

Vulcan Information Packaging

1 Looseleaf Lane
 Vincent, AL 35178
 205-672-2241
 1-800-633-4526
 1-888-370-6797 (Docutech Support)



Docutech Electronic Art Checklist

a division of
 EBSCO
 Industries,
 Inc. 

Date: _____ Vulcan Salesperson: _____
 Customer: _____ Vulcan CSR: _____
 Artist/Contact: _____
 Phone: _____ Fax: _____

Please check all items that apply and follow instructions to ensure on time delivery and error free output.
 Call our support line if we can help.

Media available. (These are the drive formats we can accept)

Macintosh:

- 120MB Imation Superdisk or 3-1/2" floppy diskettes
- 100MB Zip
- 1GB Jaz
- 44MB, 88MB, 200MB Syquest cartridges
- CD Rom/DVD

PC/IBM windows compatible:

- 3-1/2" diskettes
- 100MB Zip
- CD Rom

Applications available. (Your file must be set up in the following applications)

Macintosh:

- Quark X-Press 4.03 or earlier
- Adobe PageMaker 6.5 or earlier
- Adobe Photoshop 6.0 or earlier
- Adobe Illustrator 9.0 or earlier
- Macromedia Freehand 9.0 or earlier
- Adobe InDesign 1.5

PC/IBM windows compatible:

- Quark X-Press 4.0 or earlier
- Adobe PageMaker 6.5 or earlier
- Adobe Illustrator 8.0 or earlier
- Macromedia Freehand 8.0 or earlier
- Corel Draw 9.0 or earlier
- Corel WordPerfect 9
- Corel Presentations 9
- Microsoft Word 2000 (Postscript files preferred)
- Microsoft PowerPoint 2000
- Microsoft Publisher 2000
- Adobe InDesign

SENDING POSTSCRIPT OR PDF FILES

Electronic files can be sent as postscript or pdf files instead of live application files. Postscript files are prepared by using the "print to disk" or "print to file" option in the application print menu. Pdf files are created using Adobe Acrobat.

This can be a faster and more accurate way to send your files when prepared correctly. When creating postscript files, use the LaserWriter II NTX driver and instruct software to download fonts.

When sending postscript or pdf files, there's no need to include copies of fonts, graphics files, etc.

- Job is complete and ready to print.
- Job is not complete. I have indicated changes.
- Screen fonts and printer fonts are included. Or create outline/convert to paths (Except for postscript files).
- Some pages are not on disk. Use attached hard copies to print.
- Collated proof representing final complete job is included.
- Copy of all placed/linked logos, illustrations and/or graphics (EPS, TIFF, etc.) are included (Except for postscript files).
- Artwork document file is created to scale and graphics in correct position. (example: 11"x8.5" or 8.5"x5.5" etc...)
- Small files (2 mb or less) may be sent electronically to the Art Department. E-mail address is domz@mindspring.com Please include your Vulcan salesperson's name, order name, order number (if available) in email and fax a proof to 205-672-1382 prior to sending files.