

## **Saving Documents for Outside Output**

When a document is designed on a closed computer system (home or office desktop system) output to the system's printer unit is simple. Difficulty arises when a document is saved to removeable media like floppies, Zip cartridges, CD's, etc., or sent by email for output on someone else's system.

As a document is built and photos/illustrations are placed in it, the computer does not actually put the photo in the document. It saves the memory of where to go within itself to get the information necessary to reproduce the photo when it comes time to print. At printing time, it downloads the information necessary from its original location (not from the document). Therefore, unless the other computer system and its software is identical to yours, if the photo/illustration file is not saved/copied to the disc as a separate file, the other system will not be able to reproduce your document. It will not have the full data required to print your illustrations. That also applies to fonts. If they are not included, the document likely will not be printed matching the original.

It is absolutely necessary for you to include a printout of the document from your computer with your file in order to compare with the document at the receiving end. The type of hardware used, the software name and version used are all information necessary to ensure accuracy of the finished document.

## **Photo/Illustration Scanning & Suitability**

When scanning items for inclusion in documents, low resolution scans are not acceptable. They may appear fine on the computer monitor but when printed, there is no quality or sharpness. They appear pixelized, jaggy or blurred. This is especially true for images taken from internet websites. They are low resolution so that they download quickly, look OK on the screen but are not for use as printed images. A resolution of 240 or more is good - the file can always be downsized if necessary later.

## **Call Before You Dig! (Before you get too far into your project!)**

It is best to phone ahead while the document is being prepared to discuss what is required for reproduction. Most home systems are PC based, while most printers and publishers are Mac based. This may or may not cause problems resulting in higher or added costs. Save yourself time and effort at the start. A test page taken to the printer will establish at the outset if you're on the right track.

## **Software**

PC based word processing programs may not be suitable for direct translation into printers' programs. Often it is necessary to reformat type and styles after bringing into their systems. A printout from your system gives something to follow if reformatting becomes necessary.