

## Preparing Digital Files for Docutech Printing

### WHO SHOULD READ THIS BULLETIN:

Any person who prepares digital documents for Docutech production and printing.

Copies Overnight uses advanced digital technology to produce high-quality documents that can be printed at high-speed at any time.

Our local area digital network links PC and Macintosh workstations to our Docutech publishing systems. We can accept your digital files on diskettes, Bernoulli, Zip or SyQuest removable drives, on our 28,800 bps V.34 bulletin board or over the Internet.

Electronic files significantly increase reproduction quality. Instead of going to an imagesetter to make film or an RC print, page layout data goes directly to the Docutech. Macintosh, PC files and scanned artwork can be merged on the Docutech. Documents are then transferred in electronic form for reproduction as 600 dpi laser images.

We work in Windows, Macintosh and UNIX platforms in all major graphic and word processing applications. To keep pace with rapidly advancing technology, we're continually enhancing our technical skills and expanding our computer library. Please consult the latest version of our Digital Submission Checklist for the specific applications and software versions we support.

### Preparation Guidelines

Our file preparation procedures will save you time, money and frustration.

**The following basic guidelines also apply to Windows projects. See the Windows Files Preparation section for the differences.**

### Macintosh Files Preparation

Copies Overnight prefers native (application) files rather than PostScript print files. This allows us to properly configure your job for the Docutech...including any last-minute changes or corrections.

The Docutech requires a different setup procedure than is used in preparing files for film output.

### Page Format

Prepare your document in single page format.

### Fonts

Our Number One problem is missing fonts. You must send us **all the screen and printer fonts** used in your document. This minimizes the possi-

bility of text reflow. And please don't forget to send us **all the fonts** used in your EPS files (i.e. Illustrator or FreeHand files).

*Styles...* don't use the Style commands to apply bold or italic to a typeface. Select the weight or style from the application's font menu.

*Preferred Fonts...* We prefer Adobe Type I fonts.

*Note: A program like Symantec's Suitcase simplifies font handling and eliminates scrolling through long lists of type faces.*

### Linked Graphics

Please make sure all EPS and TIFF files are included for the complete document.

- don't nest EPS files within other EPS files
  - send **all the fonts** used in your EPS files
- We prefer that you not use PICT or .BMP files.

*Note: Embedding unacceptable formats inside an acceptable format can be a disaster.*

### Page Size/Crop Marks

Page size should be defined as final trim size.

For 8 1/2" x 11" pages, crop marks are not needed.

For smaller page sizes, provide crop marks from your Page Setup or Preferences menu.

### Line Screens

106 line screens work best on our Docutechs. Higher resolutions may be achieved, but please give us a test file first.

### Output File

Please remove any extraneous versions or files from the diskette that don't pertain to the job being output. They will just cause confusion and add expense.

Make a backup copy of the file for yourself.

**Include any artwork or photos to be scanned.**

### Sample Document

Please send a complete copy of the document, including page layouts with artwork, photos and order of printing. We will check our Docutech proof against your original copy.

*Note: Fine rules, screens and borders often appear lighter on the Docutech copy than they may on your laser printer. If in doubt, err on the dark side.*

### Test Run

Please send us 2 or 3 pages. We'll be happy to make a test run to make sure your document looks its best.

## Windows Files Preparation

While Macintosh dominates the graphic arts industry, Windows programs are more common in the technical documentation field. The wider range of Windows software that's available can also create more confusion.

Unfortunately, some PC software is not designed with printing production in mind.

**While the general rules outlined in the Macintosh section apply to Windows, there are some distinct differences.**

### Fonts

We can handle both TrueType and PostScript fonts. Adobe fonts, however, work better.

Please **do not mix** TrueType and Adobe fonts in your document.

Font management in Windows can be a complex task. If you have questions on down-loading fonts, call us for assistance when planning to send the file.

### Printer Driver

**You must send us** the printer driver you used to create the document. This will prevent text reflow. Please call us when preparing your Sample Document if you need help downloading the driver.

## UNIX Files Preparation

Because UNIX operating systems offer so many variables, please call us to discuss your specific project, software and your OS version.

## General Information

### File Compression

It's a good idea to compress your file for BBS, Internet or diskette transmission.

Use a program like Stuffit for Macintosh or WinZip for Windows. Shareware versions of both utilities may be downloaded from our BBS system.

### Mixing Applications, Platforms and Artwork

Most of the jobs we receive are created in one software package, i.e. QuarkXPress or Interleaf. Some clients, however, need to mix applications, platforms or artwork.

Working on an hourly time charge basis, Copies Overnight can produce documents with pages or chapters from different packages or platforms, or from different people in different locations. Pictures and illustrations may also be incorporated from photos, traditional artwork or laser copies.

For projects of this magnitude, please follow these special rules:

1. Please make sure **all fonts** are included. For example, if the job has both Macintosh and Windows files, **include both sets** of fonts.
2. Provide a *Composite Sample Document* showing all positions for the artwork and/or photos. Please give us a *Files List* showing where the various components may be found. For example:
  - pages I to IX - QuarkXPress
  - chapters 1 to 3 - FrameMaker
  - page 92 illustration - reflective artwork.Also...please keep copies of the Composite Sample and Files List so we can discuss the job if questions arise.
3. Please designate one person in your organization who has complete familiarity with the project.

### Storing Your job

After your job has run, Copies Overnight can store it in a Docutech format on a Magneto Optical Disk (MOD) for a minimal fee.

Why not store it as a PostScript file? It's highly impractical to edit PostScript files. And, since the Docutech is not a true PostScript printer, it takes time to interpret and process a PostScript file for printing.

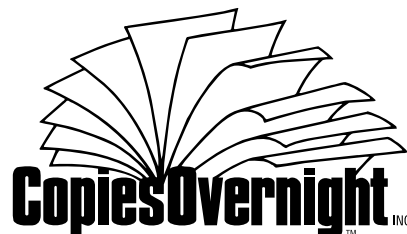
MOD files, however, contain all the information necessary for the Docutech run...including paper stock, tabs and bindery. The job reruns exactly as the original without rescanning, re-formatting or re-proofing. Changes and additions can also be easily accommodated.

### Call for Technical Assistance...

Our staff will gladly answer your questions about software applications, digital files preparation and our high-speed document printing services.

And...please don't be shy about calling. The Docutech is a complex system that requires specialized considerations in digital files preparation.

**(708) 690-2044**



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294 Carlton Drive • Carol Stream, IL 60188-2406  
Fax: (708) 690-8182 • BBS: (708) 690-0725

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