PROMPR28
Preflight digital files

Overview

The standard consists of two elements:

Element MPR28.1 Preflight digital artwork files
Element MPR28.2 Interpret and report the results of preflighting digital artwork files

PROMPR28

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Performance criteria	**Preflight digital artwork files**

You must be able to:

P1   provide originators / suppliers of digital artwork with file specifications including, if appropriate, details of any external standards or specifications and profiles or job options for the creation of PDF files.

P2   identify the digital artwork files that are required to be preflight checked. Advise the file supplier/originator immediately if the format is not acceptable.

P3   determine which parameters in the artwork need to be checked and the typical values, settings or external specification that must be complied with.

P4   select the preflight software to be used for checking the digital artwork and select a profile, rules or values, against which the artwork will be compared.

P5   preflight the artwork file(s) using the electronic preflight software.

P6   review the preflight report and save it, if required, in a suitable format, either electronic or paper based.

P7   interpret all the results of electronic preflighting and determine which issues reported are significant and which are not.

P8   pass the significant findings of a preflight report to the customer or other relevant person and explain the issues clearly using appropriate language.

P9   if required to do so, explain what needs to be done to the artwork file in order for it to comply with the specifications or requirements for print.

Interpret and report the results of preflighting digital artwork files

You must be able to:

P10 if relevant, determine whether the artwork meets the specification for an external standard or specification such as PDF/X1-a

P11 if the artwork has failed to meet the specification of an external standard or specification, review the preflight report and identify the reasons why the standard has not been met.

P12 if the artwork has failed to meet the specification of an external standard, determine from the preflight report whether the failure prevents the file from being used for its intended purpose.

P13 if the artwork has not been checked for compliance against an external standard or specification, review and interpret the preflight report and determine whether any alerts, errors, warnings or other information in the report indicate issues that will prevent the file being used for its intended purpose.

P14 decide whether the artwork file should be allowed to proceed to the next stage of production.

P15 if the digital artwork cannot proceed to the next stage of production, report it to the appropriate person within your organisation and / or

contact the supplier / originator of the digital artwork file(s).

P16 use appropriate language to explain any significant issues causing non-compliance of a digital artwork file, having regard to the technical understanding of the person to whom you are reporting the issue(s).

P17 if required after preflighting, provide detail explanation of any non-compliance issues and advise on the what needs to be done to correct the file.

P18 maintain any quality assurance or other records required by your organisation.

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Knowledge and understanding

Interpret and report the results of preflighting digital artwork files

You need to know and understand:

K1 the law as it affects printing:
  - K1.1 copyright and ownership of images
  - K1.2 data protection

K2 health and safety
  - K2.1 hazards & risks in your own job, their assessment and the action to take to deal with them - including relevant regulations on the safe handling of equipment & materials, and the safe use of computer equipment
  - K2.2 manufacturer's health & safety requirements relevant to your job

K3 the safe handling of customer materials

K4 security & storage
  - K4.1 computer system security and virus protection

K5 communication
  - K5.1 with colleagues
  - K5.2 with customers

K6 workplace policy & practice
  - K6.1 workplace objectives, priorities, standards & procedures

K7 the identification and assessment of printing options
  - K7.1 the stages in the printing process from pre-press to printed product

K8 time and resources
  - K8.1 the relationship between resource usage and profitability

K9 the operation of equipment
  - K9.1 the set-up of preflighting software
  - K9.2 the operation of preflighting software

K10 printing
  - K10.1 the principles of layout and imposition, including the use and placement of marks and control guides
  - K10.2 the principles of the printing processes for which digital artwork files are intended

K11 digital imaging
  - K11.1 the relationship between image size, file size and resolution
  - K11.2 font management
  - K11.3 colour management

K12 how to deal with digital files
  - K12.1 file management
  - K12.2 international standards and specifications for digital files
  - K12.3 ghent workgroup reports

K13 the causes and treatment of common faults
  - K13.1 file conversion techniques
  - K13.2 missing fonts and images

K13.3   knockout v overprinting

K13.4   RGB v CMYK and other colour models

K14   administrative procedures

K14.1   recording and reporting

K15   quality assurance & control

K15.1   the main features of quality assurance and quality control systems

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Suite	Master Printer
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