

# TechLines

## Technical Information Sheet

EPP3

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## Electronic Imaging Checklist

*The items in boldface type are job specific information that should be included in written instructions. We encourage you to copy this form, add your job information to it and return it with your disk(s) and laser proofs or fax (920-748-3741) if you will be sending your files via electronic file transfer.*

### GENERAL INFORMATION

- Mark all disks with job name, content, any other job information and customer name.
- Make list of all files to be printed and the appropriate page numbers.

### FONT INFORMATION

- Make list of all fonts used, specifying the maker, if known. *Please check with us for font availability prior to submitting your files.*

### SOFTWARE APPLICATIONS

- List all software used to create your document. Include version numbers and format graphic files are saved in (EPS, TIFF, etc.). PostScript files cannot be edited so these should be double checked.
- If compression utilities are used, include this information in your notes. *Please check with us for compatibility prior to submitting your files.*

### TYPE SPECIALTIES

- Specify if customized hyphenation or kerning has been used.
- Make sure copy has been proofread and spellchecked.

### COLOR INFORMATION

- Specify spot color usage: number of colors used and Pantone Matching System (PMS) color numbers.
- If files include 4/color images, appropriate boxes for separations, crop marks and registration marks must be marked within the files.



- Prior to applying trapping in color files, work with your customer service representative for proper amounts.
- If trapping defaults have been altered, include these settings with your job notes.

**FILE PREPARATION**

- Indicate final trim size and any special print settings: crop marks, scaling, tiling. Final trim size should match trim size on our quote.
- Test and double check your files with a laser proof. Although not required, it is very helpful if you can send current proofs – whether you ship disks or electronically transmit your files – since we use them to plan the job and to verify output. Please note the output percentage. We recommend color-separated lasers which may alert you to color problems before hand.
- Include copies of your graphic files. Double check linked files for correct names and versions.
- Convert RGB color graphics into CMYK or grayscale format.
- Eliminate PICT files since they are not intended for high resolution imaging equipment and will not output.
- Do not cover unnecessary elements with white or paper – remove them.
- Minimize the number of blends, fills and patterns.
- Adjust nesting of files to two levels deep or less.

**Macintosh Applications Supported:**

Adobe Illustrator	<input type="checkbox"/> CS	<input type="checkbox"/> CS2	<input type="checkbox"/> CS3
Adobe InDesign	<input type="checkbox"/> CS	<input type="checkbox"/> CS2	<input type="checkbox"/> CS3
Adobe PageMaker	<input type="checkbox"/> 6.x	<input type="checkbox"/> 7.x	
Adobe Photoshop	<input type="checkbox"/> CS	<input type="checkbox"/> CS2	<input type="checkbox"/> CS3
QuarkXPress	<input type="checkbox"/> 5.x	<input type="checkbox"/> 6.x	<input type="checkbox"/> 7.x

**Windows XP Professional Applications Supported:**

Adobe Illustrator	<input type="checkbox"/> CS	<input type="checkbox"/> CS2	<input type="checkbox"/> CS3
Adobe InDesign	<input type="checkbox"/> CS	<input type="checkbox"/> CS2	<input type="checkbox"/> CS3
Adobe PageMaker	<input type="checkbox"/> 6.5	<input type="checkbox"/> 7.x	
Adobe Photoshop	<input type="checkbox"/> CS	<input type="checkbox"/> CS2	<input type="checkbox"/> CS3
QuarkXPress	<input type="checkbox"/> 5.x	<input type="checkbox"/> 6.x	<input type="checkbox"/> 7.x

- Other\* \_\_\_\_\_

*Please note that we have older software versions [ie. QuarkXPress 4.x, InDesign 2.x]. If you have questions about older versions, please contact your customer service representative or customer education. If a program you use is not listed above, please call before submitting your job.*

*\*Using software not listed above may increase your cost and delay completion of your job.*