

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.

Block #1 - Customer

The information in this block is designed to prevent needless delays and additional costs in the event that problems exist with furnished materials.

This information does not appear in GPO specifications.



Block #2 - Requested Output

For the vast majority of GPO procured jobs, the proper box to check is the initial box (see below.) This option places the burden of successful output directly on the print vendor.

GPO/Contractor to output for printing requested

By overriding this option and specifying line screen the ordering agency accepts more responsibility for potential output problems. NOTE: Only check the additional options if you KNOW the specific line screen and resolution desired.

Note: Unless the ordering agency has indicated output requirements GPO contracts require the vendor to determine appropriate output specifications.



Block #3 - Computer, OS and Media

Choose the computer system used to create the print publishing files that are being submitted to GPO. As a general rule, most outside designers use the Macintosh platform and most government designers use the Windows platform. It is very important to include the OS version (windows 3.1, 95 or NT) on the Windows platform. It is less important on the Macintosh platform.

Include information about all media types (e.g., ZIP, jaz, CD) . Also list the number of disks provided, and type or formatting (Mac or Windows).

OS Tip: Many customers utilize networks, Mac files are sometimes stored on windows formatted disks, and vice-versa.



Block #4 - Software

Identify the software used for Page Layout. Typically this type of software is either Quark XPress, Adobe PageMaker, Adobe FrameMaker or Corel Ventura. The first block should describe the software used to create the “Layout” file (the file YOU want the vendor to use for output.)

The other blocks deal with supporting files, such as those used for illustrations, scans, graphs and charts.

The last line deals with the nature of the files provided. Do not check the PostScript format box unless you are supplying “print-to-disk” files. This block is not intended to describe encapsulated postscript (EPS) files.



Block #5 - Fonts

Use this block to list the fonts contained in your publication. It is imperative that you list the font name and manufacturer. If possible also list the version of the font (this helps eliminate text reflow.) If you don't know the name, manufacturer and version, programs like ATM deluxe can provide this information.

Font Tip #1: Always use PostScript Type 1 fonts and avoid True-Type. If you must use True-Type clearly indicate on the 952 “True-Type fonts are used.”

Font Tip #2: For PostScript always provide files for the printer and screen fonts used in the publication.



Block #6 - Visuals Submitted

A visual should ALWAYS accompany electronic mechanicals.

If the visual is output at less than 100% please indicate the percentage. This option is selected when final output size (such as a poster) is too large to fit on a standard office printer.

If printing in color, it is a good idea to output color separations. This option is typically controlled through the print menu in Page Layout software. If your software does not allow for color separations, your product may need special attention from commercial vendors.

The print publishing industry relies on PostScript devices. Using a PCL printer when creating a document causes problems. Always work in a PostScript environment if possible.



Block #7 - File Information

List the appropriate file information in the provided spaces. As a time saver, and to be more accurate, it is better to print a directory list and attach to the 952 form.

File Directory Tip: When printing a file directory, use the EXACT disks that are being supplied to GPO. This assures that the information remains consistent.



Block #8 - Color Separation Info.

List the color ID system used in the creation of your publication. Typically the color system is either RGB, CMYK or PANTONE.

Commercial printing vendors only print CMYK or PANTONE inks. Using any other ID system requires special handling by the vendor (extra costs).

Color Tip: Office graphics programs (Word, WordPerfect, PowerPoint, etc.) use RGB color exclusively. This color space can be converted to CMYK with a moderate degree of special handling; however, converting to PANTONE requires extensive handling. AVOID office graphics program for any job requiring PANTONE colors.



Block #9 - Misc.

Bleeds should always be provided. It doesn't take much additional time for the originator to create, and it always saves money.

For the sake of continuity, always output or re-ouput the visual each time you make corrections (it is OK to just output the corrected pages.)



Block #10 - Notes/Special Instructions

Use this block for extra information, or attach a sheet of paper that explains any helpful information. Examples include:

- Fold or perforation marks that do/do not print**
- Keylines that do/do not print**
- RGB colors that must be converted**
- Bleeds that must be extended**
- Silhouettes that must be created**
- Color correction to match samples/originals**
- Other items that require special handlin/processing**

