



# United States Department of the Interior



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Instruction Memorandum **No. CA-2000-079**  
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To: ACOs

From: State Director

Subject: Requirements for **Print and Electronic Publishing**

This memorandum establishes requirements for public documents to be published both in hard copy and electronic (digital) formats.

Field Offices/contractors developing documents on behalf of the Bureau in California must create an electronic version of the document, then convert the complete document to Adobe Acrobat PDF format. PDF is a universal file format that preserves all the fonts, formatting, colors, and graphics of the source document, regardless of the application and platform used to create it. These files can be shared, viewed, navigated, and printed with the free Adobe Acrobat Reader software. PDF is a standard on the World Wide Web and is also used to distribute electronic documents over networks or on CD-ROM.

To complete this end product, offices or contractors are required to digitally convert:

- WordPerfect, Microsoft Word, or other word processing files,
- .bmp and other types of map files,
- image files,
- tables/charts, and
- scan and convert furnished text pages and images.

Documents ready for print and electronic publishing must be submitted to Mary Lou West, State Office External Affairs, in the following formats:

- Two (2) camera ready hard copies (1 to send to the printer and 1 to keep in the office).

- One (1) master CD-ROM with a complete “print ready” Adobe Acrobat PDF file, optimized with a resolution and compression appropriate for high resolution commercial printing (300 dpi minimum for text, 600 dpi minimum for images and art work). This document must include all signature pages, maps, tables, text, images, public comment letters, etc.
- One (1) master CD-ROM with a complete “searchable-text” Adobe Acrobat PDF file, optimized with resolution and compression appropriate for on-line screen viewing (screen quality). This version must have “blue” hyperlinks from the Table of Contents for easy navigation. Each of these links will also be represented as a PDF bookmark, viewable along the left side of the screen when the bookmark feature is enabled. Pages should be designed for on-line viewing and laser jet printing (8.5 x 11 page size in portrait or landscape mode). This document must include all signature pages, maps, tables, text, images, public comment letters, etc.
- One (1) master CD-ROM with an electronic version of the complete document in the word processing or desktop publishing program it was originally created in. This CD should include all the original files used to create the Adobe Acrobat PDF file (map files, image files, text files, etc.).

Other requirements:

6. Security passwords may NOT be used with any of the documents.
7. Contractors must test the master CD-ROM on both a PC and a Macintosh computer and certify compatibility with these systems.
8. Documents that require scanning must be done using an Optical Character Reader (OCR) software. All text should be verified for accuracy (for example, a scanned document might be a “Dear Reader” letter with an original signature -- the letter will be scanned using OCR and the signature would be scanned as an image and placed in the document accordingly ).  
*Only in unusual circumstances should documents be scanned as a bitmap image. If this method is used, two versions should be scanned: one (1) at high resolution for commercial off-set printing and one (1) at the lowest possible resolution for on-line screen viewing. Appropriately place the images in the electronic documents noted above.*
9. Fonts should be embedded in the original desktop publishing program prior to converting to PDF. For instance, in Microsoft Word, follow these menu items:

Tools  
 Options  
 Save  
 Embed True Type Fonts

10. Plan your project to allow sufficient time for printing and distribution. Printing through the Government Printing Offices takes six to eight weeks, provided there are no technical difficulties with your PDF document.
11. PDF document should open up to Page 1 (as opposed to Page 6, as some have done in the past).
12. Bookmarks should be set to view the page at 100% zoom.
13. The PDF document should open with the bookmarks showing (set as the default).
14. If you are distributing PDF documents on a CD-ROM, use ISO 9660 filenames. An ISO 9660 filename can contain one to eight characters (with no spaces), optionally followed by an extension (a period and from one to three characters). Only uppercase roman letters, the underscore, and digits (0-9) can be used in ISO 9660 folder names and filenames. Folder names must be no more than eight characters, have no extension, and can be no more than eight levels deep.

In compliance with Section 508 of the Rehabilitation Act, the State Office will convert the PDF document into a format accessible by persons with disabilities (html), and will publish both versions on the internet. Field Offices are responsible for making the appropriate links from field office web pages.

**Signed**  
**Carl Rountree**  
**Acting State Director**

Authenticated  
AJ Ajitsingh  
Records Management