

Customer Solutions



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Not Just Ink On Paper.

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File Organization & Naming Conventions

► PRE-PRESS PRESS POST-PRESS MAILING SPECIALTY

In today's digital world, the client and vendor play equally important roles in the manufacturing process. To assure that the hand-off of digital files between the two is smooth, we have developed new methods of organization and communication.

We would like you to consider using these same methods of organization and naming. The time required from you is minimal, but the reward—on-time proofs and error-free results—is well worth the effort.

File Organization. When we receive your job, we organize the files into a logical folder structure. Your job will likely be handled by multiple operators, for example, on different shifts, or for various operations, such as preflight, scanning, trapping, imposition, and output. Because the files are organized in a precise, consistent way, the job can be picked-up at any stage by an alternate operator, with the confidence that every file will be where it is expected.

You can help expedite the process by using the same method of organization before submitting your files. First, create three folders on your removable media, with the names "Documents", "Fonts", and "Graphics". Now, simply copy the appropriate files to each folder; layout files to the "Documents" folder, graphic files to the "Graphics" folder, and font files to the "Fonts" folder. Each file should be "loose" in its folder (not within another folder). If multiple disks are required, simply break-up the files into multiple folders (one on each disk, such as "Graphics 1" and "Graphics 2"). If you use Preflight software, such as Preflight Pro, most of this process is done for you automatically.

Naming Conventions. No two files should ever have the same name. This simple rule can save many hours of potential frustration and confusion, and can prevent errors.

We often encounter multiple copies of a file. When multiple copies are discovered, each file must be examined individually, to be sure that different versions do not exist. If multiple versions are discovered, it is difficult and time-consuming to determine which file was intended for printing. Since the Mac OS and Windows operating systems do not allow two files with the same name in a single folder, the organization system previously described helps prevent this situation.

Revisions. Once you submit your job, it is important that you do not make any additional revisions to the file(s). If you *must* make revisions, append ".vX" to the name of the revised file(s). (The "v" stands for "version", and the "X" represents the revision number). This assures that no two files (with differing content, no matter how minimal) have the same name. Whenever you submit a revised version of the file(s), simply increment the revision number by 1.