

Overview

This standard covers the outputting of digital files to a remote device such as an imagesetter, CTP system (Computer to Plate) or production-scale digital printer at a different location, possibly in a different country.

It applies to you if you work in a studio, imaging bureau, pre-press department or digital printing environment and send digital files to remote devices for production-scale printing.

Performance criteria

You must be able to:

Configure files and devices for remote output

1. check the files for remote output have been approved for use by appropriate people
2. confirm that the file(s) to be sent are in the right format and are of a suitable size for transmission to and use by the remote device
3. confirm that any routers, modems and network protocol settings are configured in a way that will allow output of files
4. check firewalls are configured in a way that will allow output of files
5. check that any virtual private networks are set up in line with job requirements at both ends

Connect to remote devices and output files

6. establish connection to the remote device in the appropriate way for the device, resolving any connection problems you encounter
7. send information to the remote location about the files to be output and obtain approval from appropriate people when it is necessary sending files to the remote device
8. check the relevant job information is available to be sent and it is in the correct format
9. select the correct option to print to when there is more than one job queue or job setting on the remote device,
10. check the remote device is ready to receive and, when necessary, deal with any problems that may prevent the remote output from proceeding
11. upload the file(s) to the appropriate queue on the remote device or, when printing directly to the device, select the appropriate parameters in the print dialogue boxes and start printing
12. follow organisational procedures to check that file(s) are error free on completion of file transfer or printing when they are received by the remote site
13. take appropriate action to resolve any problems with the remote output including re-sending file(s) when necessary
14. complete all necessary records on the output to the remote device with clarity and accuracy

Knowledge and understanding

You need to know and understand:

The law as it affects printing

1. copyright and ownership of images
2. data protection
3. ethical issues relevant to printing
4. confidentiality

Health and safety

5. hazards and risks in your own job, their assessment and the action to take to deal with them
6. relevant health and safety regulations on the safe handling of equipment and materials, and the safe use of computer equipment
7. manufacturer's health and safety requirements relevant to your job

Security and storage

8. computer system security and virus protection

Communication requirements and processes

9. how to communicate with colleagues
10. how to communicate with customers

Workplace policy and practice

11. workplace objectives, priorities, standards and procedures

The operation of equipment

12. the set-up of digital communications equipment and software
13. the operation of digital communications equipment and software

Digital files

14. file conversion techniques
15. file compression and decompression techniques
16. how to transmit digital files
17. file management procedures
18. job information including job definition format or job ticket
19. when it is appropriate to output files to remote devices
20. the format required and how to identify it
21. the problems that may occur and how to resolve them

Administrative procedures

- 22. recording and reporting procedures

Scope/range

This standard requires the operator to successfully output digital files to a remote device for production scale printing over a wide area network and to overcome typical problems when they arise. This standard is not about sending files to a remote desk-top device such as a laser or inkjet printer for limited output.

Output files to remote devices

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Originating Organisation Proskills

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Relevant Occupations Originators compositors and print preps; Printers; Printing machine minders and assistants; Printing Trades; Screen printers; Bookbinders and print finishers; Graphic designers

Suite Pre Press

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