

Welcome to a Reader's Tour of Copresco

WHO SHOULD READ THIS BULLETIN:
Any person interested in the latest that digital printing technology has to offer.

Copresco offers you a standing invitation for a personal tour of our 14,000 sq. ft. digital printing facility. In the meantime, we would like to take you on this reader's tour and explain how your job moves through our plant.

First, a brief word about us...

Copresco specializes in digital on-demand printing of publications, books and manuals. Since 1987, we have been meeting the special needs of clients in the general business, printing trade, technical and institutional fields.

Our modern plant houses our digital color and docutech systems, finishing equipment, warehousing and shipping facilities, and offices.

To meet demanding time schedules, Copresco operates around-the-clock.

Now for Your Tour

Production

Our production coordinators oversee your job from start to finish. Your direct communications link to Copresco, they make sure you receive fast, courteous service and technical support assistance. Their diverse responsibilities include:

- **Cost Estimates.** Copresco quotes require a lot more than a quick check of a standard price list. Most of our jobs deal with a number of variables. Your production coordinator can often make suggestions to reduce overall costs, improve your document's appearance and enhance useability.

These recommendations range from paper stock selection, tab dividers preparation and printing and binding methods to shipping alternatives and archiving for future reprints.

- **Expediting.** Your production coordinator shepherds your job through the shop from the receipt of your order through delivery. This requires close coordination with all production departments...the review and approval of digital proofs...and final customer proof approvals.

Coordination of shipping to single or multiple destinations completes the cycle.

- **Follow-Up.** After your job is shipped, your production coordinator processes billing information. Other follow-up services include the return of artwork, computer disks and customer-furnished materials.

Computer Services

Here, your books and manuals are imaged from computer files or artwork on our digital network that links PC and Macintosh workstations to our UNIX, Novell and NT servers and docutech and digital color publishing systems.

Our staff works with all major software applications, including QuarkXPress, FrameMaker, PageMaker, Photoshop, Illustrator and InDesign, as well as Microsoft Office applications like Word and PowerPoint.

Customer files are received via our FTP site, e-mail or on removable media such as Zip, Jaz, CD and DVD.

The staff frequently works with mixed applications and computer platforms. Data files are merged with other electronic files as well as scanned hard copy or artwork. Individual pages, indexes, cover letters and other pieces can be tailored to meet specific needs.

Pictures and illustrations may also be incorporated from photos, traditional artwork or laser copies. Index tabs are typeset and inserted at this point. Then, final pages are imposed and PostScript or PDF files are created.

Documents are RIPed (Raster Image Processed) for seamless electronic printing on our five docutechs and digital color press. A complete digital stream is maintained in the production process including printing, collating, index tab imprinting and insertion.

Upon customer request, completed jobs are archived on our RAID (Redundant Array of Independent Disks). Files to be returned to customers are written to CD-R. Jobs can then be rerun exactly as the originals without rescanning, reformatting or reproofing on a print-on-demand basis. This permits shorter, more frequent and economical production runs.

Digital Press

Your publications, books and manuals are electronically printed here.

Digital printing jobs run the gamut from on-demand printing of technical manuals and training materials, computer manuals and software updates, foreign language booklets, handbooks and workbooks to high-tech newsletters, textbooks, curriculum materials and other documents.

Each page of each document is a laser original.

If you've had a bad experience with "color copies," take a look at Copresco's digital four-color work. It will knock your socks off. The jobs produced by our staff offer the same fast turnaround and high-quality advantages of our black and white services. Many of our jobs combine the economy of black and white with the pizzazz of stunning color.

Our docutechs perform a variety of inline finishing operations, from collating, tab imprinting and insertion to corner and side stitching and tape binding. Documents can even be personalized from database files or mailing lists.

Bindery and Finishing

Our bindery adds touches of class to make your books and manuals look their best.

Copresco offers perfect and case binding for soft and hardcover books. Other binding styles range from wire, plastic comb and plastic coil to saddle, side and corner stitching.

Index tabs are available in various tab sizes and styles, plain or with clear or colored Mylar reinforcing...and in a variety of paper stock colors and weights.

Cutting, folding and drilling, inserting sets into binders and shrink-wrapping round out the bindery's extensive array of services.

Shipping and Distribution

At Copresco, your job isn't finished until it's delivered on time via the most economical method.

We handle everything from small packages to skids of finished pieces weighing thousands of pounds. We ship by truck, air, package express and courier to single destinations or multiple locations across the globe.

UPS, FedEx, Airborne and DHL make daily stops at our door. Our company "fleet" offers you pickup and delivery services throughout the Chicagoland area. Customers can also pick up their work at our will call desk.

Through computer links to shipping firms, our staff can track your jobs in transit.

Note: TechTopics No. 6 provides details and links to help you track your packages on the internet.

Our warehouse offers ample space for storage of customers' printed materials.

Copresco's computerized inventory control system assures fast, efficient drop shipping to single or multiple destinations.

A Concluding Note...

This concludes our virtual tour of Copresco. You've seen how Copresco combines a skilled

professional staff with advanced technical tools to accomplish tasks that are impossible for others.

However, nothing can beat a personal visit to our "hospital-clean" printing plant. We invite you to tour our facilities and see for yourself why we are the top digital printer in the country.

We also urge you to contact or visit another shop, then ask yourself these questions:

"Where can you find a more immaculate, well-organized and efficient digital printing facility?"

"Who can do a better job of delivering exceptional quality time after time—on-time?"

We're confident that you will find the answer to each question is Copresco!

For your personally escorted tour, just call, fax or e-mail us to set a date and time.

General Information

Our staff will gladly answer your questions about software applications, digital files preparation and transmission, paper stocks, binding and our digital printing services.

TechTopics is a continuing series of technical bulletins on digital technology, document preparation and on-demand printing.

To obtain additional copies or back issues, please call, fax or e-mail us.

TechTopics issues are also available in PDF format on our website.

TechTopics

In 2002, Copresco celebrated 15 years of technical innovation and digital printing service.



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