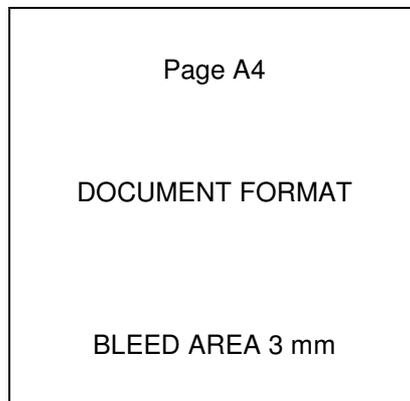


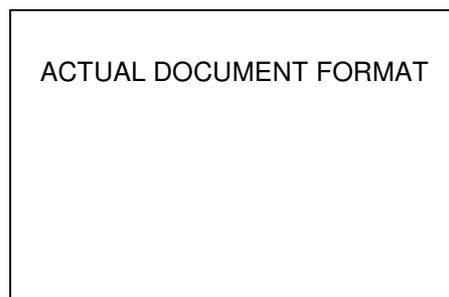
CREATING PDF'S: BASIC ADVICE

INTERIOR PAGES

- Send as few **PDF files as possible**. With the pages interval identified in the file name: e.g. (01-256)
- In the case of various PDF's **do not join them manually using Acrobat**, it is preferable to hand them over separately.
- **Centre the document** on a larger page, including crop marks, which must extend at least 3 mm beyond the actual format of the book (books with bleed area).



- Make the document up at actual size, without crop marks (books without bleed areas).



- **Do not** send PDF's with **facing pages**.

No

- **Before saving the PDF make sure:**
 - That the images are linked.
 - That the document measurements are correct.
 - That in the case of bleed areas these are well defined, in line with the program options.
 - That the Pantone colours are correctly defined (CVC, CV, CVU).
 - That the overprinting of the document occurs where required.
 - If the PDF is black only save the PostScript as “Grey-Scale”.
 - If the PDF is black + pantone save the PostScript as “Device N” (Quark 6) or composed, maintaining Pantone colours.

- **Once you have saved the PDF, carry out the following verifications using Acrobat:**
 - That the **fonts** are **encrusted**:
 - That the **Pantone** colours are **well defined**:
 - That the Pantone colours are not in CMYK.
 - That they are not duplicated.
 - That the same Pantone colour does not appear with 2 or 3 different names.
 - That the images are the desired colour, if the image is grey it should **not** appear in **RGB**.

COVERS

- **Centre the document** on a larger page, incorporating the bleed areas, at least **3 mm**.
- Place the **marks** (for **crop**, **spine**, **flaps**, etc.), always at a distance of 3 mm from the actual format of the book.
- Do not send **Pdf's** with separations, send them **composite**.
- Send the **images** in **CMYK**.
- Encrust the typographies in the **EPS**, or lay them out.
- Bear in mind the overprints:
 - When the text is black, overprint, according to typography size.
 - When it is a metallic colour (silver, gold, etc.), do not overprint, do trapping by hand.
 - When it is a Pantone colour, overprint depending on whether the colour is in the foreground.

CONFIGURATION OF ACROBAT DISTILLER

- We attach a **Job Options** file to configure the Distiller.
 - **PC**: This file must be copied inside the Settings folder, in the file in which the Distiller is installed, afterwards, on distilling the PostScript, select the option 2400tf.
 - **Mac OSX**: open the Job Options file by clicking on it twice.
- If you do not have a generic **Post-script Printer** configured, we attach a **PPD**.

P.S. For complicated documents (2 or more Pantone colours, DCS2 images, etc.) it is a good idea to send some trial PDF pages to speed up the work.

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CTP Department