
A tip from the UD Copy Center for better quality output

ELECTRONIC FILE VS. HARD COPY MASTER

Whenever a customer hands us a **hard copy master** and says, "I need copies of this," the first question we ask them is, "Do you have the **electronic file**?"

When printing from an **electronic file**, all of the information is sent electronically to the print device to ensure a "first generation" high quality **PRINT** (see below).



Figure A.

When printing from a **hard copy master**, the information is scanned by the device to create a "second generation" lower quality **COPY** (see below).



Figure B.

If at all possible, submit an **electronic file** to ensure the highest quality output.

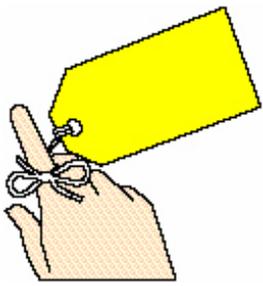
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Reminder: U.S. Postal Service's prices change this month

The Postal Service price changes affecting **First-Class Mail®**, **Standard Mail®**, **Periodicals**, **Package Services** and **Extra Services** take effect this month on **April 17**.

The new prices can be viewed online on Postal Explorer® at pe.usps.com. Click on the link in the left blue navigation frame under "New April 17, 2011 Pricing Information."

You may also email Denise Dobberstein at UDMailingServices or call 937-229-2087 for further details.

Fun fact #1:

IT ONLY TAKES A PENNY TO AVOID GETTING ZAPPED BY STATIC ELECTRICITY!

Have you ever experienced the annoying problem of walking across the office and getting zapped when you touch a door handle, filing cabinet or any other metal object?

There are many types of dryer sheets, sprays and lotions you can buy to reduce static, but here's an easy, inexpensive method you can use: Carry a penny in your pocket, and before you touch any metal object, touch it first with the penny. Guess what? You won't get zapped!

It doesn't even have to be a penny — any coin will work. Try it!

Quote of the month . . .

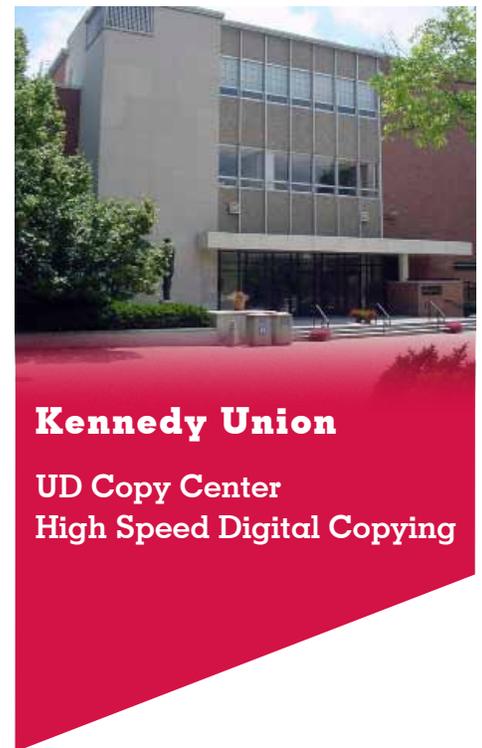
*Don't judge each day by the harvest you reap
but by the seeds that you plant.*

—Robert Louis Stevenson



College Park Center

Printing & Design
Mailing Services



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UD Copy Center
High Speed Digital Copying

