

Job # _____

Communications & Creative Services

www.ccs.colostate.edu

Photography • Print • TV • Video • Web

(970) 491-6432



Checklist for Client-Produced Digital Files

Creating files that print accurately is a demanding process full of variables. The information on this form will help us "preflight" your file to make sure it will "fly" through this process. Or contact your publication specialist for information on how we can set up your file for you.

Please complete this form when supplying film-ready files for a job. Check all boxes that apply.

Name _____ Department _____ Date _____

Telephone No. _____ FAX No. _____ E-mail _____

Job Title _____ Project Coordinator _____

Special Instructions: _____

Please see reverse side for explanations of the following required information. Any changes made by customer after files are submitted will incur additional charges. These changes should be discussed with your publication specialist.

1. Copyright Clearance

- This verifies that all text and images used in document are copyright-free or have copyright clearance from the original author or publisher.
Signature: _____

2. Job Description

- Flyer Brochure Booklet Form Poster Postcard
 Other _____
Pages/Panels _____ Finished Size _____
 Bleeds (*Files containing bleeds must have 1/8" bleed margins.*)

Ink Colors

NOTE: Files containing RGB or other color models are NOT usable.

- Black only 4-color process
 Pantone PMS #(s) _____

Important: Do different colors touch? Yes No

TIP: Check your software's Separations Preview and Overprint Preview to make sure multiple-color jobs are separating and overprinting correctly.

3. Hardware Used

- PC (preferred) Macintosh (will need to convert, substitute fonts)

4. File Transfer Method/Media

- CD/DVD E-mail
 FTP site: _____

5. Word Processing Programs, Text Files

Hard copy marked with filenames must accompany job.

- Microsoft Word, v. _____ WordPerfect, v. _____
 Microsoft Excel, v. _____ ASCII/DOS/text only
 Other, version # _____

6. Primary/Composite File Provided

Final proof at actual size, in color if applicable, must accompany job.

- Acrobat PDF/X-1a:2001
 InDesign, v. _____ (preferred)
 Quark, v. _____ (will need to convert to InDesign)
 Other, version # _____

7. Images

Be sure to transmit a copy of every image placed in document and a list of all filenames OR provide copy of the preflight/service provider report.

Graphics Placed in File

Programs and versions used to create graphics:

- Photoshop, v. _____ (.TIF or .PSD) Freehand, v. _____ (.EPS)
 Illustrator, v. _____ (.EPS or .AI) Other _____

Photos and Scanned Art Placed in File

Photos should be sized and cropped at 225-300 dpi at actual size and line art at 800-1200 dpi at actual size to reproduce well. Check and indicate below the type and number of each type of image that needs to be converted and adjusted for optimal results.

- # _____ halftone (grayscale) conversions
 # _____ duotone conversions; indicate colors: _____
 # _____ color correction

Photos and Art to be Scanned

- # _____ images from prints/reflective art
 # _____ images from slides/negatives/transparencies
 # _____ line art

8. Type Fonts

All PFM screen fonts and PFB printer fonts used in document must be transmitted with job. Please provide a list of all fonts used OR provide copy of preflight/service provider report.

- Fonts used: PostScript/Type 1 OpenType TrueType
 OK to substitute fonts if necessary (text may reflow; see #10 below)

9. Hard Copies/Proofs Supplied

- Composite laser proof at actual size (required for all jobs)
 Color laser proof at actual size (required for multiple-color jobs)

10. Level of Service (Preflight)

- Basic (up to 1 hours): Note problems; return to customer to fix file
 Provide estimate to fix file
 Intermediate: Fix file up to _____ hours
 Premium: Fix regardless of cost

Instructions for Filling Out This Form

1. Copyright Clearance

For your protection and the protection of the University, all text and images used in your document must be copyright-free or have copyright clearance from the original author or publisher.

2. Job Description

Complete the requested information about your publication, including the final size of the piece after it has been trimmed, folded, bound, or otherwise finished. NOTE: All elements that “bleed” up to the page trim must be extended 1/8" beyond the trim margin(s). Jobs containing more than one ink color require a color proof at actual size. *Prior to job submission, client should print out a separated proof or check the software's Separations Preview to ensure that colors are set up correctly.* Only Pantone spot colors and CMYK (process) colors can be used in the printing process. RGB and other color models *cannot* be reproduced and will incur additional cost to convert (see #10).

3. Hardware Used

CCS uses the PC platform but can convert Macintosh files when necessary. Since we do not own Macintosh fonts, it will be necessary to substitute PC fonts (see #8). Instead, client may use cross-platform OpenType fonts (be sure to send all fonts used in document) *or* may send the final file as a PDF/X-1a:2001 file with fonts embedded. Be sure that PDF files include document bleeds but without crop or bleed marks.

4. File Transfer Method/Media

CCS has its own FTP site available for file transfer. Please contact your project coordinator for current FTP instructions. Follow up all electronic transfers with an e-mail or phone call to your project coordinator. NOTE: Never send us your only copy of any file.

5. Word Processing Programs, Text Files

If your document was prepared in a word processing program, indicate the program name and version. If you prefer, CCS can place your word processing file into a page layout program and set it up for you. Note: Word processing programs do not support spot/Pantone colors or CMYK (four-color process) and will incur additional expense if it is necessary to convert to a program that does. Please provide hard copy marked with filenames for all text and word-processing files submitted.

6. Page Layout Program

If your document was prepared in a page layout program, indicate the program name and version. A final proof at actual size must accompany job. Multiple-color jobs must have a color proof.

7. Images

A copy of *every* image file placed in your document must be transmitted with your job in order to print. A list of all image files should be included. Your page layout program may be able to generate a report of all files and fonts used in your document if it has a preflight/save for service provider feature. This feature also can collect and package all files and fonts. NOTE: PDF files do not require the linked images *if* the images are high-resolution (225-300 dpi at actual size) and *if* the images have not been downsampled at less than 225-300 dpi during the conversion.

Graphics Placed in File: Please indicate which programs and versions were used to create the graphics in your document *or* the origin of the image, such as clipart. Vector-based artwork should be saved/exported as an .EPS file. Bit-mapped formats such as .TIF can be used for line art

(such as signatures or charts) but should be saved/exported at 800-1200 dpi resolution at actual size or larger. NOTE: JPG files often are created for use on the Web, and the resolution is too low (72 dpi) to print well.

Photos and Scanned Art Placed in File: Scanned and digital photos should be sized and cropped to actual size and at least 225 dpi without any resampling. Bit-mapped line art should be 800-1200 dpi at actual size or larger. Photos may be reduced in size to increase the resolution, but do *not* resample a photo file to a resolution higher than its original resolution, and do not resave a .JPG file as a .JPG (loss in quality will result; save as .TIF instead). For best results, photos should be adjusted for the type of stock and press the job runs on. Check the appropriate boxes and number of images if you would like CCS to do this.

Photos and Art to be Scanned: Please indicate the number and type of images you would like CCS to scan and adjust. In your document file and on your hard copy, please indicate where each image should be placed. We also can do the scans and adjustments and transmit them back to you to place in your document *before* you transmit the final file to CCS.

8. Type Fonts

Indicate all font names and type of fonts used in your document. Also include all fonts that were used in embedded illustration/graphic files unless converted to outlines. If your page layout program has a package/save for service provider feature, it can generate a report of all files and fonts used in your document and can collect and package all files and fonts for you. NOTE: PDF files do *not* require fonts *if* they have been fully embedded during the conversion.

OpenType and PostScript Type 1 fonts are the industry standards. PFM screen fonts and PFB printer fonts must be included but *only* for the fonts used in your document. TrueType fonts may be used but can cause problems during final output that would be the client's responsibility.

If it is not possible to supply a font, CCS may be able to substitute a similar font, in which case, the text likely will reflow. Should this occur, additional service and proofs will be required (see #10). Since we do not own Macintosh fonts, font substitution is necessary for all Mac files.

9. Hard Copies/Proofs Supplied

A hard copy/proof of all pages of your final document at actual size is required for all jobs. If your document contains multiple colors, a color laser proof at actual size is required. CCS will provide the client a black-and-white proof and a PDF proof of all files we service. When necessary or requested, a color proof will be provided at additional cost.

10. Level of Service (Preflight)

Preflight is the process of thoroughly checking a document to make sure it will output properly. You can minimize the time and cost it takes to service your file if you preflight the file before sending it to CCS. You can do this by following the recommendations in this form and by running and learning to analyze the results of the preflight feature included in most page layout programs. The following service options are available:

- **Basic:** CCS will spend up to 1 hour to preflight your file. We will check settings and links, correct minor problems, and report larger ones to you for your advice on how to proceed.
- **Intermediate:** CCS will preflight your file for the period of time you specify. If problems cannot be fixed within that amount of time, CCS will provide an estimate for the time required to complete the preflight.
- **Premium:** CCS will do whatever it takes to get your file to output the way you intended and will charge for actual time spent.