

File delivery handbook

A six-page specimen for checking PDF navigation.

Contents

1 Intake	1
1.1 Inputs	2
2 Build	3
2.1 Review	4
3 Delivery	5

How to use this specimen

Compare the before and after files using these same contents entries.

The visible pages stay the same; links and bookmarks are corrected.

The before file deliberately contains two contents-link defects.

Reader behavior must be checked in the intended PDF application.

1

Intake

Confirm the request before creating the file.

Name the result

Write one sentence describing the file the recipient needs.

Record the intended application and the specific person using it.

Keep expected output separate from suggested implementation.

Agree on the boundaries

List the source version, included sections and delivery format.

Identify items that need clarification before work can continue.

State whether the file is a draft, sample or accepted deliverable.

Example request

Prepare a navigable copy of this six-page synthetic handbook.

Keep every page, line of text, printed page number and external link.

Use the contents entries as the approved navigation map.

[Back to contents](#)

1.1

Inputs

Keep a clear record of the material being processed.

Identify the source

Record the filename, size and checksum before editing.

Read the visible headings and distinguish them from running headers.

Keep file page order separate from the number printed on the page.

Resolve the map

This handbook starts with a contents page labeled i.

Printed page 1 is the second page in the PDF file.

The review section is printed page 4 and the fifth file page.

Keep an exception list

Do not guess a destination for an unclear contents entry.

Report a missing section or conflicting page reference.

Use a confirmed destination before adding a navigation link.

[Back to contents](#)

2

Build

Change navigation without rewriting the document.

Add a usable hierarchy

Create top-level bookmarks for Intake, Build and Delivery.

Nest Inputs beneath Intake and Review beneath Build.

Include Contents as a separate top-level destination.

Make the contents useful

Connect each contents row to its approved section page.

Retain the visible titles and printed page numbers.

Keep the existing return-to-contents links on section pages.

Preserve the source

Create a separate output file and retain the input.

Leave page size, rotation, labels and page content unchanged.

Keep the demonstration external reference on the delivery page.

[Back to contents](#)

2.1

Review

Check destinations as well as the rendered pages.

Compare the structure

Match every bookmark title, nesting level and destination.

Compare the five contents links with the approved map.

Report the missing Inputs link and incorrect Review destination.

Compare the content

Check the page count, order, text and content-stream bytes.

Render both files and compare all six page images.

Verify the existing return links and external reference are preserved.

Record the limits

A parser check does not prove every PDF reader behaves identically.

Open the output in the intended reader and test each navigation item.

Record that application check separately from the structural review.

[Back to contents](#)

3

Delivery

Hand over the file with a concise change record.

Describe the changes

The after file adds six bookmarks with two nested entries.

It repairs the Review contents link and adds the missing Inputs link.

The five return links and one external reference remain unchanged.

Include the evidence

Provide the source and output checksums with the destination map.

State which structural and visual checks were completed.

Keep any reader-specific checks marked as unverified until executed.

About this specimen

All text is original synthetic material prepared by Jodex with Codex.

This is a navigation demonstration, not a customer deliverable.

No customer data or third-party document was used.

[Example reference \(demonstration link\)](#)

[Back to contents](#)