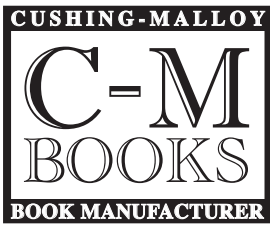


PDF and PostScript Creation Guidelines for Text

PDF CREATION

- 1) Before you begin, please make sure that any color management options are disabled in your page layout program. This will prevent inadvertant color conversions which will may cause solid black elements to become screened. Be sure colors are defined as CMYK in your document.
- 2) Be sure all used fonts are active so they will embed into the PDF you are creating. Postscript Type1 and Multiple Master fonts must have each printer font residing in the same folder/directory with its associated screen font or they will not embed into the PDF.
- 3) Update any linked graphics. Any fonts used in graphics also need to be active or they will not embed.
- 4) You may now create your PDF either by exporting directly to PDF from your page layout application or by creating PostScript first and then using Acrobat Distiller to convert the PostScript to PDF.
- 5) If exporting directly to PDF be sure to select either the Press quality or the PDF-X/1a configuration. If your layout has bleeds, you may need to check your export options to ensure that there is at least 1/8" bleed allowance on each side of your pages; also in these options, the page size should set to at least 1" larger than your document's trim size to accommodate the bleeds and any printer marks. It is also important to set trim marks to be offset by 1/4" or more so they do not appear in the bleed area.

If these preset configurations are not available to choose while exporting directly to PDF, or if exporting to PDF is not an option at all, please create a PostScript file according to the guidelines on page 2 or 3 of this document.



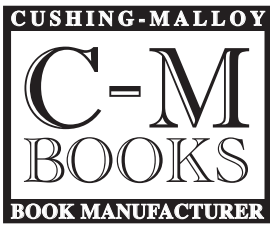
PDF and PostScript Creation Guidelines for Text

TO CREATE POSTSCRIPT (MACINTOSH PLATFORM):

- First follow steps one through three on the preceding page.
- On the Mac OS X you can typically find an option to print to PostScript in the print dialogue. Printing to "file" on Mac Classic when a PostScript driver (i.e. Laserwriter) is selected in the Chooser also generates a PostScript file.
- If the print dialogue gives options for page size, choose the one that matches the trim size of your book. If bleeds are present in your page layout, be sure to give 1/8" bleed allowance and choose a page size that will accommodate the bleeds (at least 1/4" larger than the book's trim on both length and width).
- After all appropriate options given above are selected, choose print and you will be prompted to save your PostScript file to a location of your choice.
- We will accept your file in PostScript format, but we highly recommend using Adobe Acrobat Distiller to distill your file into a PDF file. This will ensure that the PostScript code is not corrupt and that all fonts are embedded. This also allows you to view the finished file for approval before submission to C-M Books.
- See page 3 of this document for help creating PostScript on Windows platforms.

USING ADOBE ACROBAT DISTILLER:

- Open Acrobat Distiller.
- In the Distiller window is a drop down menu; choose either the PDF-X/1a or Press option.
- Drag and drop your PostScript file onto the Distiller window and the PDF file should be automatically generated.
- Be sure to check in the Distiller window for any warnings/errors. Be sure there are no warnings about missing or substituted fonts.



PDF and PostScript Creation Guidelines for Text

TO CREATE POSTSCRIPT (WINDOWS '98 - XP):

(Windows Vista PostScript/PDF instructions to come.)

- First follow steps one through three on the first page of this document.
- For windows versions '98 through XP, go to <http://www.adobe.com> and type in "downloads winsteng.exe" in the search box.
- When you find the download page, choose the version of the file that is indicated for your Windows version and language.
- Download the file and double-click it to start the installer program.
- Follow the directions in the installer. At some point you will be prompted to provide a name for a new printer on your system. Give it an appropriate name such as "Adobe PostScript."
- In the print dialogue of your page layout program, simply select this new printer and you will be prompted to provide a name and location for the PostScript file to be saved to disk.
- After saving the file to disk, it will have either the .ps extension or the .prn extension.
- We will accept your file in PostScript format, but we highly recommend using Adobe Acrobat Distiller to distill your file into a PDF file. This will ensure that the PostScript code is not corrupt and that all fonts are embedded. This also allows you to view the finished file for approval before submission to C-M Books.

USING ADOBE ACROBAT DISTILLER:

Same as given on page 2 of this document.