

Describe the main reasons and methods for archiving desktop publishing and pre-press work securely

There is a general presumption by the customer that the company will store origination and pre-press work for a particular job. The customer will usually expect the final and sometimes intermediate digital or analogue products to be kept for future use.

The final approved version of files, films, proofs and plates must be clearly identified so they are not confused with earlier versions. The final approved files, films, proofs and plates must be stored in a way that protects them from physical damage.

Final approved files, films, proofs and plates must be labelled and filed in such a way that they can be easily retrieved when required. All digital files must be backed-up onto removable media for long-term storage.

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