



CHECK LIST

To help ensure the smooth creation and handoff of PDF's for printing at TJ Books Limited.

- Document is set up to the finished print size.**
- Objects that bleed extend 3mm beyond the trim area.**
- Content is within safety margins if it does not bleed (8mm all round).**
- There is no overset type.**
- Black type is 100% black and does not contain any other process colours .**
- All placed images are greyscale or CMYK not RGB.**
- Image resolutions are sufficient for printing.**
- Linked graphics are up to date.**
- Spot colours are converted to CMYK or if desired defined as spot colours.**
- Delete unused colour swatches.**
- There are no missing or inactive fonts.**
- Delete unused elements outside of the artwork area and any empty boxes.**
- Covers, jackets etc. carry trim, spine and fold marks.**
- PDF's are exported as single pages (not spreads).**
- The appropriate PDF Export settings have been used. (see specifications document)**