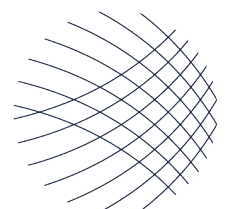


**DOCUMENT FORMATTING**
**Yes No N/A**

<b>Special formatting</b>	Reproduce superscripts, subscripts ( $m^2$ , $p_n$ , etc.), symbols ( $\rho$ , $0$ , $\leq$ , $\geq$ , $\pm$ , etc.) and glyphs
<b>Layout</b>	<p>No cropped, trimmed or hidden texts; the text is complete</p> <p>Use appropriate fonts or, if unavailable, replace them with other fonts agreed with the Project Manager</p> <p>Keep utmost attention to diacritics in different languages</p> <p>Reproduce document layout to the greatest extent possible (formatting, margins, italics, underscores, bolds, paragraph spacing, table formatting, etc.)</p> <p>No conjunction / pronouns hanging at the end of lines (for Polish, Czech, Slovakian, Russian, German and in other cases as specified in the instructions)</p> <p>No double spaces and spaces left before punctuation marks (exception: French and Canadian French)</p> <p>Use tabular layout instead of multiple tabs or spaces</p> <p>Units are kept together with their values</p>
<b>Images</b>	<p>Correct image sizes</p> <p>Figure descriptions in text fields (or a bilingual table below the image, if specified in the instructions)</p>
<b>Mathematical formulas</b>	Edit mathematical formulas as MS Word equation objects (or tables, if specified in the instructions)
<b>Word breaks</b>	Select appropriate document language
<b>Other</b>	Preserve shapes, WordArts and watermarks.





## BUILDING AND OPTIMISING DOCUMENT STRUCTURE

Yes No N/A

<b>Structure</b>	Set headers, footers and page numbering; optimise section breaks
<b>Styles</b>	Fully reproduce document styling Keep text makeup: avoid leaving conjugation / pronouns at the end of lines, orphan lines and widows in text makeup
<b>Points and numbering</b>	Use automatic page numbering / numbered lists / bullets Correct numbered list formatting (consistent use of full stops / commas / semicolons / lack of thereof, reproduce list levels)
<b>Notes</b>	Automatic notes
<b>References</b>	Automatic, updated and formatted table of contents / tables / figures / automatic index
<b>Links</b>	Automatic fields are translated and updated while hyperlinks are functional Automatic cross references are translated and functional Appropriate conditional texts are visible

## ADDITIONAL GUIDELINES

Yes No N/A

<b>Printout</b>	Set headers, footers and page numbering; optimise section breaks Appropriate job options are used Appropriate page settings (e.g. visible bookmarks) and document descriptions are used
<b>Additional instructions</b>	Follow additional client's instructions