

TechLines

Technical Information Sheet

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To assist you in preparing your job and for your future reference...

TechLine Sheets – a complete listing

Sheets are designated by topic/number for easy reference: **EPP** - Electronic Prepress; **P** - Printing; **B** - Binding/Finishing; **M** - Mailing/Inkjet Addressing; **G** - General Information. Feel free to request all the sheets in one topic or specific a title.

Sheets are available through your customer service representative or our marketing department at 800-321-3136 or FAX to 920-748-3741.

You can also access these titles in PDF format from our Web site at: **www.riponprinters.com**

Using our FTP Site to transfer Electronic Composition and Mail List Processing Files – A step-by-step guide to send your files electronically through the Internet via our T1 high speed phone line. (EPP1/M1)

Electronic Imaging Success with a Test Disk – details our Test Disk program along with pointers to help you create a “clean file!” (EPP2)

“Clean Files” Quick Reference Card – Takes you through recommended steps before you start your project and when ready to send it to us! *Also includes 12 Tips for On-time Delivery!*

Electronic Imaging Checklist – Based on our original *Electronic Imaging Success* sheet, recommended as a useful checklist to complete and send in with your disks. (EPP3)

Recommended Line Screens for Halftones, Tints and 4/Color Separations; Minimum & Maximum Dot Sizes for Halftones – A guide to use for our different stocks and presses. (EPP4)

“So Now I can do My Own Halftones” – An honest discussion about the “art” of creating halftones. (EPP5)

Tech Info Series Quick Reference Card – A handy compilation of specifications from the above titles. *A must for your graphic designer or service bureau!*

The Mystery of Dot Gain Explained! – What is this thing that effects my halftones, separations and screens? (EPP6)

Successfully Finding and Collecting your Fonts – A major cause of delays in processing electronic files is missing or incomplete fonts. Learn all about printer & screen fonts and PostScript Type 1, TrueType & new OpenType fonts on Macintosh and Windows platforms. (EPP7)

Electronic File Formats and File Compression – Review of supported/unsupported file formats and information on available compression software. (EPP8)

The “Art” of the Halftone – This title deals extensively with how we adjust halftones for coldset/non-heatset printing. Examples include Photoshop base settings and step-by-step basic adjusting of halftones and duotones. (EPP9)

Creating PDFs for Print Production – A PDF - portable document format - file is a very convenient way



to deliver your files for print, or for the Internet for that matter. In this multi-part Tech Sheet, we first go step-by-step through QuarkXPress and PageMaker settings preferred for our workflow. Then we cover the Adobe Acrobat settings in separate inserts for version 4.0 and 5.0 (EPPI0)

Press Proofing at Ripon Printers – What to expect when you visit our plant to check your job. (P1)

Web Roll Stock – A compendium of stock availability and terminology (P2)

A Primer on Coatings – Pros and cons of overprint varnish, aqueous, UV and film lamination are reviewed. (P3)

Everything You wanted to know about Coldset/Non-heatset Printing – Here's the nuts and bolts about our flagship print process and what designers can expect once the press gets started. (P4)

Preparation and Arrival of Supplied Printed Materials – Of interest to customers supplying their own covers, business reply/order form envelopes and other materials for a bind-only job. Also includes information on blocked signatures. (B1)

Saddle Stitch Specifications – Brief description of our five saddlestitchers and recommendations for efficient job production. Also includes requirements for customer-supplied insert cards, order form/envelopes and blow-in cards. (B2)

Perfect Bind Specifications – Beneficial information about our two hot glue perfect binders. Also includes recommendations/requirements for customer-supplied insert cards, multiple-page & single-sheet inserts, fold-out maps, covers. (B3)

Bindery Support Equipment – Information on inkjet equipment, multiple-spindle drills, folders & cutters, shrink wrap & polybagging methods available. (B4)

Mail Sortation Services – Includes formatting your files, standardization of files with CASS Certification. New information on optional procedures to increase your delivery rate. (M2)

Supplying Data Files for Mailing – Guide to our standard data format if you are supplying USPS pre-sorted files. (M3)

USPS Endorsements for Standard & Package Services Mail – Explanations of the four services available. (M4)

Guide to Mailing Policy & Procedures – To familiarize you with our policies. We offer this information to streamline procedures in presenting mail into the U.S. Postal System. (M5)

So You're considering Inkjet Imaging – A brief overview of our inkjet capabilities, how you can benefit from them and postal advantages available. (M6)

Designing Your Mailpiece for Inkjet Addressing – Guides you in creating a mailpiece compatible with USPS regulations and our inkjet equipment. Includes three diagrams. (M7)

First Class Mail Overview – Includes information on single piece rates, presorting, automation and Priority Mail. Current rates also included. (M8)

Standard Mail Overview – Originally created for the 1996 USPS Reclassification, this sheet continues to be a quick reference for Standard Mail requirements for Automated and Non-automated mailings. Includes current Standard Mail postage rates. (M9)

Finding Your Way to Ripon I – Maps and instructions from Chicago, Milwaukee, Green Bay and the Fox Cities. (G1)

Finding Your Way to Ripon II – Maps and instructions from Minneapolis and Madison. (G2)