

Unedited Draft Copy - For Customer Review

The GPO Preflight Guide

to Professional Graphics Applications



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Agency Version

Suggested Practices for Examining Electronic Design & Prepress Files

A supplement to GPO publication 300.6



The United States Government Printing Office (GPO) is dedicated to providing you, our customer, the best possible printed job at the lowest possible price, while meeting each important deadline. The GPO has provided, free of charge, this and other publications designed to minimize the potential errors associated with digital design.

Preflighting files, the process of checking Electronic Design and Prepress (EDPP) files for common errors, is currently a priority for many of our quality conscious customers. In response to this basic customer need, the GPO has provided these guidelines as Standard Operating Procedure (SOP) for agencies interested in minimizing problem file submissions.

Due to the many advantages of digital design, GPO encourages the use of digital technologies. Following these guidelines should help agencies ensure low cost and timely products. Your assistance in following these guidelines is appreciated.

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About The Term "Preflight":

This booklet provides Standard Operating Procedure (SOP) for examining EDPP files, and is a supplement to GPO publication 300.6 (Guidelines for Preparing and Submitting EDPP files) The term Preflight* is used in the print publishing world to describe the methodical examination of native (Page Layout, Graphic, Image and Font Files) or PostScript files prior to final processing.

GPO vendors are contractually accountable for performing a preflight on all "disk jobs" procured through the GPO. However, it is GPO's view that a limited preflight performed by the ordering agency will empower the project, by minimizing problems and keeping extra costs and lost time to a minimum.

Digital file preflight is derived from an airplane pilot's check of his/her craft. Prior to takeoff, pilots perform a routine check of the aircraft to determine if any obvious malfunction, that MAY cause a crash, is likely to occur. In much the same manner, a routine check of digital files must be performed prior to Raster Image Processing (RIP) to determine OBVIOUS problems, and eliminate likely "crash" causes. If a preflight is not performed on the files output crashes may occur.

* **Definition:** Preflight (Agency): The process of checking and identifying any OBVIOUS problems with digitally produced government furnished materials (GFM) prior to submission to GPO for printing procurement. These potential errors consist of various conditions that will adversely affect successful output to film, press, proof, or other imaging device, or where the information in the digital files fails to conform to Agency expectations.

Note: A digital preflight is designed to identify obvious errors, and is not a solution to BAD or IMPROPER design.

Agencies who wish to take advantage of this powerful preventative tool should make use of the information in this publication. In addition, conformance to GPO Pub. 300.6 assures that standard design practices are followed, while a complete and accurate form 952 insures that the contract is viable and enforceable. For more information contact the Digital Information Technology Support Group @ 202-512-1491, or on the WWW @ <http://www.gpo.gov/procurement/ditsg/>.

Introduction

The GPO recognizes that not all agencies have the necessary hardware, software and personnel to perform a comprehensive “computerized” preflight. This publication has been divided into multiple sections in order to accommodate most agency workflows. GPO customers are encouraged to follow the section that most accurately reflects your agencies preflight/EDPP workflow.

Section One (S1) is the background portion of the publication and provides the details necessary to identify and understand common icons (MAC) file extensions (WINDOWS) and paperwork for professional graphics applications.

Section Two (S2) has been written for those customers who do not have computer equipment, but who are interested in eliminating common file errors. This section details easy to follow “clues” that allow common errors to be unearthed.

Section Three (S3) has been written for customers who have computer equipment, but limited software or actual software knowledge. This section takes advantage of automated preflight routines, and applications. S3 builds on lessons learned in all previous sections.

Section Four (S4) has been written for customers who have computer equipment and software, plus the necessary printing expertise required for a traditional preflight. S4 details the process of examining native PG files and builds on lessons learned in all previous sections.

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Icons and Misc. Examples.

A typical file submission will not have one particular “look”; therefore, it is sometimes difficult to identify the good from the bad. The difference between a good submission and a bad submission may depend upon the type of file(s) submitted when compared to the project desired. However, if you know the meaning of supplied file icons (mac), extensions (PC) and some basic Desktop Publishing theory, you can often catch problems before the job is submitted to Procurement.

KONS:

The Macintosh platform relies extensively on an interface called GUI (Graphical User Interface). This GUI file architecture eliminates the need for three character file extensions (found in DOS based systems). The Macintosh also provides a very simple mechanism for outputting a file directory that shows icons. For this reason, understanding the meaning of icons is an effective tool in examining Mac based file submissions.

EXTENSIONS:

The Windows (PC Compatible) also offers a GUI interface, however it also relies on DOS, or a DOS shell. DOS does not understand files in the same manner that the Macintosh does; therefore Windows files must have three digit extensions in order for the DOS registry to work properly. Windows does not provide a simple mechanism for printing “icon” based directory contents (it can be purchased). For this reason it is much more efficient to use the 3 digit extensions for Windows machines.

Examples of miscellaneous icon and extensions are represented on the following pages. Take some time to learn these icons, and what clues they represent and you will greatly reduce the problems associated with Disk Jobs.

FILE NAMES:

File names may also provide clues to problems files. Look for key phrases such as FPO, RGB and similar phrases. In addition, file names such as “myjob.qxd” means very little whereas “poster97.qxd” is more explanatory.

Font Icons (Mac):

In order to output files properly, all fonts MUST be provided. This means Printer & Screen fonts for EACH font used.



Screen Font Icon

This icon represents a PostScript Screen font.



Suitcase Icon

This icon represents a suitcase which can contain both PostScript screen and TrueType fonts. This suitcase WILL NOT contain PostScript printer fonts.



True Type Font Icon

This Icon represents a TrueType font. TrueType fonts are NOT preferred by GPO/Commercial vendors.



Printer Font Icon #1

This icon represents a PostScript printer font manufactured by Adobe Systems, Inc..



GrizzITCbyBTReg

This icon represents a PostScript printer font manufactured by Bitstream Type Corporation.

Font Extensions (PC):

Examine the icons (and extensions) listed below left.

Question:

Can you determine (from the file name) what font “MOCI____.PFM” represents?



ARIALBI.TTF

The .TTF extension signifies a TrueType font. Remember, TrueType fonts can cause problems at output (The file name signifies Arial Bold Italic).

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The .pfb extension signifies a PostScript printer font, and stands for Printer Font Binary.



The .PFM extension signifies a PostScript screen font, and stands for Printer Font Metrics.

Answer: One of the main issues with the Windows PC platform is font handling, and the obscure nature of font naming. Many PC designers have trouble providing fonts because, while they know the actual font name, they can't find the proper DOS file name and extension. Who would have guessed that "MOCI____.PFM" is Minion Condensed Italic?

Illustration/Drawing Icons and Extensions:

Note - Mac icons are similar to the icons used by Windows 95. Understand however, that PC users deal more with extensions (.eps, .CDR, .PM6) than with icons. For PC Illustration/Drawing files the proper extension is .eps.



This icon represents a native Adobe Illustrator 6.0 file. This file format should be used for illustration/drawing (logos, etc.) only and should not be used as a page layout file. In addition, these native files cannot be placed into a layout program such as Quark, or PageMaker. As a general rule, native Illustrator files should not be provided. The native Illustrator extension is .AI



This icon represents a EPS graphic file from Adobe Illustrator 6.0. This file is not designed as a "stand alone" format, rather it is supposed to be placed into a layout program such as Quark, or PageMaker. EPS

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files are a supplement to the native page layout file; therefore a page layout file should also appear on the directory print-out. A sample file name would be “chart.eps” (.eps is the extension).



Freehand 7.0 Icon

This icon represents a native Macromedia Freehand 7.0 file. This native file format should be used for illustration/drawing (logos, etc.) only and should not be used as a page layout file. In addition, these files cannot be placed into a layout program such as Quark, or PageMaker. As a general rule, native Freehand files should not be provided. The native FreeHand extension is .FH7



Freehand 7.0 Icon (EPS)

This icon represents a EPS graphic file from Macromedia Freehand 7.0. This file is not designed as a “stand alone” format, rather it is supposed to be placed into a layout program such as Quark, or PageMaker. EPS files are a supplement to the native page layout file; therefore a page layout file should also appear on the directory printout. A sample file name would be “graph.eps” (.eps is the extension).



Freehand 5.5 Icon

This icon represents a native Macromedia Freehand 5.5 file. This native file format should be used for illustration/drawing (logos, etc.) only and should not be used as a page layout file. In addition, these files cannot be placed into a layout program such as Quark, or PageMaker. As a general rule, native Freehand files should

not be provided. The native FreeHand extension is .FH5



Freehand 5.5 Icon (EPS)

This icon represents a EPS graphic file from Macromedia Freehand 5.5. This file is not designed as a “stand alone” format, rather it is supposed to be placed into a layout program such as Quark, or PageMaker. EPS files are a supplement to the native page layout file; therefore a page layout file should also appear on the directory printout. A sample file name would be “seal.eps” (.eps is the extension).



Illustrator 3.0 Icon

This icon represents a native Adobe Illustrator 3.0 file. Version 3.0 is an older software program that should can, but should no longer be used. This file format is similar in use as versions 5.5 and 6.0 As a general rule, native Illustrator files should not be provided. Most customers and vendors NO LONGER support this file format. The native Illustrator extension is .AI



Illustrator 3.0 Icon (EPS)

This icon represents a EPS graphic file from Adobe Illustrator 3.0. The issues with this version are similar to versions 5.5 and 6.0. It is important to note that EPS files exported from Illustrator 3.0 are difficult to edit, trap, or correct. If a 3.0 EPS file is provided, it is important that the native 3.0 file is provided as well. A sample file name would be “logo.eps” (.eps is the extension).

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CorelDraw 6 file

This icon represents a native Corel Draw 6.0 file. This native file format should be used for illustration/drawing (logos, etc.) only and should not be used as a page layout file. In addition, these files cannot be placed into a layout program such as Quark, or PageMaker. As a general rule, native Corel Draw files should not be provided. The native CorelDraw extension is .CDR



CorelDraw 6 eps file

This icon represents a EPS graphic file from Adobe Illustrator 3.0. The issues with this version are similar to versions 5.5 and 6.0. It is important to note that EPS files exported from Illustrator 3.0 are difficult to edit, trap, or correct. If a 3.0 EPS file is provided, it is important that the native 3.0 file is provided as well. A sample file name would be “logo.eps” (.eps is the extension).

Common Illustration/Drawing Programs

Adobe Illustrator 5.5 to 7.0

Macromedia FreeHand 5.5 to 7.0

Corel Draw 5.0 to 7.0

Page Layout Icons:

Note - Mac icons are similar to the icons used by Windows 95. Understand however, that PC users deal more with extensions (.eps, .CDR, .PM6) than with icons. For PC Page Layout files the proper extension will be unique to each program.



PageMaker 6.5 icon

This icon represents a native Adobe PageMaker 6.5 file. This file should be used to generate final output. Most

Section 1- Icons, etc.

customers and vendors CAN and DO support this file format. The PC extension is .p65.



PageMaker 6.0 Icon

This icon represents a native Adobe PageMaker 6.0 file. This file should be used to generate final output. Most customers and vendors CAN and DO support this file format. The PC extension is .pm6. A sample file name would be “book.pm6”



PageMaker 5.0 Icon

This icon represents a native Adobe PageMaker 5.0 file. This file should be used to generate final output. Although this version is several years old, most customers and vendors CAN and DO support this file format. The PC extension is .pm5. A sample file name would be “brochure.pm5”



Quark 3.32 Icon

This icon represents a native QuarkXPress 3.32 file. This file should be used to generate final output. Most customers and vendors CAN and DO support this file format. The PC extension is .qxd. A sample file name would be “flyer.qxd”



FrameMaker 5.1 Icon

This icon represents a native Adobe FrameMaker 5.1 file. This file should be used to generate final output. Most customers and vendors CAN and DO support this file format. The PC extension is .fm5. A sample file name would be “book.fm5”



Ready, Set, GO! 7.0 Icon

This icon represents a native Ready, Set, GO! 7.0 file. This file should be used to generate final output. Some, but NOT MANY customers and vendors support this file format. This is a Mac only format there are not any corresponding Windows/DOS extensions.

Common Page Layout Programs

Adobe PageMaker 5.0 to 6.5

QuarkXPress 3.32 to 4.0

Ready Set GO! 7.0*

Adobe FrameMaker 5.0*

Microsoft Publisher * (.pub extension)

Corel Ventura * (.pub extension)

** Less Common - Problems Getting Vendor Support (Time & Money), May Not Have High End Features Necessary For Smooth Prepress Workflows.*

Other Icons:

Note - These icons are similar to the icons that Windows 95 users also work with. Understand, however, that PC users deal more with extensions (.eps, .CDR, .PM6) rather than icons.



Photoshop 3.0 Icon

This icon represents a native Adobe Photoshop 3.0 file. This file should be used to for photographic/photorealistic images. Although comparable software exists, Photoshop has become the de-facto industry Standard. The PC extension is .psd for native Photoshop files, and .tif for most graphic files (scans usually). A sample file name would be “photo.psd”



Photoshop 4.0 Icon

This icon represents a native Adobe Photoshop 4.0 file. This file should be used to for photographic/photorealistic

images. Although comparable software exists, Photoshop has become the de-facto industry Standard. The PC extension is .psd for native Photoshop files, and .tif for most graphic files (scans usually). A sample file name would be “scan.psd”



Photoshop TIFF file

This icon represents a Adobe Photoshop 4.0 TIFF file. This file should be used to for photographic/photorealistic images. The PC extension is .tif. A sample file name would be “photo1.tif”



PostScript Icon #3

This icon represents a “PostScript” Print-To-Disk file. These files may be submitted for final output, but require special attention by the agency (color seps/crops turned on, page information, and appropriate print driver, etc.). The PC extension is usually .ps, or .prn. A sample file name would be “final.ps”, or “final.prn”



PostScript Icon

This icon appears different, but represents a “PostScript” Print-To-Disk file also. These files may be submitted for final output, but require special attention by the agency (color seps/crops turned on, page information, and appropriate print driver, etc.). The PC extension is usually .ps, or .prn. A sample file name would be “flyer.ps”, or “flyer.prn”



PostScript Icon #2

This icon appears different as well, but represents a “PostScript” Print-To-Disk file also. These files may be submitted for final output, but require special attention by the agency (color seps/crops turned on, page information, and appropriate print driver, etc.). The PC extension is usually .ps, or .prn. A sample file name would be “final.ps”, or “final.prn”

NOTE: If PostScript files are provided by an agency, the agency accepts almost all responsibility for proper output. Changes, corrections and any other additional work will be difficult (time and cost prohibitive) if not impossible.

Word Processing Icons:



Word 6.0 Icon

This icon represents a native Microsoft Word 6.0 (Mac) file. This file should be used to keystroke text only. It SHOULD NOT be used to generate final output. The PC extension is .doc.



WordPerfect 3.5 Icon

This icon represents a native Corel WordPerfect 3.5 (Mac) file. This file should be used to keystroke text only. It SHOULD NOT be used to generate final output. The PC extension is .wpd.

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Miscellaneous PC Extensions that can cause output problems*

three letter extension

File Format

.PCX

PC Paint file.

.BMP

Windows Bitmap

.XLS

Microsoft Excel File

.WMF

Windows MetaFile

.CGM

Computer Graphics Metafile

.PDF

Adobe Acrobat Extension*

*Special circumstances apply

Examples of common file submissions (Macintosh):

The first example shows a typical file submission using directories to create a “multi-level” hierarchy. Notice that the fonts are contained in a separate directory as are graphics. The layout file is loose in the directory, but separate from fonts and graphics. Each directory identifies the icon (see examples on previous pages) as well as the file “Kind”. Remember, each “disk” job should contain a page layout file(s), graphic file(s), and fonts (printer and screen). In this example, the agency provided the following:

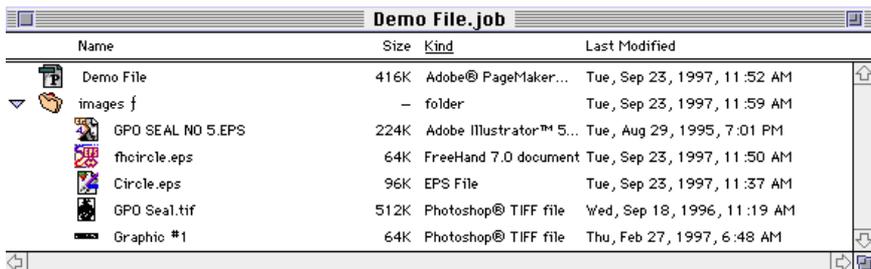
- A page layout file “Demo File” generated from PageMaker 6.5.
- A folder containing PostScript Printer and Screen fonts.
- Multiple images including illustration/drawing graphic files “GPO SEAL NO.5.EPS”, “fhcircle.eps”, “Circle.eps” and scans “GPO Seal.tif”, “Graphic #1”

Name	Size	Kind	Last Modified
Demo File	416K	Adobe® PageMaker...	Tue, Sep 23, 1997, 11:52 AM
▼ fonts f	-	folder	Tue, Sep 23, 1997, 11:53 AM
NovarBolIta	64K	PostScript™ font	Fri, Nov 17, 1989, 9:48 AM
NovarBoo	64K	PostScript™ font	Fri, Nov 17, 1989, 9:48 AM
GillSan	32K	PostScript™ font	Thu, Jan 25, 1996, 12:03 PM
GillSanBol	32K	PostScript™ font	Thu, Jan 25, 1996, 12:03 PM
GillSans	32K	font suitcase	Tue, Sep 23, 1997, 11:53 AM
GillSans Bold	32K	font suitcase	Tue, Sep 23, 1997, 11:53 AM
Novarese BoldItalic	32K	font suitcase	Tue, Sep 23, 1997, 11:53 AM
Novarese Book	32K	font suitcase	Tue, Sep 23, 1997, 11:53 AM
▼ images f	-	folder	Tue, Sep 23, 1997, 11:53 AM
GPO Seal.tif	512K	Photoshop® TIFF file	Wed, Sep 18, 1996, 11:19 AM
GPO SEAL NO 5.EPS	224K	Adobe Illustrator™ 5...	Tue, Aug 29, 1995, 7:01 PM
Circle.eps	96K	EPS File	Tue, Sep 23, 1997, 11:37 AM
fhcircle.eps	64K	FreeHand 7.0 document	Tue, Sep 23, 1997, 11:50 AM
Graphic #1	64K	Photoshop® TIFF file	Thu, Feb 27, 1997, 6:48 AM

- Do the Icons look familiar?
- What Does The “Kind” column tell you?
- What Does The “Size” column tell you?

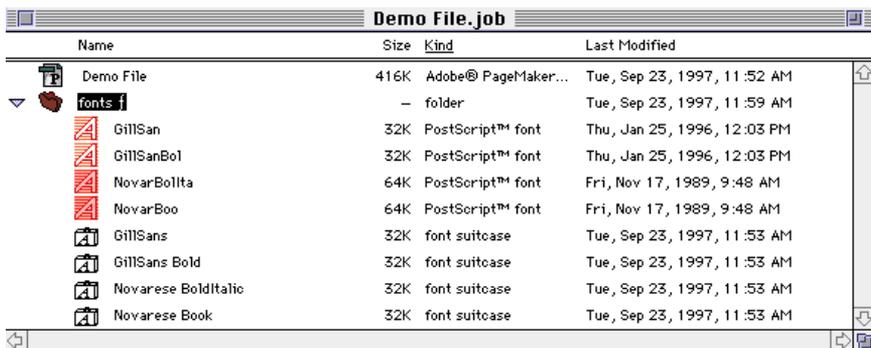
Examples of common incorrect Mac file submissions:

These examples show incorrect file submissions. The first example shows a typical file submission. Notice that the **FONTS** (printer and screen) are missing.



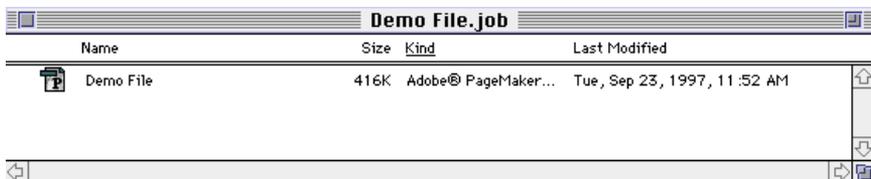
Name	Size	Kind	Last Modified
Demo File	416K	Adobe® PageMaker...	Tue, Sep 23, 1997, 11:52 AM
images f	-	folder	Tue, Sep 23, 1997, 11:59 AM
GPO SEAL NO 5.EPS	224K	Adobe Illustrator™ 5...	Tue, Aug 29, 1995, 7:01 PM
fbcircle.eps	64K	FreeHand 7.0 document	Tue, Sep 23, 1997, 11:50 AM
Circle.eps	96K	EPS File	Tue, Sep 23, 1997, 11:37 AM
GPO Seal.tif	512K	Photoshop® TIFF file	Wed, Sep 18, 1996, 11:19 AM
Graphic #1	64K	Photoshop® TIFF file	Thu, Feb 27, 1997, 6:48 AM

The second example shows an incorrect submission method. Notice that the **GRAPHICS** are missing.



Name	Size	Kind	Last Modified
Demo File	416K	Adobe® PageMaker...	Tue, Sep 23, 1997, 11:52 AM
fonts f	-	folder	Tue, Sep 23, 1997, 11:59 AM
GillSan	32K	PostScript™ font	Thu, Jan 25, 1996, 12:03 PM
GillSanBol	32K	PostScript™ font	Thu, Jan 25, 1996, 12:03 PM
NovarBolIta	64K	PostScript™ font	Fri, Nov 17, 1989, 9:48 AM
NovarBoo	64K	PostScript™ font	Fri, Nov 17, 1989, 9:48 AM
GillSans	32K	font suitcase	Tue, Sep 23, 1997, 11:53 AM
GillSans Bold	32K	font suitcase	Tue, Sep 23, 1997, 11:53 AM
Novarese BoldItalic	32K	font suitcase	Tue, Sep 23, 1997, 11:53 AM
Novarese Book	32K	font suitcase	Tue, Sep 23, 1997, 11:53 AM

The third example shows another incorrect submission method. Notice that the **GRAPHICS** and **FONTS** are missing.



Name	Size	Kind	Last Modified
Demo File	416K	Adobe® PageMaker...	Tue, Sep 23, 1997, 11:52 AM

Examples of common correct file submissions (Windows PC):

The first example shows a typical correct (except for the TrueType fonts) PC file submission. Each three letter file name extension (.XXX) identifies the creating program (see examples on previous pages). Remember, each “disk” job should contain a page layout file(s), graphic file(s), and fonts (printer and screen). In this example, the agency provided the following:

- A page layout file “Final.p65” generated from PageMaker 6..5
- Multiple illustration/drawing graphic files. Examples include “runner~1.eps”, “FinalN.eps”.
- Multiple scanned graphic files. Examples include “kidbike.tif”, “water2.tif”.
- Printer fonts and associated Screen fonts (including TrueType fonts).

```
Volume Serial Number is 22D4-6C67
Directory of C:\WINDOWS\Desktop\active jobs\Julie\towpath

.                <DIR>                07-08-97  11:06a  .
..               <DIR>                07-08-97  11:06a  ..
RUNNER-1 EPS     388,020  06-09-97  9:19a  runner copy.EPS
KIDBIKE TIF      145,852  07-10-97  1:50p  kidbike.tif
FINAL P65       30,366,720  07-17-97  3:32p  Final.P65
FINALN-1 EPS    343,088  07-17-97  3:56p  FinalNorth.eps
FINALN-1 EPS    243,145  07-17-97  3:56p  FinalSouth.eps
HV_____ PFB    28,777  05-23-90  9:24a  HV_____ .PFB
HV_____ PFH     1,676  01-14-93  2:50a  HV_____ .PFH
FINAL2 PM6      1,776,640  07-17-97  7:53a  Final2.PM6
FINAL1 P65     13,189,632  07-18-97  7:56a  Final1.P65
ARIAL TIF        65,692  12-31-93  3:11a  ARIAL.TIF
PARKING2 TIF    199,194  07-11-97  8:24a  Parking2.tif
RESTRO~1 TIF    214,865  07-11-97  8:32a  Restroom2.tif
WATER2 TIF      210,950  07-11-97  8:33a  water2.tif
PHONE2 TIF      202,304  07-11-97  8:32a  Phone2.tif
98GRAY~1 TIF    288,984  07-15-97  10:13a  98graytag.TIF
TEMP            <DIR>                07-17-97  7:40a  temp
15 file(s)      47,665,542 bytes
3 dir(s)       1,302,593,536 bytes free
```

- What Do The various extensions tell you?

Examples of common incorrect file submissions (PC):

The following example shows a typical incorrect PC file submission. The agency provided the following:

- A text file “mission.wpd” generated from WordPerfect. It is assumed to be the layout file because there is no proper layout file (.pm6, .p65, .qxd) provided.
- Multiple graphic files generated in formats other than TIFF or EPS. Examples include “logo_bm.gif”, “Seawolf2.pcx”, “Fa_18.bmp”, “Cw7195.wpg”.

```
Volume Serial Number is 22D4-6C67
Directory of C:\WINDOWS\Desktop\New Folder
```

```

.                <DIR>          07-18-97 10:18a .
..               <DIR>          07-18-97 10:18a ..
FA18 1   BMP           78,278  07-18-97 10:20a Fa18 1.bmp
CV7195  MPG           69,291  04-21-97 12:41p Cv7195.wpg
SEAWOLF2 PCX           70,084  07-18-97 10:21a Seawolf2.pcx
MISSION WPD           36,125  04-11-97  7:45a MISSION.WPD
LOGO_EW  GIF           46,973  07-18-97 10:21a Logo_bw.gif
          5 file(s)          300,751 bytes
          2 dir(s)      1,301,151,744 bytes free
```

- **What Do The various extensions tell you?**

- **.gif** Graphic Interchange Format (used on the world wide web)
- **.bmp** Bitmap (used by Windows PC paint programs)
- **.wpg** WordPerfect Graphic (typically low res clip art from WordPerfect)

This problem job listed above would normally be associated with one or all of the following problems:

- Lack of bidders (no bidders, or few bidders) due to lack of industry support. This leads to limited competition and increased costs.
- Vendors who send the job back because they “didn’t realize that the files were in WordPerfect” which translates to lost time.
- Text Reflow which translates to lost time and increased costs.
- Failed output due to poor document construction which translates to lost time and increased costs.
- Reduced output quality due to vendor’s giving up on file and shooting copy. This may lead to lost time and increased costs.

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Preflight Without a Computer:

S2 will build on information learned in the previous section.

In order to be effectively processed, disk jobs should be submitted to GPO along with appropriate documentation. Documentation is not mandatory, but is **STRONGLY** encouraged includes GPO form 952, a hard copy visual, a directory printout, and any other pertinent information.

Each “disk job” should contain a page layout file(s), graphic file(s), and fonts (printer and screen). If any of these elements are missing, the job may not output properly. The most common “disk job” errors can be prevented by examining the supplied paperwork - **NO COMPUTER IS NECESSARY**. Issues such as missing graphic files, missing fonts, incorrect font types, and improper software usage can be easily identified. The end of this pamphlet details steps to take if a problem is encountered. Remember that DITS Group (202-512-1491) is always available to answer questions.

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S2 ~ Standard Operating Procedure (SOP)

Listed below are the common “spot check” items that each specialist should look for:

Examine the provided paperwork (including form 952, directory printout and miscellaneous paperwork) and look for the following information:

1 Fonts

A. - Are font files (printer and screen) provided (block 5)? If not, problems are likely to occur.

B. - Are the fonts True Type, or PostScript (block 5)? If TrueType, problems are likely to occur.

Hint: Check block 5 of form 952 and S1-7 for an explanation of font icons

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.)
<input type="checkbox"/> continued on block 10 or as attachment		
Are all custom letter spacing or kerning files included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included all printer and screen fonts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain		

2 - Graphics

Are the graphic files provided in an appropriate format (TIFF or EPS)? If not, problems are likely to occur.

A. Windows PC jobs • Are the graphic files provided with extensions such as .BMP, or .PCX? If so, problems are likely to occur.

B - Macintosh jobs • Does the directory printout indicate that the graphic files are saved as “kind” PICT, or anything other than TIFF or EPS? If so, problems are likely to occur.

3 - Miscellaneous Information

A. Does the directory printout contain information that would indicate additional work required? In other words, are some graphics named with “key phrases” such as “RGB”, “Low Res”, “Do Not Use” or “FPO”? If so, problems are likely to occur.

B - Has the agency attempted trapping (block 8)? If so, the vendor may be required to undo the traps in order to correctly trap for the vendors’ particular equipment.

C - Has the agency used a PostScript , or PCL printer (block 6)? If PCL, problems WILL exist at output.

6. Visuals Submitted	
Have you included a visual (laser or other proof) of all pages and illustrations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the visual made at less than 100% in order to show bleeds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the visual clearly show color breaks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the proof made on a printer using PostScript language?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Section 2 - Preflight w/out computer

D - Have the files been changed since the hard copy visual was output? If so, the vendor will have no way of verifying content, and reflow issues may occur.

8. Miscellaneous Checklist

Do the files provide for bleed(s) (if any)? Yes No

Are all graphics linked properly (ie cutting & pasting or "store in/out")? Yes No

Are all graphic elements "up-to-date"? Yes No

Were changes made to any files after the visual was made? Yes No

If yes, explain: _____

E - Has the agency used an Office Graphics application (Word, WordPerfect, Harvard Graphics, PowerPoint, etc.) for page layout? If so, many vendors will charge additional time and money for outputting these files.

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 _____

Files are supplied in: continued on block 10 or an attachment

Native Format Print-to-File (PostScript) Format Both

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Examine the directory printout (should be provided) and look for the following:

1 - Verify that a Page Layout file is furnished (Quark, PageMaker, etc. - see layout icons). If no Page Layout icon exists, the job will usually become a problem later in the procurement process. Some designers will use an illustration/drawing program (Illustrator, CorelDraw, FreeHand) as a page layout tool. Using software for unintended purposes can cause problems.

2 - Check the names of the Page Layout file(s). Do the names indicate that the job is saved as individual pages (Page 1.pm5, Page 2.pm5, etc.), or as a complete job (Book.pm5)? If the files are saved as individual pages, additional time and money will be factored into the bidding process.

3 - Verify that PostScript fonts, both the screen and printer fonts, or TrueType fonts are provided. If fonts are not provided check the 952 for the name, version and manufacturer of the missing font. If fonts aren't provided, information about the font is MANDATORY.

4 - Verify that TrueType fonts were NOT used. If they are, the job could have problems.

5 - Verify that Graphic files (scans or illustration/drawing - see icon list) are provided. A directory printout that contains only a Page Layout file, no graphics, will usually cause problems later in the procurement process.

6 - Check any additional paperwork. Are special requirements necessary? Will the contractor be required to convert RGB files to CMYK? Are silhouettes required?

7 - Check for TIFF files. How big is the file size (in megabytes)? Most high resolution scans will be larger than 1.2 mb (1,200 K). Small file sizes for scans may indicate that compression (no-no) was used, or that the scan is low res (bigger no-no).

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Size	72 DPI		150 DPI		266 DPI		300 DPI	
	grey	cmyk	grey	cmyk	grey	cmyk	grey	cmyk
1 x 1	6K	21k	22K	88k	70K	277k	88k	352k
2x2	21K	81k	88K	352k	277k	1.08mb	352k	1.37mb
3x5	76k	304k	330k	1.29mb	1.01mb	4.05mb	1.29mb	5.15mb
5x10	254k	1.0mb	1.07mb	4.29mb	3.37mb	13.5mb	4.29mb	17.2mb

The grey bordered area signifies high resolution images (based on a standard 133 to 150 line screen) Although high resolution files can be smaller than 1.0 mb, as a general rule you should question scans that are smaller than 1.0 mb

NOTE: Also examine the visual and look for the following:

- Black & White - Are the visuals marked for various instructions? If so, what extra work is required?
- Color Separations - Are there missing/misidentified colors? Are there extra colors?
- Bleeds - Does the visual show bleeds? How much bleed?
- Trim Size - Does the size match the SF-1?
- Variation - Does the visual exactly match the agency request? Has the visual been updated for corrections?

Automated Preflight Routines

Building On Past Lessons

The science of a thorough preflight is complex. An operator must understand computer platforms (Mac and Windows), Software (layout, drawing and image) as well as the entire printing process. A daunting task for most people. Because of the complexity of this process, several commercial software companies have developed applications that automate the preflight process. This section is not an endorsement of any particular product, company, or service, but does offer tips, hints and techniques for automating this important preventative tool.

Software Products

The available software products (as of 10/97) capable of automating preflight can be segregated into three categories:

Cat.1 - Native Application File Examination (the preferred method)

Cat.2 - PostScript File Examination

Cat.3 - PostScript RIP Emulation

The use of software in each category is dependent upon specific agency workflow. In many instances DITS Group uses software from each category in order to verify critical orders.

Category 1 - Native Application Examination

Markzware (www.markzware.com) offers a product called "FlightCheck" for examining Native Professional Graphic applications. The Macintosh version examines files generated from QuarkXpress, Adobe PageMaker (5- 6.5) Adobe Illustrator (5 - 7.0), Adobe Photoshop (2- 4.0) and Macromedia FreeHand 5 - 7.0. In addition, this software will examine PostScript and Encapsulated PostScript (EPS) files. This software program also offers other features designed to accurately collect graphics and fonts in order to minimize potential problems. This package is available for a charge.

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Section 3 - Automated Preflight

Extensis offers a Quark XTension called “Preflight Pro” that performs automated file examination on QuarkXPress documents only. Extensis is currently in the process of developing plug-ins for other applications as well. This package is not included with copies of QuarkXPress (mac or PC) and is available for a charge.

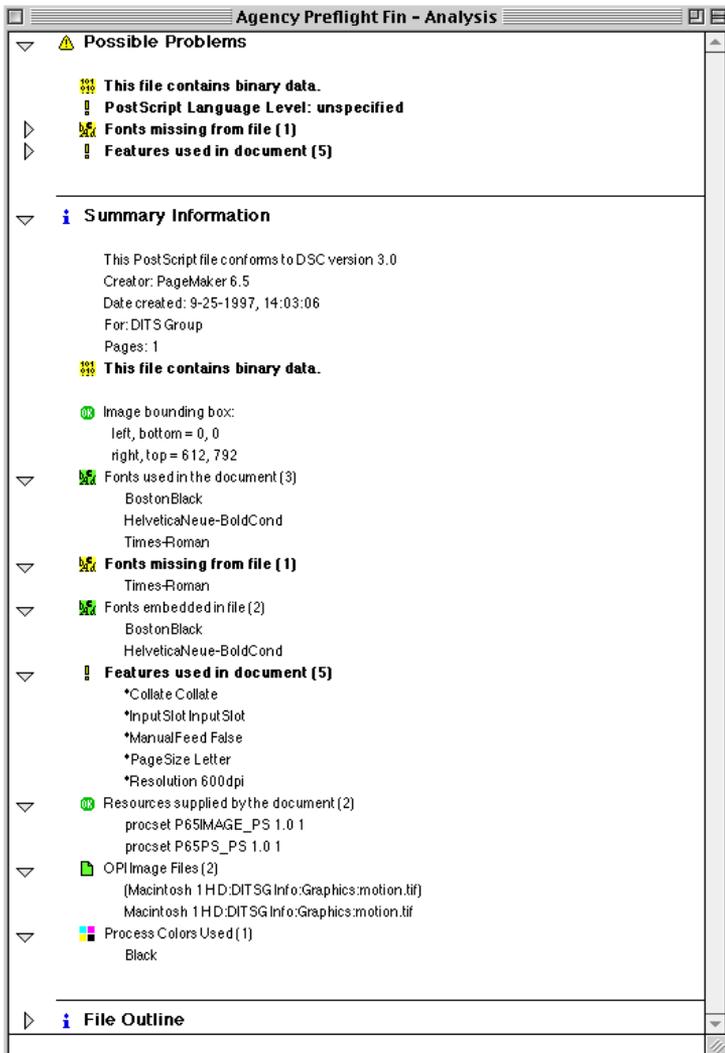
PageMaker 6.5 contains a built in “Utility” called “Save for Service Provider” ~ “Preflight Pub” that examines native PageMaker 6.5 files. In addition, this program also offers features designed to accurately collect graphics and fonts in order to minimize potential problems. This package is included with all copies of PM 6.5 (mac and PC) and does not cost extra.

QuarkXPress contains a built in “Utility” called “Collect for Output” that offers no “real” preflight service, but that can make the preflight process work better. This feature is designed to accurately collect the native Quark File and necessary graphics in order to minimize potential problems. This package is included with all copies of Quark (mac and PC) and does not cost extra.

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Category 2 - PostScript File Examination

Acquired Knowledge (www.acquired-knowledge.com) offers a Macintosh product called “Download Mechanic Pro” for examining PostScript “Print-to-Disk” files. This software analyzes PostScript files for potential problems such as missing fonts and non-conforming PostScript Language. Download Mechanic requires the preflight operator to be familiar with PostScript programming.

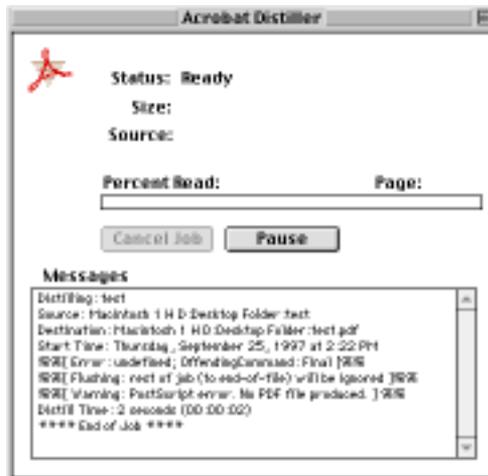


An example of Download Mechanic's information.

Category 3 - PostScript RIP Emulation

Adobe offers a multipurpose solution with Acrobat Distiller and Exchange (www.adobe.com). It is important to note that the free “Reader” version of Acrobat is not a preflight tool. Acrobat Distiller rasterizes PostScript code and previews the image on screen. Acrobat is essentially a software RIP that in many ways is similar to the RIP that a commercial vendor will use to output the file. In most cases, a PostScript file that distills in Acrobat will output properly at the service provider.

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TechPool software offers another multipurpose solution with Transverter Pro (www.techpool.com). Transverter Pro's main function is to convert PostScript into a graphic file format (such as EPS). This package serves a secondary purpose of RIPping files similar to the way a prepress house will RIP a file.

EnFocus software (www.enfocus.com) offers another multipurpose solution with Tailor. Tailor is a PostScript analyzing tool similar to Transverter Pro.

NOTE: Check the website for Markzware (www.markzware.com) for a free trial download, or updates for FlightCheck.

SOP for Cat. 2

1) Examine the supplied documentation for obvious errors. This includes the SF-1 (request for printing and binding), the GPO form 952, and any other paperwork.

Check the following:

- Platform (Mac or PC)
- Media type (SyQuest, zip, etc.)
- Hard copy Visual
- Software (Professional or Office)
- File directory/printout

After determining the platform, verify that the necessary software is loaded and available. Verify that the provided media can be reviewed.

NOTE: If the media cannot be reviewed, perform a basic exam of file contents and document on the form 952 that a preflight did not take place.

2) Insert the media into the proper drive and scan using a virus utility such as MacAfee, or SAM. If no viruses are detected, proceed to the next step. If viruses are detected, do not proceed. Inform the project originator of the problem and send the media back for cleaning.

3) Copy the appropriate files to a separate folder or directory (see example below). All elements (graphics, scans fonts and layout files) should be on one level (see page 3??).

If errors occur during copying, the media may be damaged. Run a utility such as Disk First Aid, or Norton Utilities. Look for bad blocks/sectors and fragmented files. Repair as necessary.

Note: Never work from the original media. Always copy the data onto your hard disk drive

4) Archive the file using a DAT tape, jaz, or other large capacity device. Maintain this archive in case problems occur in the production of this job

1) Open the directory/folder of the archived job.

2) Compare the directory of the files furnished to the information on the requisition and the form 952. Look for fonts, additional files, and designations on scans/graphics which indicate that a problem may exist (FPO instead of live, RGB instead of CMYK, PICT instead of TIFF or EPS, etc.). Note any discrepancies.

3) Load the fonts through a font utility such as Suitcase, or ATM deluxe. Make sure that the fonts are activated/open and look for Font ID conflicts. If a font ID conflict exists close out that offending font, DO NOT rename/renumber, and proceed with the preflight.

4) Launch the automated preflight package (FlightCheck) and under File~Open, select the layout file to be examined.

Examine the report generated from FlightCheck. Compare the information on the report to all of the provided documentation.

Traditional Preflight With A Computer

Preliminary Steps.

In many cases this preliminary “review” can catch some of the more common file errors. Check the directory printout. Are all the printer and screen fonts provided? Are supporting graphic files provided? Do any of the scans contain “red flags” such as RGB or FPO in the name?

It is important to remember that a preflight should be not be performed on the same system that created the files. In addition, the preflight should be performed on the production media (and files) that will be supplied to the print vendor. Preflighting only those files contained on the production system may not yield accurate results.

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Basic Preflight System Requirements

A preflight workstation should be a stand alone system, dedicated to the task of “preflight”. This machine should have sufficient RAM (no less than 64 MB) and hard drive capacity. Peripherals (SyQuest, jaz, zip, etc.) should mirror those drives supplied on a design contract. Software and fonts should be kept to a minimum.

- Only load the required fonts. Delete any fonts that are not used by the system. Eliminating fonts minimizes the chance of failing to catch missing fonts.
- The system does not have to be “cutting” edge, but should handle the software necessary.

SOP For Cat. 3

1) Examine the supplied documentation for obvious errors. This includes the SF-1 (request for printing and binding), the GPO form 952, and any other paperwork.

Check the following:

- Platform (Mac or PC)
- Software (Professional or Office)
- Media type (SyQuest, zip, etc.)
- File directory/printout
- Hard copy Visual

After determining the platform, verify that the necessary software is loaded and available. Verify that the provided media can be reviewed.

NOTE: If the media cannot be reviewed, perform a basic exam of file contents and document on the form 952 that a preflight did not take place.

2) Insert the media into the proper drive and scan using a virus utility such as MacAfee, or SAM. If no viruses are detected, proceed to the next step. If viruses are detected, do not proceed. Inform the project originator of the problem and send the media back for cleaning.

3) Copy the appropriate files to a separate folder or directory (see example below). All elements (graphics, scans fonts and layout files) should be on one level (see page 3??).

If errors occur during copying, the media may be damaged. Run a utility such as Disk First Aid, or Norton Utilities. Look for bad blocks/sectors and fragmented files. Repair as necessary.

Note: Never work from the original media. Always copy the data onto your hard disk drive

4) Archive the file using a DAT tape, jaz, or other large capacity device. Maintain this archive in case problems occur in the production of this job

1) Open the directory/folder of the archived job.

2) Compare the directory of the files furnished to the information on the requisition and the form 952. Look for fonts, additional files, and designations on scans/graphics

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which indicate that a problem may exist (FPO instead of live, RGB instead of CMYK, PICT instead of TIFF or EPS, etc.). Note any discrepancies.

3) Load the fonts through a font utility such as Suitcase, or ATM deluxe. Make sure that the fonts are activated/open and look for Font ID conflicts. If a font ID conflict exists close out that offending font, DO NOT rename/renumber, and proceed with the preflight.

4) Open the necessary page layout files (usually Quark or PageMaker).

5) If fonts are missing, the program alerts the operator with a message and font listings. Note any missing fonts.

PageMaker notes: Pagemaker is notorious for identifying fonts as missing when in fact they were used, but then deleted. If a font is identified as missing, substitute the font Zapf-Dingbats. Look for improper symbols where there should be type.

Quark Note: Quark will occasionally misidentify fonts as missing. Always check “utilities<font usage” to verify which fonts are missing. Any missing fonts will be preceded by a “-” symbol.

6) Check trim size in file to the trim size on the requisition. Note any discrepancies. In addition, if files have not been created at 100%, indicate the size that files have been created.

7) Check for missing or modified graphics using links/picture usages dialogues.

Missing Graphics - In the “utilities<picture usage” menu, Quark will identify missing graphics with the word “missing”. In the “file<links” menu, PageMaker will identify missing graphics with a “?”. Missing graphics MUST be provided in order for corrections to be made, or special features such as trapping to be applied.

Modified Graphics - In the “utilities<picture usage” menu, Quark will identify modified graphics with the word “modified”. In the “file<links” menu, PageMaker will identify missing graphics with a “u”. Modified graphics MUST be updated prior to submission for output. If updates cannot be accomplished, make it clear on the 952 that the vendor must update the links.

Section 4 - Comprehensive Preflight

8) Check the color type and model (process or spot) in file and compare to the SF-1 and 952.

- Are the color modes the same?
- Will the file output as desired.

Make sure that vis identified as process and spot is spot. Verify that the designated color plate prints as indicated. Designers will often pick a PMS 100 yellow in the file, and make an obscure note that the color actually prints metallic gold.

9) If “live” scans are provided, check the color mode, and the resolution.

Color Mode: In Photoshop use the menu “image<color mode” This dialog will show the color designation (CMYK is the preferred color mode).

Effective Resolution: Scans must contain 300 PPI (photographs) and 1200 PPI (line art) to be output effectively. Lower resolution images may not output as desired. The effective resolution may be determined by constraining proportions and changing the size of the image in Photoshop. The “new” resolution will be identified.

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10) Check to make sure that graphics have not been “rotated, scaled, or scaled” in the page layout application.

11) If all is OK, then disk review is complete.

Potential Problems and solutions

1) Fonts

The most common problem associated with agency jobs concerns fonts, specifically missing fonts. If fonts are not furnished, call the designer/agency. Explain that GPO prefers to have printer and screen fonts for each font used, even standard fonts. Explain that if fonts are not furnished page break/word wrap problems could exist. If agency will not furnish fonts, document the conversation and write in the data base "Contractor must furnish printer and screen versions of the following fonts:". NOTE: Font problems can exist with EPS graphic files. Agency should send fonts used in the creation of all art work including EPS graphic files (Note: Fonts missing from graphic files can be determined by outputting files).

2) Trim Size

Agency personnel usually cannot review furnished disks. If the trim size in file differs from the size on req. call the agency. Have the agency confirm trim size with the designer. If agency requests GPO to call designer for verification then it is OK make the call. Make sure that the agency is aware of the proper trim size.

3) Graphic Files: Missing Graphics

All graphic files should be provided for every job that GPO reviews. If a graphic file is missing, this information should be brought to the agency's attention. When using Drawing programs (FreeHand 3.0, etc.) original graphic files must accompany EPS files. Simple graphics will occasionally output even if they are not furnished. Any complex graphic, including color separations, must be furnished. If agency refuses to furnish files, document in the data base.

NOTE

PageMaker has a feature called “Store in Pub”. This feature directs PageMaker to store a high res data file for a graphic in the base PageMaker file. A complex graphic stored in this manner will output. However, since the file has not been furnished, any corrections to the particular graphic cannot be accomplished on a simple Desktop system. Accomplishing color correction on this type of file requires a high-end system (Scitex, or equivalent). In addition, PageMaker 5.0 cannot create traps. If the graphic file is not furnished, K will have to take the file to a high-end system for trapping

3 ctd - Modified Graphics

Designer will occasionally modify a graphic after placing into a page layout file. Page layout programs usually warn that the graphic has been modified and ask if you want to update. Updating graphic files can cause changes in the appearance of the file. If files have been modified, always contact the designer and explain that the graphic appears to have been modified. Ask for the designer/agencies permission to update the file.

FPO Graphics

Designers occasionally furnish all FPO scans on disk. This is unnecessary and even confusing to contractor. These scans take up space and always provoke the question “are the scans live, or FPO?”

PCX Graphic Files

PCX files are occasionally encountered on the IBM side of DTP. These files are bitmapped paint files (Similar to PICT for Mac). PCX files can be used in publishing IF certain criteria are met. 1) The scan resolution must be fairly high. 2) The PCX level should be high (24 bit color. 3) The file SHOULD be created CMYK.

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JPEG Graphic Files

JPEG Files are occasionally encountered. Like PCX files, JPEG is OK for publishing under certain conditions. If a JPEG file has been saved with a low compression and a high quality setting, the files are probably OK. These files should also be CMYK and like all scans depend on scanning input for image quality. However, the color compression scheme used by JPEG can cause color shifts. Color management programs may be adversely affected by a JPEG file.

4) Ink Colors

GPO receives jobs that have conflicting color information

Process Colors

If the req. indicates that the job is to print 4-color process, verify that the colors have been created properly. Verification can usually be accomplished through the page layout program. Occasionally you will be required to go back to the software used to create the graphic for verification (FreeHand, CorelDraw, Illustrator). Colors that have been created as a Pantone (not process) can be converted to process. It is usually more difficult to convert process colors to spot. Conversion can take place either in the program used to create the graphic, the layout program, or in some cases on a high-end system.

Pantone Color

If the req. indicates spot Pantone colors, verify that the colors have been created properly. Verification can be accomplished as above. Note that if the colors were mistakenly created as process, the only way to correct is through the originating program, or on a high-end system. The designer should be required to make this type of change.

5) Scans

All scans should be in CMYK format, saved as either EPS or TIFF files. If the requisition/952 indicates that the scans are live, verify the type of scan and the resolution.

Color Files

CMYK files use more memory than RGB files; therefore, designers sometimes send files in RGB mode with notations for the print contractor to convert to CMYK. Some designers will claim that contractors prefer RGB over CMYK. GPO contractors have stated a preference for CMYK files, NOT RGB. All RGB files must be converted to CMYK (there are various methods) prior to output. This conversion can take place in RIP, or manually. If an RGB file is furnished to a contractor, the print contractor is NOT responsible for any color shift associated in the conversion (usually, but not always a shift. Sometimes subtle sometimes not).

Grayscale/Duotone Files

Grayscale/Duotone files are usually furnished as TIFF images, and only occasionally as EPS. These files are normally ready for output. Duotone files will occasionally be created with an ink color that is not specified on the req. If Duotone files are furnished as EPS, make sure that the halftone screen and frequency options are deselected. These functions, if present, can override a contractors settings and affect output.

6) Missing Visual

All jobs should have an up to date hard copy visual. If an up to date visual is not furnished, changes should be marked on the existing visual. DO NOT process a job without good instructions, or an up to date visual.

7) Nonstandard Software

The vast majority of jobs will be created in either Quark XPress, Adobe PageMaker, Adobe Illustrator, Corel Draw, Adobe Photoshop or Macromedia FreeHand. Occasionally a

simple job will be created in MacDraw Pro, Microsoft Word, WordPerfect, Corel Ventura, Publisher, Canvas, or Ready, Set, Go. These programs usually contain problems. GPO Contractor's are unfamiliar with, and unwilling to use many of these programs.

NOTE

Programs such as Microsoft Word and WordPerfect have no color separation features. Any color contained in files will output as a color composite or black and white composite only. The acceptable method for dealing with these files is to "shoot the visual". In order to output separations, extra effort is required (not worth the cost - contractors do not want to do). Color work should never be attempted in these programs. Canvas claims to have advanced features, but good luck finding anyone who can help you figure out the color features. Ready, Set, Go! (Manhattan Graphics) claims to be comparable to Quark and PageMaker, but is generally not accepted by the DTP industry. Ready, Set, Go! does appear to have the needed features (Trapping, Separations, etc.). Publisher is OK for certain jobs, but not for most color work.

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8) Presentation Software

Presentation programs such as Aldus Persuasion represent another set of problems. Like Word and WordPerfect, these programs do not have separation features. In addition, since these files have been created for viewing on a monitor, the colors are in RGB mode. Conversion of these files usually requires color correction. The other alternative involves shooting the furnished visual.

9) PostScript files

Many commercial designers furnish files in PostScript format. This is not to be confused with EPS (encapsulated postscript) which is a graphic file format. PostScript files are

print driver files and cannot be viewed or altered on most DTP systems. PostScript files work well IF the job is set up correctly for particular service bureau's image setter. GPO procurement does not go to a specific contractor, therefore it is impossible to determine if the files are set up properly for the low bidder. As a test you can download PostScript files using the PSExec utility on the hard drive. Another suggestion would be to take the job to EPD (Joel Reeves) and ask if he can output.

10) PC-Jobs Output to PCL

Many agencies submit visuals composed to and created on a PCL printer. In order to output to film the file must be recomposed to a Postscript device and visual must be re-imaged. If files are recomposed there can be no guarantee as to page/word breaks. The only alternative is to shoot the visual.

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Other Information:

Macintosh

- In order to keep a Macintosh healthy and happy, rebuild the desktop each week.
- Zap P-RAM if problems occur (Restart holding down the option and apple (command) keys).
- ~ NOTE: Utilities such as TechTool (a free download from www.micromat.com) can make performing rebuilding and P-Ram zapping maintenance much easier.
- Use the disk first aid tool (on CD) if problems occur. Restart from the CD and run disk first aid.

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Windows

Both

- Run Norton Utilities Disk Doctor (or similar program) bi-weekly. Fix any problems and optimize the hard drive.
-

System/Software Hints

Some of the more common system problems (and solutions) are listed below:

Suitcase (Mac)

- Font ID conflicts can arise when loading furnished fonts. For this reason, a proper preflight system should contain only the base fonts furnished on the Mac.

- Occasionally the Mac will crash while Suitcase is open. In rare instances the crash causes the loaded version of Suitcase to become damaged. If you receive a file error with Suitcase, close all applications and restart machine, then run Disk Doctor. If the program is still problematic, reload Suitcase.

- Suitcase 3.0 should be used with any version of the Macintosh OS later than 7.5.

Aldus FreeHand 3.0 (Mac)

- FreeHand will print with any of the drivers selected under the chooser. However, if either of the “Laserwriter 8.0” drivers are selected the system will crash after printing. To avoid printing problems always use the “Laserwriter” driver with FreeHand 3.0.

- Versions 3.0 and 4.0 do not embed native data in EPS files. You MUST include the native file along with the EPS.

Aldus PageMaker 5.0 (Mac)

- Always use the “Laserwriter 8.0” driver with this version of PageMaker — (Mac)

Aldus PageMaker 5.0 through 6.5 (Mac)

- Unlike Quark XPress, PageMaker will list fonts not used in the document as missing. If PageMaker indicates that fonts are missing from a document call the designer and verify that the fonts were used.

- PageMaker Designates colors in different formats. In the color palette menu colors in italic are process; colors in roman are spot and colors with a PS prefix are imported colors (usually roman even if they are process).

- You must use the Post Script Printer driver for outputting files (windows).

Quark XPress 3.3 to 3.32 r5 (Mac)

- Unless you have the “print job” extension, the print dialog box in Quark XPress is less user friendly than that of PageMaker. In order to select certain options you must go to the File pulldown menu and (page setup option) and select as necessary.

Adobe Illustrator 5.0 (Mac)

- Blends (gradients) cannot be created in this version without banding. Illustrator 5.5 corrected this problem — (Mac)

Adobe Photoshop 3.0

- Requires 16 MB memory to be launched. In order to prevent system failure, close all other programs.

Corel Draw 5.0 (Windows)

- Spot 2-color gradients will convert to process as a default. This can be corrected by changing info in an INI file.

- The color build tables are incorrect. Spot color builds defined with this version will not match prescribed Pantone builds. This can be corrected by changing the “.INK” file. There is a ReadMe file associated with this problem.

Corel Draw all versions (Windows)

- As a general rule, CD is not accepted by Vendors.

Microsoft Publisher (Windows)

- In order to output for MOST commercial printing situations must be set up prior to design.

- Supports only 3 spot colors. Not CMYK, or more spot colors.

What do I do now that I know there are problems?:

As a general rule, the chain of events are as follows:

Notify the creator (designer, editor, etc.) that there are problems and notify the appropriate agency printing contact. The creator is normally given two options:

- 1) Fix the file, ~or~
- 2) Have the print contractor fix the file.

If the creator wants the print contractor to make the appropriate corrections, if it is possible (sometimes it isn't). Explain that the files are bad. Make sure that the agency contact agrees that the print vendor is the proper person to make corrections. DON'T let the creator control the job (if the creator is a contractor). The creator SHOULD be responsible for creating GOOD files. More leeway may be given if the creator is an agency employee.

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Fonts

- If the disk is missing fonts, ask the creator to supply. If the creator will not supply fonts ask for the manufacturer and version (very important), and include this information on the appropriate paperwork (form 952 or attached pages). This step is mandatory for legal reasons.

- If TrueType fonts are used, explain that problems may occur. Ask if the creator can redesign using a PostScript font. If not, note clearly that TrueType fonts are used so that GPO's specifications can explicitly state that TrueType fonts must be supported.

Graphics

- If the disk is missing graphics, ask the creator if the id'd graphic files are used. If they are, ask the creator to supply. If the creator will not supply graphics. Explain to the designer that the final, high resolution output may appear "bitmapped"

(low resolution), or it will not image at all. Also explain that if any additional work (trapping, color correcting, etc.) is required the contractor will be unable to perform the necessary work (the file is missing - there is nothing to work with).

- If inappropriate file formats (.pcx, .bmp, .pict, .gif) are used contact the creator and explain that it may cost a significant amount of extra money to successfully process these files, and in many cases quality will still suffer. If the customer has low quality/color match expectations, file formats other than EPS and TIFF may be used. If the expectations are higher, disappointment will surely follow.

Software

- If Office Graphics software is used, contact the creator and explain that it may cost a significant amount of extra money to successfully process these files, and in many cases quality will still suffer. If the customer has low quality/color match expectations, OG software may be used. If the expectations are higher, disappointment will surely follow.

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