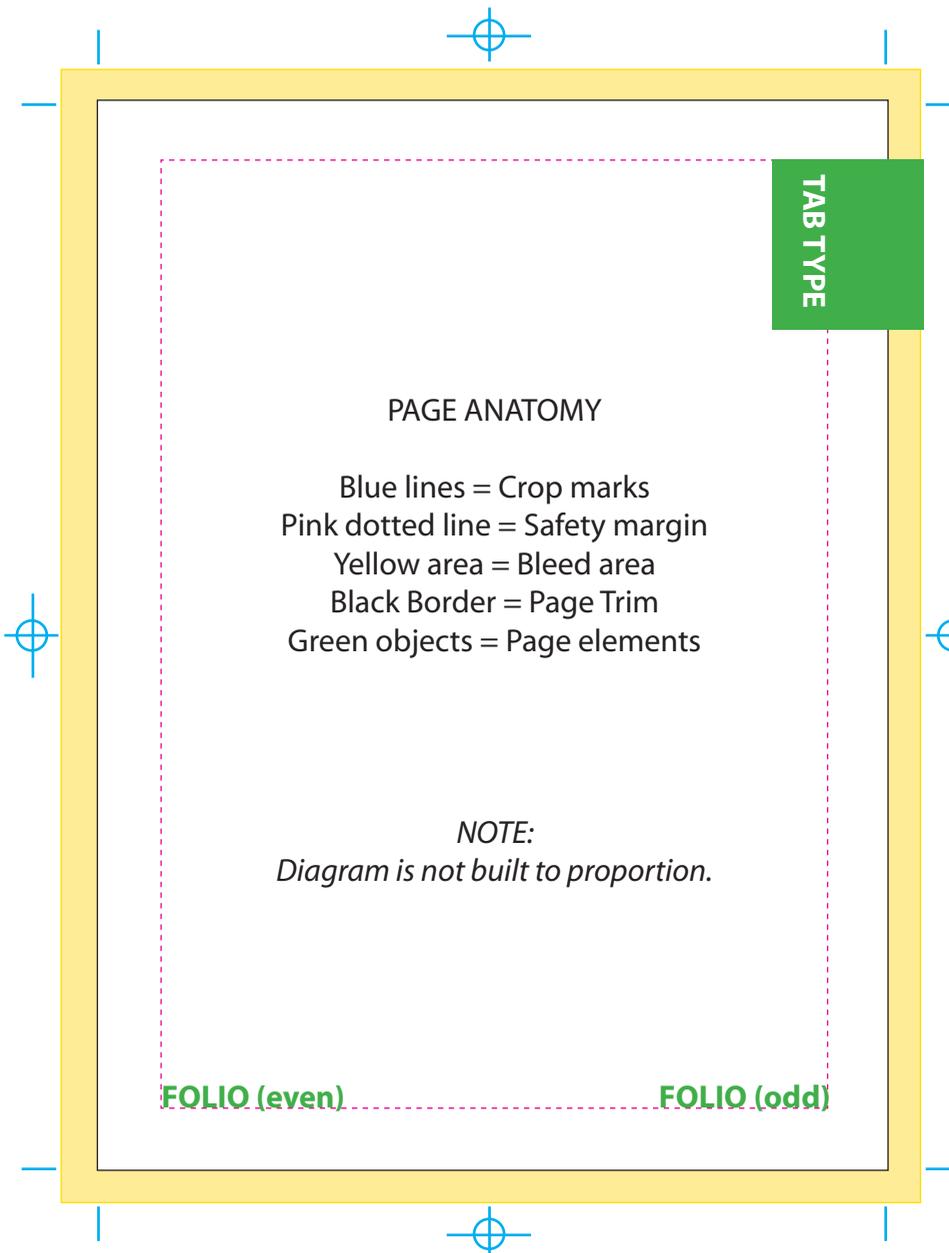# CJK DESIGNER QUICK REFERENCE

This guide was created to address some common page layout problems that can delay the finished title. Please pass this on to your designer — we hope they will find this quick guide useful!

- CJK prefers PDF files as they are stable and not prone to problems such as reflow or bad links. We can email you a PDF containing step-by-step instructions of our preferred PDF creation settings from a variety of programs.

 - If you will be submitting layouts, please make sure that you have gathered all fonts and images that are used in the document. Any missing fonts or images will stop your job.

- CJK's entire shop works in inch units.   Any documents submitted to CJK should be set up accordingly.

- All process color art **MUST BE IN CMYK FORMAT**. Non-process jobs (spot color work, greyscale) should have correct inks and color breakdown per quote. Incorrect color formatting (RGB, LAB, PMS Spot color in process work) will be flagged as incorrect and will stop your job. **NEVER use registration black** (Spot color All - 400% black) as a color in any artwork. If you know coming in that you will need us to convert color here, please notify your CSR.

- CJK prefers images over 300 dpi. Images under 150 dpi will be noted in preflight and may stop your job.

TAB TYPE

PAGE ANATOMY

Blue lines = Crop marks
Pink dotted line = Safety margin
Yellow area = Bleed area
Black Border = Page Trim
Green objects = Page elements

NOTE:
Diagram is not built to proportion.

FOLIO (even)   **FOLIO (odd)**

- Crop marks in PDFs should be off-set .125" or more away from trim. This means that crops should start where bleed ends. If crop marks are less than .125" from trim, your job will stop. We request that the customer correct or re-move the crop marks. Due to the way PDFs are structured, direct removal of crops can generate other errors.

- Any art that touches trim should have .125" of bleed as well. Bleed is extra art area going over the edge of trim. De-pending on how many pages are miss-ing bleed, this may stop your job.

 - We ask that you keep all essential type (headlines, folios, tab type, etc.) .1875" inside trim. The safety margin is purely a mental reference, and should never be drawn on the page. Depending on how many pages and how severely things are off, this may stop your job.

We are more than happy to assist you so your files will have a smooth ride through preflight. If you have any questions or problems, please contact your CSR who will put you in touch with the Electronic Prepress Department (EPP).