



TERMS & CONDITIONS FOR FILE ACCEPTANCE AT TJ INTERNATIONAL

To minimize potential problems and allow for a smooth workflow with your PDF files, we would ask you to follow the guidelines below:

- We prefer to receive a single PDF file wherever possible. If multiple files are necessary please use a meaningful naming convention preferably using leading zeros e.g. 001 Prelims, 002 Intro, 001 Chapter 1. The use of leading zeros will ensure that files run in the correct order when being processed.
- The position of the prelims, chapter drops, part titles, should be correct and a consistent page setup used throughout the job.
- Head and Back margins should be correct in the document, if any change is required at the imposition stage this should be clearly indicated on your order.
- All blanks should be present in the final file and in the correct position.
- Pages should be supplied at the final trim size.
- Do not save as spreads.
- If the job contains bleeds ensure that the document size allows for this. Bleeds should be set at 3mm. Ensure that all elements that should bleed extend beyond the trim.
- All fonts including system fonts must be embedded.
- Do not specify rules below 0.25pt in weight.
- Ensure all fonts used in imported illustrations are embedded.
- Always Distill PostScript files to PDF using Acrobat Distiller or Export to PDF. Use of the Adobe Acrobat PDF writer, Macintosh OS X Quartz or Open Source solutions such as GhostScript should be avoided.
- If you are using low resolution images in your document (below 120 dpi for mono, below 200 dpi for CMYK) please let us know when supplying the job to save the time of obtaining authorisation to run with low resolution images.
- Save mono files as 'greyscale'.
- Save colour files as 'composite CMYK'.
- Ensure that spot colour files only contain the required colours.
- Convert RGB or LAB colour images to CMYK or greyscale before saving to PDF.
- If Spot colours are not required please convert to CMYK before saving to PDF.
- We strongly recommend the use of preflight software to check files before sending.

For advice on PDF creation, we recommend using industry recognized standards which can be found on the Pass4Press website at: <http://www.ppa.co.uk/resources/guides-and-standards/production/pass4press/> or from the Ghent Work Group website at: <http://www.gwg.org/application-settings/>
Please contact your Customer Service Representative or the [Technical Services department](#) if you have any technical enquiries. We would be pleased to test any files from you in advance.

Our preferred format for the supply of digital files is PDF and all estimates are based on this. We will only accept application files by prior arrangement and charges will be incurred to create PDF files for these. We reserve the right to charge for any extra work caused by incorrectly supplied files.

Every effort will be made to check your job at every stage of production, however no responsibility can be accepted for errors or omissions originating at the editing stage. As part of the preflight procedure TJ International will undertake to explicitly check for the following:

- Unembedded fonts
- Low resolution images
- Incorrect colour spaces
- Incorrect document size
- Inconsistent page sizes
- Incorrect spine size on covers and jackets

The document creator is responsible for the following:

- The editorial content
- Inclusion of blank pages
- Consistent page setup
- Sufficient type safety margin in text files (i.e. text should ideally be 8mm from trim edges)
- Bleed allowances (3mm)
- Font embedding
- Correct colour spaces
- Knockouts and overprints correctly set
- Adequate image resolution for reproduction
- Descreening
- Halftone contrast

Sending files to TJ International:

Our preferred method of file supply is by FTP. Please contact the Client Services Department for the URL and your Username and Password.

Alternatively;

TJ International will collect files from your own FTP site, please remember to supply the URL, Username and Password and ensure we have sufficient permissions.

You may also supply files as email attachments which should not exceed 8mb in size, or save to CD/DVD and send by post.