



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

Large empty box for notes.