



Citizen Printing, LLC

**Digital Production
Communication & Paperwork Procedures**

Who Do You Call?

Each account at Citizen Printing is assigned two Customer Service Representatives: a **Technical Customer Service Representative**, and an **Administration Customer Service Representative**. Your account representatives work closely together to coordinate your publication production.

Your Customer Service Representatives are your most important contacts at Citizen Printing. Your Tech CSR is responsible for supervising your job through prepress and imaging. Your Administration CSR will work with you to coordinate schedules, deliveries, mailing, and oversee press and finishing.

- ✓ Contact your Tech CSR for imaging and prepress information.
- ✓ Contact your Admin. CSR for scheduling, mailing, press and finishing information.

Production Documentation

There are four forms that we use at Citizen Printing to communicate your digital needs to our production staff. The forms are:

Image List- A color breakdown list of each page in your publication.

Color page position is coordinated between you and your Admin. CSR. Your Admin. CSR will let you know where color is available. You communicate how you *choose* to use the available color on your image list.

Copy-dot Ad Scan Order Form- An order form for new copy-dot ads that you need scanned. Materials for scanning must arrive 1 week prior to your production deadline.


Copy-dot Ad Pick up List- A pick-up list of copy-dot ad files.

Your copy-dot ad files are archived after each production cycle. You may pick-up ads from your archive from month to month. We use your pick-up list to select ads from your archive.

Photo Scan List- An order form for photo scans. Contains size and color information.

Each form has a specific use. Your Tech CSR will guide you as to how to use these forms. It is very helpful if you complete these forms yourself. You know your publication best. The image, copy-dot and copy-dot ad pick up lists are required forms. Scanning and imaging cannot be performed until these forms are complete. Note that all of these forms are used for billing. Each form must be complete and accurate.

Image List



Citizen Printing, LLC
Image List

List the color breakdown for each page.
Check the spread box if a page spreads.
Write the spot color number in the SPOT box.

Account: _____
Job #: _____
Date: _____

Citizen use only G16 Goss Plate Film

Form: 1 2 3 4 5 6 7 8 9 10

Page#	Spread	CMYK	SPOT	OPI	Comments
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			
		C M Y K			

The image list is a list of each individual digital page of your publication. The Imaging department uses this list as a guide for outputting your publication. This form is referenced as film or plate is produced.

Fill out an image list when your digital publication is complete. List each page and its specific color breakdown.

How to Fill Out an Image List

Page#	Spread	CMYK	SPOT	OPI	Comments
1		(C M Y K)			Please check cover photo placement
2	X	(C M (Y) K)			
3	X	(C M (Y) K)			
		C M Y K			

Page# - List each individual page by page number.

Spread - Spread pages have special requirements for imposition. Therefore, it is helpful if the Imaging department knows if a page contains graphics or text that spread across the gutter. Do not check this box if the page does not spread.


Spot - Write the **number** of the spot color in this box. Normally, black is used along with a spot color. In this instance, you must circle K and list your spot color number. Do not list a spot color if your page is CMYK.

Place any additional spot colors in the comments field. This will communicate to Imaging that more than one spot color should print on this page. Don't forget to circle K if black is also used.

Comments - Use the comments field to communicate with your CSR, or the Imaging department.

OPI - Check this box if you have placed a color copy-dot ad on the page. Do not check this box if the copy-dot ad is grayscale.

Image lists are required for each digital page that you submit for production. Production will not begin on your files until an image list is provided. Please note that you are responsible for filling out and completing your image lists. After production, the image list is used for billing.

 Copy-dot Ad Scan Order Form					
<i>Use this form for new ad scans.</i> Provide a unique name for each ad that you need scanned. <i>Copy-dot ads may not be enlarged, reduced, or modified in any fashion.</i>			Account:		
			Job No:		
			Date:		
					<i>Citizen use only.</i>
Ad Name	Page #	# of colors	FTP	Save to Disk	Billing Code

Copy-dot Ad Scan Order Form

Use this form to order new copy-dot ad scans.

NOTE: Do not use the "Copy-dot Pick-up list" to order new scans. You must use the Copy-dot Ad Scan form to order new scans. Also, do not list photo scan requests on the Copy-dot ad form.

Ad Name	Page #	# of colors	FTP	Save to Disk	Billing Code
Advance 08	22	4	X		
Package Prod 08	24	4	X		

How to Fill Out a Copy-dot Scan List

Ad Name - Write the name of the ad in this space. Each ad must have a unique name. It's a good idea to include the issue/volume number, or date in the name. This will simplify pick-up and search commands. Do not use any character symbols in your ad names. By character symbols, we mean dashes, underscores, slashes and periods (i.e. - * / _).

Page # - The page where you positioned the ad.

of colors - 4 color for full color ads, 2 or 3 color for spot ads, and 1 color for grayscale ads.

FTP - Your CSR will check this box if they have arranged to place your ad on your FTP site. Your CSR will contact you when your ads are posted to FTP.

Save to Disk - This box is checked if you have made a request to have your ads saved to disk. Your CSR will forward the disk to you.

Billing Code - This area is used by Citizen to list your billing code.

Please note that you can not manipulate a copy-dot ad. **Copy-dot ads cannot be enlarged, reduced or modified in any fashion.** Be sure to plan enough time for ad scanning in your production schedule. Scanning can take up to 50 minutes for a single scan. Account for this time in your production schedule. Coordinate this with your CSR. Do not assume that last minute scanning can be accommodated.



Citizen Printing, LLC
Copy-dot Ad Pick up List

Account: _____
Job #: _____
Date: _____

This is a pickup list for existing copy-dot ads. *Do not list new scans here.*
The copy-dot ad name must match exactly to the digital copy-dot file.

Citizen
use
only.

Ad Name	Page #	# of Colors	Last Run Date or Issue #	CTP

Copy-dot Pick up List

Pick-up ads are copy-dot ads that have already been scanned. The ads are saved in a digital archive. Ads can be downloaded from the archive and rerun.

Submit your pick up list as early as possible.

Ad Name	Page #	# of Colors	Last Run Date or Issue #	CTP
IntenTech 02	2	4	2/5/02	
Obtoner 02	24	4	2/5/02	

How to Fill Out a Copy-dot Pick up List

Ad Name - List the name of the ad in this box. The name must match *exactly* to your digital file.

Page # - List the page number where that ad will run.

of Colors - 4 color for full color ads, 2 or 3 color for spot ads, and 1 color for grayscale ads.

Last Run Date or Issue # - This information can be helpful for narrowing a search options.

CTP - Citizen use only.

Do not list new ad scan orders on the pick-up list.

It is very important to note that you cannot change the name of your copy-dot ad files. OPI links are utilized through the file name.

Keep a record of your copy-ad file names. This will be helpful in preparing your pick-up list and also help you to avoid duplicate file names.



Citizen Printing, LLC
Photo Scan List

Account: _____
Job #: _____
Date: _____

List all of the photos that you need scanned. Provide a page number and name for each photo. Define your size by percentage. Check color, B & W, or both if necessary.

Required By: _____
Total Scans: _____

Page #	Photo Scan Name	% Size	Color	B&W	Citizen use only		
					FTP	Film	Paper
			Color	B&W		F	P
			Color	B&W		F	P
			Color	B&W		F	P

Photo Scan List

Order photo scans with this form.

Send your photos to Citizen as early as possible in your production schedule.

Page #	Photo Scan Name	% Size	Color	B&W	FTP	Film	Paper
36	Mayor Bob	215%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Mayor's Wife	100%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

How to Fill Out Photo Scan List

Page # - List the page number of where you plan to place the photo. This is also used for billing purposes.

Photo Scan Name - Write the name of your scan in this box. Keep the photo names under 10 characters. Keep a record of your photo names throughout your production cycle to avoid duplicate photo names. Citizen is not responsible for your duplicate names.

% Size - List the desired size of the photo scan. Size your scans by percentage.

Color - Check this box if you need a color scan.

B & W - Check this box if you need a black & white scan.

FTP - Check this box if you have made arrangements with your CSR to receive your photo over FTP. Request that your CSR contact you when your photos are posted.

Film - Citizen use only.

Paper - Citizen use only.

All special requests for scanning must be made well ahead of live production. Your imaging production schedule is based on the assumption that your digital pages are complete.