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
Agency/Department _____ Date _____
Job Title _____
Agency requisition no. _____ Print order no. _____
Name of person completing form _____ Phone no. _____
Desktop publishing technical contact _____Phone no. _____

2. Requested Output
❑ GPO/Contractor to output for printing requested
❑ Output (IN-PLANT):   Output   ❑ Paper   ❑ Film   ❑ Laser proofs/no. of sets _____
                    Pages to be output _____ Total no. of pages output _____
                    Other_____

3. Computer, Operating System, and Media
❑ IBM or compatible with DOS version _____   ❑ Windows version _____
❑ Macintosh Model _____   ❑ With System _____
❑ Other (Unix, OS/2, etc.) - Describe _____

Media Type: ❑ 3-1/2" floppy   ❑ SyQuest _____   ❑ Iomega _____   ❑ 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 _____ Version _____
Name(s) of program(s) used for painting/image manipulation _____ Version _____
Name(s) of other program(s) used _____ Version _____
_____
                    ❑ continued on block 10 or an attachment
Files are supplied in: ❑ Native Format   ❑ Print-to-File (PostScript) Format   ❑ Both

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 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?   ❑ Yes   ❑ 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 pages and illustrations?   ❑ Yes   ❑ No
Was the visual made at less than 100% in order to show bleeds?   ❑ Yes   ❑ No
Does the visual clearly show color breaks?   ❑ Yes   ❑ No
Was the proof made on a printer using PostScript language?   ❑ Yes   ❑ No

See reverse for required file and color information

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 Information

Color System Used: ❑ PANTONE   ❑ Toyo   ❑ TRUMATCH   ❑ RGB
                            ❑ CMYK (process colors)   ❑ Other_____

Trapping: ❑ Supplied   ❑ Do not trap   ❑ Create traps as necessary

9. Miscellaneous Checklist

Do the files provide for bleeds (if any)?	❑ Yes	❑ No
Are all graphics linked properly (no cutting & pasting or "store in pub")?	❑ Yes	❑ No
Are all graphic elements "up-to-date"?	❑ Yes	❑ No
Were changes made to any file(s) after the visual was made?	❑ Yes	❑ No

If yes, explain _____

_____

10. Notes/Special Instructions

Recommendations for submitting "Electronic Mechanicals"

- If you are providing files in PostScript format only, remember 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 submitting.
- 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.

- On the supplied printout, clearly identify any halftones or other 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.

Mention of any brand name product as an example is not meant as an endorsement of that product nor of its manufacturer.