

U.S Government Printing Office Desktop Publishing - Disk Information

*This form should be completed and submitted with the electronic media,
visual(s), camera copy, if any, and the SF-1 or GPO Form 2511*

FOR GPO USE

Jacket no. _____

Program no. _____

Print order no. _____

1. Customer

Agency/Department _____ Date _____

Job Title _____

Agency requisition no. _____ Print order no. _____

Name of person completing form _____ Phone no. _____

Desktop publishing technical contact _____ Phone no. _____

2. Requested Output

GPO/Contractor to output for printing requested

Output (IN-PLANT): Output Paper Film Laser proofs/no. of sets _____

Pages to be output _____ Total no. of pages output _____

Other _____

3. Computer, Operating System, and Media

IBM or compatible with DOS version _____ Windows version _____

Macintosh Model _____ With System _____

Other (Unix, OS/2, etc.) - Describe _____

Media Type: 3-1/2" floppy SyQuest _____ Iomega _____ CD-Rom Quantity _____

Other (Describe - Include size and quantity) _____

4. Software

Name of page layout (or other "main") program used _____ Version _____

Name(s) of program(s) used for illustrations/drawings _____ Version _____

Name(s) of program(s) used for painting/image manipulation _____ Version _____

Name(s) of other program(s) used _____ Version _____

continued on block 10 or an attachment

Files are supplied in: Native Format Print-to-File (PostScript) Format Both

5. Font(s) - List all fonts used in the file(s) to be output

(This includes any font used in Encapsulated PostScript (EPS) files)

Font name(s) and weights (light, compressed etc.) _____ Font Manufacturer (Adobe, Bitstream, etc.) _____

continued on block 10 or an attachment

Are all custom letter spacing or kerning files included? Yes No

Have you included all printer and screen fonts? Yes No

If no, explain _____

6. Visuals Submitted

Have you included a visual (laser or other proof) of all pages and illustrations? Yes No

Was the visual made at less than 100% in order to show bleeds? Yes No

Does the visual clearly show color breaks? Yes No

Was the proof made on a printer using PostScript language? Yes No

7. File Information - List information for all files (including graphics) used in the document to be output or attach a file directory printout which includes: File name; size, and format; and program

List files here:

8. Color Identification Information
Color System Used: PANTONE Toyo TRUMATCH RGB
 CMYK (process colors) Other _____
Trapping: Supplied Do not trap Create traps as necessary

9. Miscellaneous Checklist
Do the files provide for bleeds (if any)? Yes No
Are all graphics linked properly (no cutting & pasting or "store in pub")? Yes No
Are all graphic elements "up-to-date"? Yes No
Were changes made to any file(s) after the visual was made? Yes No
If yes, explain _____

10. Notes/Special Instructions

Recommendations for submitting "Electronic Mechanicals"

- If you are providing files in PostScript format only, remember these are printer driver files and usually cannot be manipulated or changed by GPO or the contractor. Therefore, if any author's alterations are required you will have to provide updated files.
- If any file has been changed for the benefit of the printout (e.g., making an image smaller to show bleeds on a printout) be sure to change the file back before making the disk you are submitting.
- After making the printout, remove any "for position only" images in the files and replace them with an ID number (referenced to the printout and supplied copy) to speed up film output and thus hold down costs.
- If any holding lines (keylines) are used in the file to indicate illustration size and position, indicate on the printout whether these lines print or not.
- On the supplied printout, clearly identify any halftones or other copy being supplied as separate camera-ready copy.
- Clearly mark any miscellaneous instructions that would have been on an overlay (e.g., folding and perforating marks), on the printout or by other means.
- Label all disks with the agency name, project name, the date the disk was made and the requisition or SF-1 number. In addition, show a disk number and total number of disks sent (e.g., 1/5).
- Keep an exact duplicate of all disks and visuals submitted to GPO.
- To avoid false expectations, any requested enhancements to data supplied (e.g., added trapping) should be discussed with GPO ahead of time.

For additional assistance in completing this form and submitting electronic mechanicals, see GPO Circular Letter No. 354 and Technical Report No. 31, or call your Customer Service Representative or Regional Printing Procurement Office.