

Overview

This standard covers the sending and receiving of digital files over digital communication networks.

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.

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.

Files may be in a variety of file formats; e.g. JPG; TIF; GIF and PDF although the vast majority of files now transmitted are PDFs. 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. Files should be compressed or created to produce the minimum acceptable file size. It is also common practice to send files using file management companies that specialise in large file transmission.

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;
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 viruses

Performance criteria

You must be able to:

Send digital files by electronic means

1. confirm files to be sent are in format required by customers and are of a suitable size for transmission
2. check transmission methods are suitable for files to be transmitted
3. choose suitable transmission methods taking account of customer's preferences; speed of transmission; security and cost.
4. confirm information accompanying the digital file(s) meet requirements
5. send files following standard operating procedures
6. seek confirmation that files have been received following standard operating procedures
7. identify any problems with transmission of files following standard operating procedures
8. resolve any problems within the limits of your responsibility
9. complete all necessary records on transmission following standard operating procedures

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Receive digital files by electronic means

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10. confirm digital communications systems are operating and ready to receive incoming files following standard operating procedures
11. check for incoming files following standard operating procedures
12. connect to remote sites and initiate download of stored digital files following standard operating procedures
13. save received files following standard operating procedures
14. confirm you have received files following standard operating procedures
15. check virus software is up-to-date and functioning on host computers following standard operating procedures
16. complete all necessary records on files received following standard operating procedures

Knowledge and understanding

You need to know and understand:

1. printing laws regarding copyright and ownership of images
2. data protection laws
3. confidentiality
4. hazards and 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 and materials; and safe use of computer equipment
5. computer system security and virus protection
6. communication methods with colleagues and customers
7. workplace objectives; priorities; standards and procedures
8. how to set-up of digital communications equipment and software
9. file conversion techniques
10. file compression and decompression techniques
11. transmission of digital files
12. file management
13. recording and reporting systems used

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Send and receive digital files

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Suite Print Administration

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