



## 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