

# pagelayoutapplication

## pagesize

Your document size must be the same as your required final trimmed dimensions. In your Page Setup, create a custom paper size which is the size of your document plus 20mm to allow for registration marks to be added on the PDF.

## colours

Delete any non-CMYK Process colours from the layout software

## fonts

Check that all fonts are installed. Delete any instances of fonts that are present in the document but not being used. Check with your supply chain before using TrueType or OpenType font formats to ensure they will output correctly.

Select Utilities>Usage...and select the Fonts pane. Make sure no fonts are using any pseudo text effects such as bolds or italics – only use styles present in the original typeface family. Click the More Information box to display format and location information. Adobe InDesign CS3 Select Type>Find Font. This palette shows which font formats are in use and displays a warning triangle next to any problem fonts.

## placedimages

Check resolutions and colour spaces; try to carry out any major resizing in Adobe Photoshop rather than in your page layout application as this adds to potential output problems. Remember that digital images will proportionally increase or decrease in effective resolution if made smaller or enlarged on a page. For example, a placed 300dpi image reduced by 50 per cent will have an effective resolution of 600dpi; the same image enlarged to double its size would effectively be 150dpi. This does not apply to pure vector artwork. QuarkXPress 7 Verify your images in Utilities>Usage in the Pictures pane. Click More Information for details such as colour space and original resolution.

Adobe InDesign CS3 Choose Window>Links. Modified or missing links display warning icons next to the relevant image. To display image data in InDesign (colour space, resolution etc), select the image and go to Window>Info. This palette displays the position, the format (ie, TIFF), the actual and effective ppi – the resolution of the original image and the resolution at its current placed size – the colour space and any ICC profile information.

## transparencyflattening

Adobe InDesign CS3 InDesign's creative effects, such as drop shadows and transparency, rely on effective flattening of the file before output, otherwise the final output will often encounter problems. Work with text and graphics on separate layers and set Edit>Transparency Flattener Presets in the same manner as for Illustrator. Set Edit>Transparency Flattener Blend Space to CMYK.

QuarkXPress 7 automatically flattens objects that incorporate transparency relationships. For objects that must be rasterised, the resolution can be specified in the output dialogues (Print, PDF etc). Whilst we have suggested some specific settings to use, it is always worth checking the final PDF to make sure that the results are satisfactory. In some cases you may need to increase the resolution values.

## proofingandfiledelivery

Proofing and file delivery All PDFs sent should be given a relevant name that includes basic information, such as title, publication name and issue date, ie: title\_pubname\_jan05.pdf. The file name should be no more than 27 characters and should not include any non-standard characters, eg: \:/\*®©. A file naming convention cannot be implemented without consultation with your supply chain. An email confirming the transmission of any digital file should be sent to the relevant production contact at the destination. Recordable media must be write-protected and contain only the files relevant to the job. Disks must be clearly labelled with a booking reference supplied by the publisher. Proofs should be produced in accordance with the proof4press guidelines. It is important to flightcheck PDFs before transmission, either using standalone software or a server solution.