

GPO Form 952

Revised 1/13

Quality Control for Procured Printing

What is it?

The GPO Form 952 is designed to explain the nature of the furnished electronic files, to inform the contractor of what they will receive and ensure their compliance.

Filling it out completely will result in detailed specifications, best price, and reduced modifications.

This form should be submitted with the electronic media, visuals, file directory, and the SF1 or GPO Form 2511 or 4044.



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

Customer

The information in this block is designed to prevent needless delays and additional costs in the event that problems exist with the furnished materials.

If GPO has questions about the file, they will contact the person listed as the digital publishing technical contact.

The information given here does ***not*** appear in GPO specifications.

Computer Operating System and Media

Indicate the computer system used to create the print publishing files that are being submitted to GPO. As a general rule, most outside designers use the Macintosh platform and most government designers use the Windows platform. It is very important to include the OS version (Windows 95, Vista, etc) on the Windows platform.

Include information about all media types (DVD, CD, etc). Also list the number of discs provided. If using a ZIP or 3.5” disc, list them under “Other”.

If providing files via internet transfer, indicate if they are only available to upload to contractor’s site, **or** if they are available for the contractor to download from the agency’s file-sharing site.

Software

Identify the software and version used for the page layout. Typically this type of software is Adobe InDesign or Quark Xpress. The first block should describe the software used to create the “layout” file. The version will help ensure the contractor’s compliance to use the files.

The other blocks deal with supporting files, such as those used for illustrations, scans, graphs, and charts. Typically this type of software will be Adobe Photoshop or Illustrator. Microsoft programs may produce bitmapped images.

Ideally files should be submitted in Native Format (indd, ai, qxd). This will allow for the most flexibility in processing an accurate reproduction of the files without delay. It is optional to also provide a press ready PDF.

The last line is available to list the types of files being submitted. A complete file directory can be provided in lieu of this line.

Fonts

Fonts must be provided when submitting native format files. When using “collect for output” in Quark XPress or “package” in Adobe from the layout program, be sure the box for “copy all fonts used” is checked. This will create a folder containing all fonts used in that document. Copyright warnings will appear, click **ok** to all, as it is necessary to provide the fonts along with the files.

If fonts are not furnished, the contractor will have to provide them. It is imperative that the font name and manufacturer are listed. If possible, list the version of the font. These steps will help to eliminate text reflow. If name, manufacturer and version are not known, any font managing software can provide this information.

If only a PDF is being provided, be sure that the fonts are embedded. Illustrator files may be acceptable if the outline option is selected from the font menu for all text.

File Directory

Print a directory list of the files on the disc and attach it to the GPO Form 952.

When printing a file directory, use the *exact* discs that are being supplied to GPO. This assures that the information remains consistent and will be communicated correctly in the specification.

Color Identification System Used

Check the color ID system used in the images and photos. Typically the color system is either RGB, CMYK or Pantone. In this block, write all Pantone numbers that will print as a spot color.

Commercial printing vendors only print CMYK or Pantone inks. Using any other ID system requires special handling by the vendor (extra costs).

Color Tip: Office graphics programs (Word, PowerPoint, etc.) use RGB color exclusively. This color space can be converted to CMYK with a moderate degree of special handling; however, converting to Pantone requires extensive handling. The different elements will need to be isolated and converted to a spot color. Whenever possible, avoid office graphics program for any job requiring Pantone colors.

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Visuals Submitted

A visual should ALWAYS accompany electronic media. For the sake of continuity, always output or re-output the visual each time a correction is made. If the visual is output at less than 100%, indicate the percentage. This option is selected when final output size, such as a poster or bleeds, are too large to fit on a standard office printer.

If printing in color, it is a good idea to print out color separations. This option is typically controlled through the print menu in Page Layout software. If the software does not allow for color separations, the files may need special attention from commercial vendors.

For folded brochures or complicated pieces, a folding dummy can be useful to the contractor. Labeling Covers 1, 2, 3, 4 and the first and last text pages will also ensure proper page count and imposition.

Miscellaneous Checklist

Bleeds should always be provided in the page layout file. It doesn't take much additional time for the originator to create, and it always saves money. 1/16" - 1/8" is ideal.

Linked graphic tip: Resize the photo or image *before* placing it in the page layout program. Changing the size after placing it, will increase the size of the file and create a slower output.

Notes

Use this block for extra information, or attach a sheet of paper that explains any helpful information. Examples include:

- Fold or perforation marks that do/do not print
- Keylines that do/do not print
- “For Position Only” graphics
- Bleeds that must be extended
- Silhouettes that must be created
- Color correction to match samples/originals
- Other items that require special handling/processing

Preflight

When a preflight of the files is completed, use the area on the left side of the GPO Form 952.

GPO employees, use the top portion. Customer agency employees, use the bottom portion.

If there was a specific preflight function in a page layout software or other preflight software used, list it.
ie: Flightcheck, PitStop, InDesign, etc.

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