GPO Form 952 (1/93) Revised for PDF (2/97)

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							
		Date					
Job TitleAgency requisition no							
Name of person completing form							
Desktop publishing technical contact							
2. Requested Output							
☐ GPO/Contractor to output for printing requested							
□ Output (IN-PLANT): Output □ Paper		☐ Laser proofs/no. of sets					
		Total no. of pages output					
Other							
3. Computer, Operating System, and Media							
☐ IBM or compatible with DOS version							
☐ Macintosh Model ☐ Other (Unix, OS/2, etc.) - Describe							
d Other (Offix, OO/2, etc.) - Describe							
Media Type: ☐ 3-1/2" floppy ☐ SyQuest ☐ lomega ☐ 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							
Name(s) of program(s) used for painting/image manipulation							
Name(s) of other program(s) used Version							
□ continued on block 10 or an attachment							
Files are supplied in: Native Format	☐ Print-to-File	e (PostScript) Format					
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 Manufacturer (Adaha Bitatroom etc.)					
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?	□ 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 page							
Was the visual made at less than 100% in order to show bloom	□ Yes □ No						
Does the visual clearly show color breaks?	□ Yes □ No						
Was the proof made on a printer using PostScript language	9.6	□ Yes □ No					

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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 Info	rmation						
Color System Used:	□ PANTONE □ CMYK (process	☐ Toyo s colors)	☐ TRUMATCH ☐ Other	□ RGB	·		
Trapping:	□ Supplied	☐ Do not trap	□ Create traps	as necessary			
9. Miscellaneous Checklist Do the files provide for bleeds (if any)? Are all graphics linked properly (no cutting & pasting or "store in pub")? Are all graphic elements "up-to-date"? Were changes made to any file(s) after the visual was made? If yes, explain				□ Yes □ Yes □ Yes	□ No □ No □ No □ No		
10. Notes/Special Instructi	ons						
Recommendations for submitt If you are providing files in Pos	•		e supplied printout, clearly	/ identify any halfton	es or other		

- 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 submit-
- 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.

- 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.