

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.)
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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

Pagemaker 6.5

Freehand 10

InDesign 3.0

Illustrator 10

Photoshop 7

Adobe Acrobat 6

PDF (minimum 300 dpi)

Will usually print out with minimal adjustments to original file.

Word Processing*

Corel WordPerfect

Microsoft Word 2003/X

Microsoft Excel 2003/X

Powerpoint 2003/X

Microsoft Publisher 2003

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!*