

---

## Overview

This standard covers the sending and receiving of digital files over a telecommunications network; including as email attachments; by ISDN or through a virtual private network or similar permanent connection.

It applies to you if you work in a studio; imaging bureau; pre-press department or digital printing environment and send and receive images digitally.

### **This is what the standard covers**

If you work in a studio; bureau; pre-press or printing environment you will often receive files digitally; work on them and send them or proofs derived from them back to customers digitally. The files themselves are often very large.

You are likely to be using broadband (ADSL or SDSL) or ISDN. With broadband; the files are carried over the internet; with ISDN there may be an internet connection or there may be a direct connection from one computer to another over a telecommunications network; not using the internet.

'Dial-up' connections to the internet using a modem are still common; although slow compared to other methods. Direct modem to modem connections are now less common.

Files may be in a variety of file formats; e.g. JPG; TIF; GIF and PDF. Whichever format is used; it should be appropriate for the method of transmission – there is no point in trying to send an enormous file that cannot be properly received or which is likely to take so long there is a risk of the connection being lost during transmission. Where appropriate therefore; files should be compressed or created so as to produce the minimum acceptable file size.

Transmitted files should be accompanied by any relevant information that will inform the recipient of the reason for the file(s) being sent and any reference or identifying information.

Transmission and reception problems may include the following:

- 1 Local hardware and software problems; affecting your own and / or your customer's computer and communications systems
- 2 Physical problems with wider communications networks; e.g. telephone lines or cable links
- 3 Service problems originating at Internet service providers and other communications suppliers
- 4 Problems arising from the nature of the communication itself; e.g. large file sizes
- 5 Problems arising from computer virus

# PROPA124 SQA Unit Code (H7TH 04)

## Send and receive digital files

---

### Performance criteria

#### Send digital files by electronic means

*You must be able to:*

- P1 confirm that the file(s) to be sent are in the format required by the customer and are of a suitable size for transmission
- P2 make sure the transmission method is suitable for the files to be transmitted. Where there is a choice of transmission method; choose the most suitable taking account of the customer's preferences; speed of transmission; security and cost.
- P3 make sure that the information accompanying the digital file(s) is:
  - P3.1 detailed enough for the customer
  - P3.2 clear and accurate
- P4 send the files to the correct people
- P5 where necessary; seek confirmation that the files have been received correctly
  - P5.1 identify immediately any problems with the transmission of your files
  - P5.2 do what you can; within the limits of your job; to resolve the problems
  - P5.3 where you can't resolve them; refer them to the correct people
  - P5.4 tell the correct people about the problems and about the actions you took to deal with them
- P6 complete; clearly and accurately; all necessary records on the transmission

#### Receive digital files by electronic means

*You must be able to:*

- P7 Confirm that the digital communications systems are operating properly and are ready to receive incoming files
- P8 Check; at the correct intervals; for incoming files
- P9 If required; connect to remote sites and initiate download of stored digital files
- P10 Save received files correctly
- P11 confirm that you have received the correct files
- P12 where necessary; provide confirmation that the files have been received correctly
- P13 before opening received files; check that virus software is up-to-date and functioning correctly on the host computer
- P14 identify immediately any problems with file reception
  - P14.1 do what you can; within the limits of your job; to resolve the problems
  - P14.2 where you can't resolve them; refer them to the correct people
  - P14.3 tell the correct person about the problems and about the actions

## PROPA124 SQA Unit Code (H7TH 04)

### Send and receive digital files

---

you took to deal with them

P15 complete; clearly and accurately; all necessary records on the files received

# PROPA124 SQA Unit Code (H7TH 04)

## Send and receive digital files

---

### **Knowledge and understanding**

#### **The law as it affects printing**

*You need to know and understand:*

- K1 copyright & ownership of images
- K2 data protection

#### **Ethical Issues relevant to printing**

*You need to know and understand:*

- K3 confidentiality

#### **Health & safety**

*You need to know and understand:*

- K4 hazards & risks in your own job; their assessment and the action to take to deal with them – including relevant regulations on the safe handling of equipment & materials; and safe use of computer equipment

#### **Security & storage**

*You need to know and understand:*

- K5 computer system security and virus protection

#### **Communication**

*You need to know and understand:*

- K6 with colleagues
- K7 with customers

#### **Workplace policy & practice**

*You need to know and understand:*

- K8 workplace objectives; priorities; standards & procedures

#### **The operation of equipment**

*You need to know and understand:*

- K9 the set-up of digital communications equipment and software

#### **How to deal with digital files**

*You need to know and understand:*

- K10 file conversion techniques
- K11 file compression and decompression techniques
- K12 the transmission of digital files
- K13 file management

#### **Administrative procedures**

*You need to know and understand:*

- K14 recording and reporting

# PROPA124 SQA Unit Code (H7TH 04)

## Send and receive digital files

---

**Developed by** Proskills

---

**Version number** 1

---

**Date approved** February 2009

---

**Indicative review date** April 2014

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Proskills

---

**Original URN** 124

---

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

---

**Suite** Print Administration

---

**Key words** print; administration; estimates; records