BSU Printing & Graphics
Electronic File Information Sheet
Phone: 426-1269/3939 Fax: 426-1276
http://oit.boisestate.edu/printing

Name: ___________________________ Phone: _______________

Department: ___________________________

In order to produce your job, we must have:

• A full-size composite printout (and color separations, where appropriate).
• All graphic files and artwork (slides, photos, graphics, etc.)
• All fonts.
• A completed copy of this form.

Platform: □ Mac □ PC

Disk Type: □ Floppy □ Zip □ CD □ Print Shop Server
          # of Disks __________
          □ E-mailed file to: ________________________________

Document File Names: ________________________________

Software Used: ___________________________ Version: __________

Graphic File Names Type (TIFF, EPS, etc.)

__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________

List Fonts Used: ________________________________

List Colors to be Printed: ___________________________

Document Page Size: □ 8.5 x 11 □ 8.5 x 14 □ 11 x 17
          □ Other ___________________________

Bleeds: □ Yes □ No

Trapping Done by Client: □ Yes □ No

IMPORTANT! Please read other side
Preferred Applications

Publishing
QuarkXpress 6  Illustrator 10
Pagemaker 6.5  Photoshop 7
Freehand 10  Adobe Acrobat 6
InDesign 3.0  PDF (minimum 300 dpi)

Will usually print out with minimal adjustments to original file.

Word Processing*
Corel WordPerfect  Powerpoint 2003/X
Microsoft Word 2003/X  Microsoft Publisher 2003
Microsoft Excel 2003/X

*Word processing files are problematic due to the way the applications view page margins and printer settings. Text reflow is very common! We may be able to print directly from the file on simple documents, but there is a high probability that the document will need to be saved as text only and formatted in a publishing application. Only Publisher can separate colors to print to a press. If you have any questions, please call us at 426-3939!