, page by page, box by box. A very time consuming process, and there is no guarantee of a complete and thorough job every time. Just one missed item, and your document must be reprinted.

**Best**—Today we have software which scans documents electronically with high speed and precision, digging into the intricate details of individual elements and reports to you its findings. In many cases, it uncovers potential printing problems that would have taken much longer to discover by examining all the files, or you may have even overlooked the problem. Adobe has added preflighting abilities to InDesign and Acrobat. You can use the menu option "Preflight..." to check InDesign files and PDFs.

Please see the [DTP section](#) of our website to help you prepare your documents.

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