

Checklist for Easy PDF Conversion

We provide a simple low-priced PDF conversion service where you do the work preparing your document for conversion and we convert it for you.

Please note we do not provide in-depth consulting or editing of any type on your document. We convert what you provide to us, as it is. After we convert your PDF if you require us to make additional changes you will need to pay another conversion fee.

This checklist should help to ensure that everything is ready the first time you convert.

- ✓ Check the document for spelling, grammar, page breaks, fonts, font sizes, colors etc. *Please remember that we do not provide an editing service so we will not pick up any errors.*
- ✓ **Table of Contents:** Check that your Table of Contents, if any, has been updated with the correct page numbers. If you want it to be clickable to the pages then it should be automatically created from your page headings. For help on Tables of Contents see: <http://bit.ly/jw3SzZ>

- ✓ **Hyperlinks:** Check that all your hyperlinks, if any, are active and working. In Microsoft Word you can press *Ctrl* and *click on each link* to test them.
- ✓ **Document Properties:** Check that your document's properties have been updated with the title, author and other information that you may want to appear in the PDF file. In Microsoft Word you should go to *File – Properties* to enter this information.
- ✓ **Background Image Option A:** If you want any *background image to print every time* the PDF is printed *then include the background image* in your Word document when you send it to us.
- ✓ **Background Image Option B:** If you want a *background image to be viewable on screen but your readers can print the document without the background image* then you need to send the background image to us as a separate file, and tell us which pages it should be applied to. The background image must be the same size as your document (including the margins) and in one of the following formats: JPG, JPEG, JPE, PDF, DIB, BMP, RLE. You can check your page size in Microsoft Word by going to *File – Page setup* and clicking on the *Paper* tab.

For example for a document that is Letter Size you could send us a background image of 792 x 612 pixels in JPG format.

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