

The step by step procedure for a **S** **F**lawless **S**ubmission

1. Complete all information on the bottom of the layout:
 - school name
 - job number
 - whether the pictures should be black and white or color and/or if spot color will be used (name the spot color by code number)
2. Put any additional information you think the plant may need in the special instructions area.
3. Fill in page numbers if you are not using automatic numbering.
4. Tag and identify all pictures and artwork being submitted. If you use ink on the tags be sure the ink is dry before stacking pictures.
5. Print two copies of the spread, one for your records and one for the copy envelope.
- 5a. For traditional submission be sure to remove the yellow copy for your records and submit the other two copies in the copy envelope. Include a type sheet with all copy for that spread and be sure to keep a copy for your records.
6. For electronic submissions, be sure to change the start page numbers (in File>Document Setup) so that they match the actual page numbers in your book.
7. File names should be determined by your job number and the pages (ex. 5555 004-005)
8. Place a disk label on each disk submitted with your school name, job number, and pages included.
9. Make a font submission disk, if necessary. Copy all non-Adobe fonts to a disk to submit with your pages. If in doubt send it!!

When using a zip disk or cd, create a separate folder for fonts and/or graphics. *It may be helpful to create several font disks early in the year so that they will be ready to send with your deadlines.
10. All graphics or images must be copied to the submission disk along with your PageMaker file from your computer. Do NOT embed graphics files within your PageMaker files. They significantly increase the file size.
11. Graphics must be submitted as EPS or TIFF format.
12. All digital images should be 300 dpi resolution. You can plug in your digital pictures using Image In. If you have scanned images, go to File>Place to place the image on the page. Do not adjust your image size larger than 100% in PageMaker. Digital images should be JPG or TIFF format.
13. Double check everything one last time to make sure all pictures and artwork are in the copy envelope and that a copy of the digital file & images is included.
14. Put all disks in the disk submission envelope and complete the front with your job number, pages submitted and fonts used.
15. Complete the copy shipment record form and send it all off to the plant!

