

QA Print PDF

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Required Tools:

- Jira Ticket
- [SharePoint Folder](#)
- Adobe

TABLE OF CONTENTS:

- [Work is assigned](#)
- [Open the Final PDF file from the SharePoint Folder](#)
- [QA the Title Page](#)
- [QA the Portfolio Description](#)
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- 1. Work is assigned**
 - a. Receive a request to QA a Print PDF for shipment
 - b. Open the Jira ticket
 - i. ie, September Shipment: 539-5th: QA Print PDF
 - c. Add a Comment
 - i. EXAMPLE: Acknowledged
 - d. Start Progress
 - 2. Open the Final PDF file from the [SharePoint Folder](#)**
 - a. Download
 - b. Append initials to end of the file name
 - 3. QA the Title Page**
 - a. Spaces
 - b. "This Portfolio revises and supersedes..."
 - i. First line must be indented
 - c. Ensure footer contains all required information
 - i. Portfolio number
 - ii. Date
 - iii. Copyright
 - iv. ISBN
 - v. Page number
 - 4. QA the Portfolio Description**
 - a. "This Bloomberg Tax Portfolio..."
 - b. "This Bloomberg Tax Portfolio is not intended..."
 - c. Ensure footer contains all required information
 - i. Portfolio number
 - ii. Date
 - iii. Copyright
 - iv. ISBN
 - v. Page number
 - 5. QA the Table of Contents**
 - a. Chapters are in correct numerical order
 - b. Chapters begin with odd pages
 - c. Ensure footer contains all required information
 - i. Portfolio number
 - ii. Date
 - iii. Copyright
 - iv. ISBN
 - v. Page number
 - 6. QA the Detailed Analysis chapters**
 - a. Chapter 1 Banner
 - b. Bullets
 - c. Quotes
 - i. Left and right indented
 - d. Notes and Comments
 - i. Italic
 - e. Examples
 - i. Italic
 - ii. Left indented

- f. Footnotes
- g. Ensure footer contains all required information
 - i. Portfolio number
 - ii. Date
 - iii. Copyright
 - iv. ISBN
 - v. Page number

7. **QA the Table of Worksheets**

- a. Worksheets are in correct numerical order
- b. "Working Papers for this Portfolio.."
- c. Each Worksheet listed must end with a period

8. **Update the TMTT Ticket**

9. **Close the TPQA Ticket**

- a. Log Work