

PDF FILE CHECKLIST

The following list contains basic guidelines to help you avoid what we've found to be the most common causes of PDF file rejection and delays. This isn't everything needed to create the perfect print-on-demand; our eBook conversion service will convert your PDF to produce the highest quality files for viewing on every e-Reader.

Before you upload to your PDF files, please see the documentation checklist below.

- Please note that PDFs created using the "save as" function from MS Word are not supported.
- Use single-page format (1-up per page) / Split each page.
- Do not include crop, registration, or printer cut marks
- All fonts should be embedded
- A PDF have the entire pages.
- Optimize PDF files. Set enabling "Fast Web View".
- For Internet distribution/download issue, a file size limit to 60MB.
- Resolution in a PDF image should be less than 300 dpi.
- Add PDF bookmarks (for creating eBook "Table of Contents")

COVER FILES

- Must be uploaded as a separate file from the PDF file.
- Cover image file format should be JPG format.

Dublin Core METADATA

- TITLE:
- Creator:
- Publisher:
- Language:
- e-ISBN (Optional)

