



# DIGITAL PUBLISHING INFORMATION

This form should be completed and submitted with the electronic media, visuals, camera copy (if any) and the SF-1 or GPO Form 2511.

## FOR GPO USE

Jacket no. \_\_\_\_\_

Program no. \_\_\_\_\_

Print Order no. \_\_\_\_\_

## PREFLIGHT

### GPO

Initials \_\_\_\_\_

Date \_\_\_\_\_

Software \_\_\_\_\_

### AGENCY

Initials \_\_\_\_\_

Date \_\_\_\_\_

Software \_\_\_\_\_

## CUSTOMER

Agency/Department \_\_\_\_\_ Date \_\_\_\_\_

Agency Requisition No. \_\_\_\_\_ Job Title \_\_\_\_\_

Name of Person Completing the Form \_\_\_\_\_ Phone No. \_\_\_\_\_

Digital Publishing Technical Contact \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail \_\_\_\_\_ Phone No. \_\_\_\_\_

## COMPUTER OPERATING SYSTEM AND MEDIA

PC System Version \_\_\_\_\_  MAC System Version \_\_\_\_\_  Other \_\_\_\_\_

CD Qty. \_\_\_\_\_  DVD Qty. \_\_\_\_\_  Other \_\_\_\_\_ Qty. \_\_\_\_\_

Internet file transfer:  Upload to contractors site  Available for download

## SOFTWARE

Name(s) of page layout (or other) program used \_\_\_\_\_ Version \_\_\_\_\_

Name(s) of program(s) used for illustrations/drawings \_\_\_\_\_ Version \_\_\_\_\_

Name(s) of program(s) used for scans, photos, & bitmapped images \_\_\_\_\_ Version \_\_\_\_\_

Name(s) of other program(s) used \_\_\_\_\_ Version \_\_\_\_\_

Files are supplied in:  Native Format  PDF Version description \_\_\_\_\_

Types of files (jpg, tiff, eps, etc.): \_\_\_\_\_

## FONTS

All fonts used in the layout and supporting graphic files **MUST BE FURNISHED**. If fonts are not furnished, issues such as text reflow, font substitution and loss of menu style (italic, bold, etc.) may occur.

See attached file directory for font listing  Fonts are furnished  Fonts are not furnished

Reason for fonts not being furnished \_\_\_\_\_

## FILE DIRECTORY

A file directory should be generated and furnished along with this FORM 952. The file directory should clearly show files for output (layout, supporting graphics and fonts).

## COLOR IDENTIFICATION SYSTEM USED

Pantone (list pantone numbers)  RGB  CMYK (Four Color Process)  Other \_\_\_\_\_

## VISUALS SUBMITTED

Were changes made to any file(s) after the visual was made?  Yes  No

Was the visual made at less than 100%?  Yes  No

Color Composite - No. of Pages \_\_\_\_\_  Color Separated - No. of Pages \_\_\_\_\_  Black & White - No. of Pages \_\_\_\_\_

Printed Sample Supplied  Folding Dummy Supplied  Covers and Text Pages Labeled

## MISCELLANEOUS CHECKLIST

Do files require bleeds?  Yes  No If YES, have bleeds been supplied on furnished files?  Yes  No

Are all graphics linked properly (avoid cutting & pasting)?  Yes  No

## NOTES

Empty box for notes.