Printing Guidelines for NOAA Environmental Sensitivity Index Atlases

INTRODUCTION

This document is intended as a general guide for printing NOAA Environmental Sensitivity Index (ESI) Atlases from Adobe (.pdf) files. It does not include explanations for all possible printing options, as some specifications may change on a case-by-case basis depending on each individual atlas' end use (eg. field copy vs. office copy). This document assumes that you already have a .pdf copy of the NOAA ESI Atlas you intend to print. If you need to obtain one or more of these .pdf documents, please contact NOAA office of Response and Restoration http://response.restoration.noaa.gov/

GENERAL APPEARANCE

The ESI atlases were originally printed on 8.5" x 11" glossy 100# paper with two 11" x 17" inserts (henceforth called 'fold-outs'). These fold-outs include a layout, situated just after the cover of each atlas volume, and a legend, just before its back cover. Lamination is highly recommended for fold-out pages to increase durability. Special printing and folding instructions for these pages are included below. Margins have been set at ¼" in the .pdf documents, and should be printed "no-bleed". Durable materials, such as laminated cardstock, plastic, or vellum, are recommended for the front and back covers of all atlas volumes. In the original printing of the ESI Atlases, the front cover was laminated cardstock and the back cover was a piece of black vellum.

PRINTING AND FOLDING INSTRUCTIONS FOR FOLD-OUT PAGES

Fold-out pages are intended to be printed double sided on 11" x 17" paper. The printer should be informed that the layout fold-out flips on the short edge (whereas the rest of the atlas pages are intended to flip on the long edge).

Layout Fold-out Instructions

The image below is an example of the layout fold-out page. Rows of dots seen along the edges will not appear in the ESI Atlas .pdfs. They are shown here for demonstration purposes only as in indication of where the page will be bound.

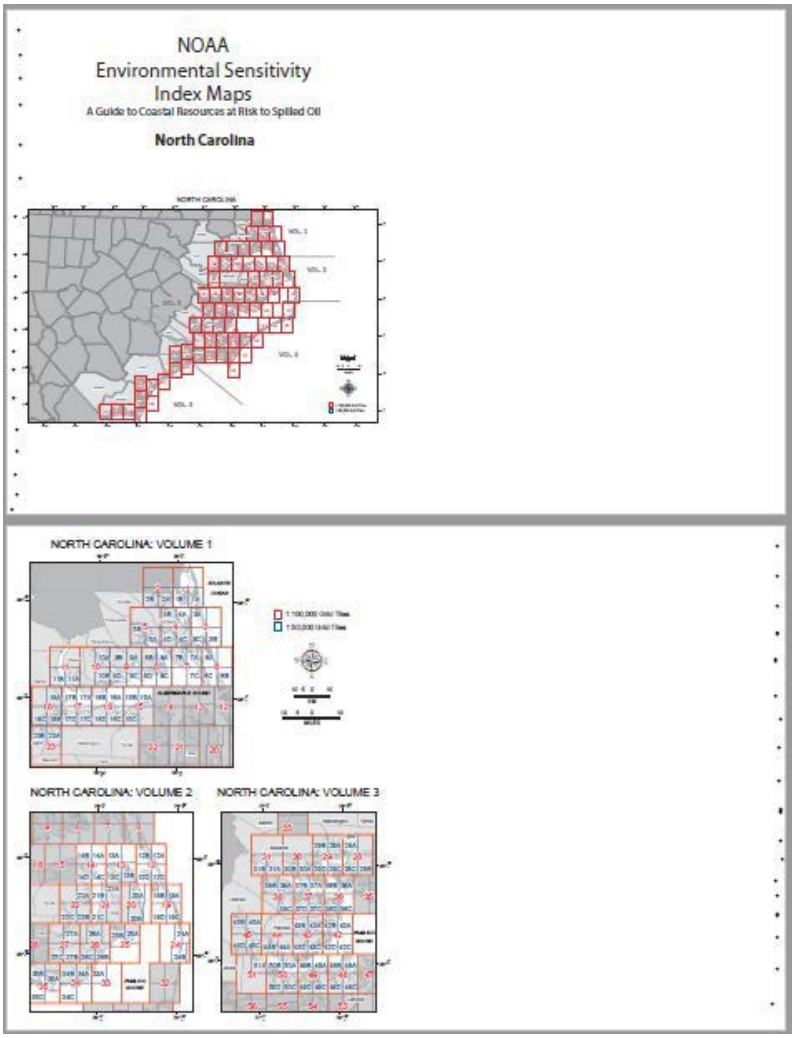

Figure 1: The first fold-out page in any atlas gives reference to the reader.

Once printed, this page should be folded so that the blank half of the front goes underneath (see Figures 2 and 3).

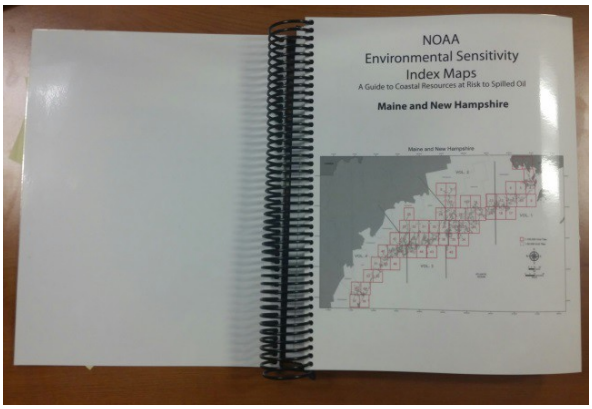

Figure 2

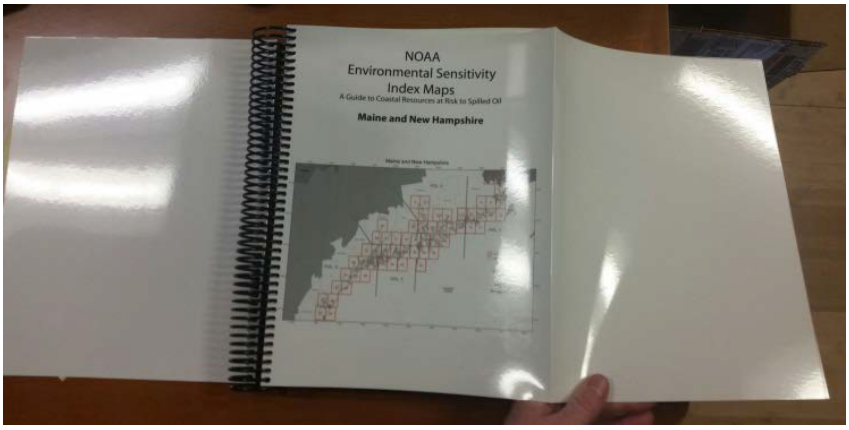

Figure 3

After this page has been folded similar to Figure 2, turning the page should appear similar to Figure 4.

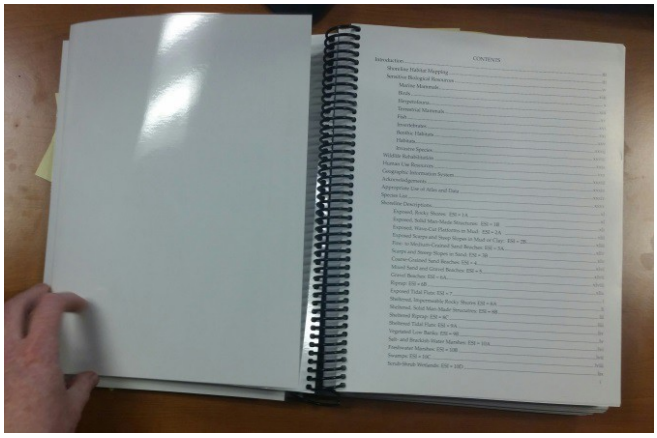

Figure 4

Unfolding the back of the fold-out page reveals an overview of the layout of atlas pages (Figure 4 to Figure 5).

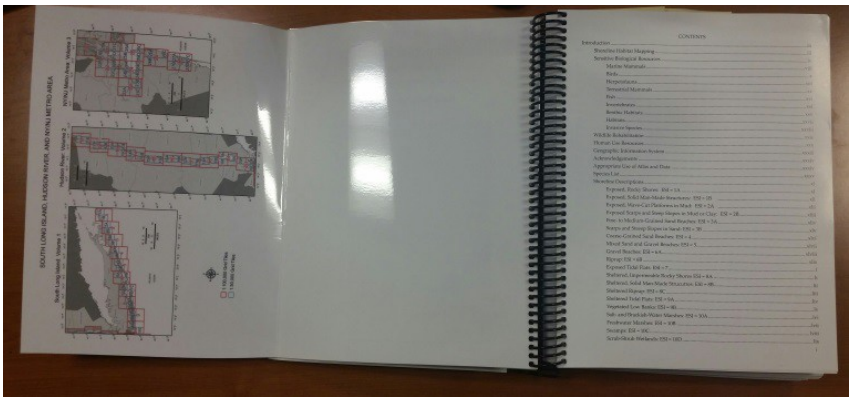

Figure 5

When folded out, the back of this layout page is intended to be a convenient reference for the user (Figure 6).

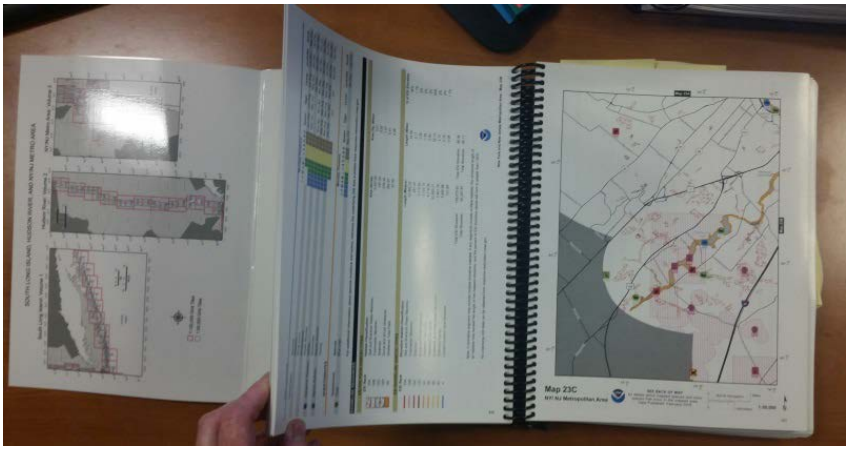

Figure 6

Legend Fold-out Instructions

This fold-out is an 8.5” x 11” page on the outer side of an 11” x 17” sheet clear laminate. The .pdf document does NOT include any indication for the clear laminate section on this page. The user needs to communicate with the printer to ensure this page is constructed appropriately. (Sharing images, such as Figures 7-11, with your printer is highly recommended.) This page flips along the long edge.

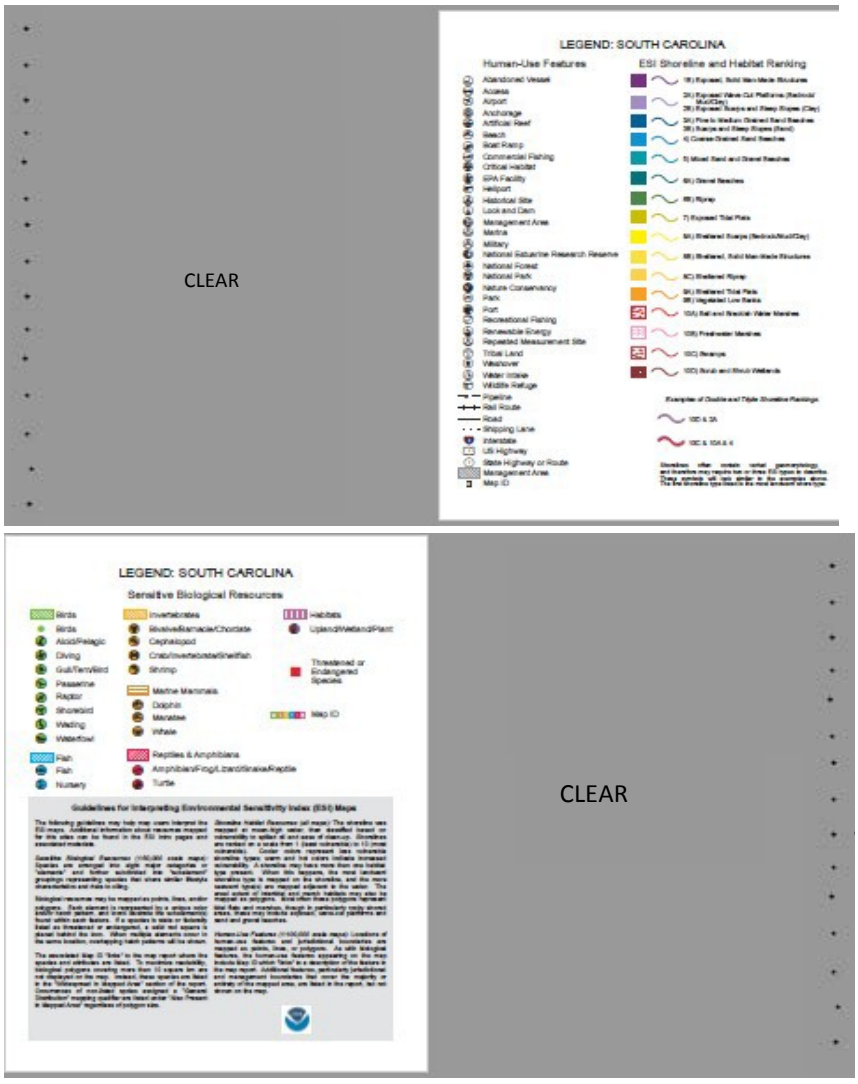

Figure 7: A conceptual view of the legend fold-out. In the ESI atlas pdf documents, the pages labeled “CLEAR” above are not included.

When the atlas is opened to this page and this page is folded in, it should appear similar to Figure 8. The printed side of this page should be folded on top of the clear laminate.

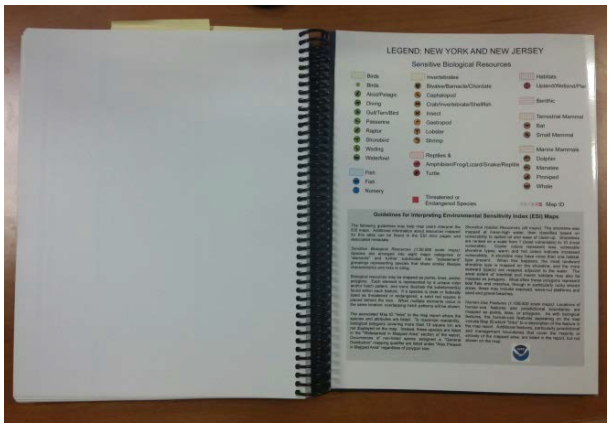

Figure 8

When folded out, Figure 8 should appear like Figure 9.

Figure 9

Flipping the page from Figure 8 should appear similar to Figure 10.

Flipping from Figure 9 should appear like Figure 11 (next page).

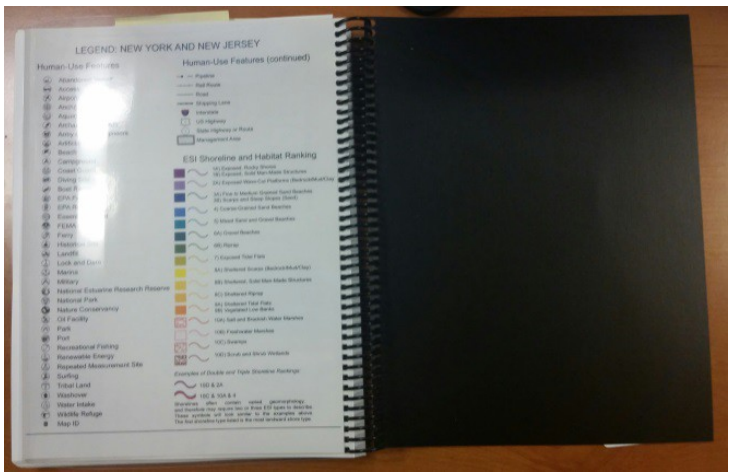

Figure 10

The intent of the legend fold-out is to give a convenient reference to the user while they are viewing ESI maps. One consideration when printing is that the thicker an atlas volume, the more cumbersome this legend page is to use.

Figure 11

OTHER CONSIDERATIONS

- Considerations for binding should be made based on the intended use of the printed ESI atlas. Most comb binding will not work for ESI atlases, since it encroaches beyond the ¼" printed margin. Spiral binding was used in the original printing.
- Choose durable materials for the front and back covers, especially for field use.
- Lamination is highly recommended for both fold-out pages for durability.
- The type of paper chosen for your print needs to be assessed based on the preferred binding method, atlas volume breaks in the pdf documents, and the intended final use of the printed atlas. Maximum page limits vary for different bindings and weights of paper. The original printing of the ESI atlases used 100# glossy paper and were successfully spiral bound.
- Lighter paper may be less costly, but is not as durable or water resistant, and colors may bleed through the page.
- Heavy paper (including waterproof) may be durable in the field, but can create very thick atlas books and require additional binding considerations.
- It is a good idea to do a test printing of at least the legend and one or more maps, to make sure the ESI shoreline colors are distinguishable.