

Electronic Prepress Data Sheet for Cover / Jacket

It is the publisher's responsibility to provide Thomson-Shore with trouble free files consistent with our Client Guidelines for Electronic Prepress.
Version 9.0 / April 2004

Job# _____ CSR _____

Customer number: _____

GENERAL INFORMATION

Technical Contact: _____

Phone number: _____

Tech. Contact E-mail: _____

We need contact information for the person who can provide detailed answers or missing files if necessary. This is the technical contact.

COMPUTER PLATFORM

Macintosh running system: _____

Windows version: _____

PROOFS

Calibrated Digital Proof: will be very close for Pantone colors but not exact. This proof will be accurate for process color. These proofs are made from the electronic files.

Email PDF Proof: This proof may not represent accurate color. It is good for checking content or as a confirming proof before going to press.

FONTS

We suggest using Type 1 PostScript fonts and OpenType Fonts. Use caution with TrueType fonts as they may not embed in the PDF due to licensing restrictions. Multiple Master fonts are no longer being supported by Adobe, you may want to avoid using these as some printer drivers will not download them.

STAMPING DIE INFORMATION

Separate file for die stamp included on disk

Create die stamp from jacket file

This may be at an additional cost.

Camera copy supplied for die

IMAGES / ARTWORK

Conventional Art Supplied

_____ # of halftones _____ # of line art

_____ # of 4 color art _____ # Duotones/Tritones

Digital Art Supplied

_____ # of halftones in place for final output

_____ # of duotones in place for final output

Curves applied to duotones are for output

Thomson-Shore to apply duotone curve

_____ # of tritones in place for final output

Curves applied to tritones are for output

Thomson-Shore to apply tritone curve(s)

_____ # of line art scans in place for final output

_____ # of 4 color art (CMYK) in place for output.

APPLICATION PROGRAMS

Please indicate name and version

Page Layout: _____

Illustration : _____

Scanning/Photo manipulation: _____

Kerning/Font Modification: _____

Compression: _____

COLOR & TRAPPING INFORMATION

When defining colors within a document, do not depend on the monitor to represent accurate color. Choose Pantone colors based on what you see in the Pantone swatch book.

Print using the following colors on press: _____

Print Pantone colors as process separations

Customer Preflight Check

Files have been setup to Thomson-Shore dimensions, based on a cover/Jkt dimension sheet. These are available on our website at www.tshore.com

Application files are being submitted. PostScript or PDF files are not typically accepted for cover/jacket files. PDF for spine dies is okay.

File has been proofed for spelling errors.

Pasteboard is clean.

All screen and printer fonts have been provided.

All graphic files have been supplied.

Graphic files are in either TIFF, EPS, DCS2 format. PICT, WMF, BMP, JPEG graphics are not suggested for high-resolution output.

Scans are in the proper color space. RGB scans need to be converted to CMYK for printing.

Scans are in the correct mode. Line art that is scanned as grayscale will have stray dots around the art when output. Re-scan as 1-bit line art to avoid this.

A 100% laser proof and something that indicates color breaks is being provided. Tiled lasers are acceptable.

Lasers are marked with information needed for special effects. For special Photoshop effects, we suggest that you receive a high-resolution scan prior to the job coming to us. You can then apply these effects to the final scan. This is called a P-file.

Laser proofs provided match the files exactly.

Files are well organized on the disk.

Data sheet is completely filled out.

PROOF RETURN CONSIDERATIONS

Please keep in mind that nearly 85% of the files that we receive need some sort of manipulation before the first proof can go out. Typically this is adjusting dimensions to fit the book, but also could be changes needed for quality purposes on press. Supplying new files at proof stage may be considered a rework due to this situation. If the changes are minor, mark them clearly on the proof and we will make the changes to our "master file."