



TECHNICAL SPECIFICATION

PREPARING MATERIALS FOR PRINTING

FILE FORMATS AND PREPARATION METHOD

- ▶ Electronic materials for print are only accepted as PDF files in version 1.4 or higher and PDF / X-1a: 2003 compatible.
- ▶ PDFs must be composite in CMYK spaces. If the project includes Pantone colours - they must have the correct name according to the Pantone colour libraries.
- ▶ If the project includes Pantone colours, these cannot be named using words such as eg. Pantone Process Yellow Y.
- ▶ Materials have to have properly defined geometry: media box, bleed box, trim box.
- ▶ Page orientation should be the same in the whole file.
- ▶ Net format (trim box) should be centered according to media box.
- ▶ Minimum picture and bitmap resolution contained in the document - 230 dpi.
- ▶ All fonts used in the document must be enclosed inside the file.
- ▶ It is acceptable to transfer publications together in a single file (see file names), provided that they are arranged in order of pagination and will contain vacancies.
- ▶ Files with the so-called spread cannot be accepted (pages arranged side by side as a spread 2-3, 3-4 etc.).
- ▶ Additional elements, eg. varnishing, punching, stamping must be defined in an additional colour (spot), clearly named and clearly defined what you refer to. In addition, they must be given attribute overprint (print) and be included in the main file with CMY. Punch should be prepared as a stroke and distinguished between knife lines and creasing. Masking object should be a vector object with 100% saturation. The minimum thickness of painted element - 4 points.

Colour files

- ▶ When generating files, you must do it in CMYK colour space. Do not add profiles for output files or to components of work (eg. bitmap).
- ▶ Total Ink Limit (TIL) cannot exceed 330-340% ink load for coated papers, 280-290% for offset paper.
- ▶ Additional colours (Pantone) used in the project should be defined in the Pantone libraries.

Text

Font size for text (minimum):

- ▶ 4 pts. - one colour on white background,
- ▶ 8 pts. - for white text on colourful background,
- ▶ 8 pts. - for the text of the colour triad (CMYK).

Prints and forms of trapping

- ▶ Texts written in fonts bigger than 14 points - use trapping.
- ▶ Trapping settings and overprints submitted by the customer are the priority.
- ▶ The recommended size of trapping - 0.08 mm when applying white text on a background consisting of CMYK. Where black is 100%, trapping should be in other separations (CMY) in relation to the size of K trapping.

GRAPHICAL PARAMETERS OF THE PAGE

Glued binding

- ▶ **Interior bleed:** bleed - 3 mm around the side - also on the inside (back).
- ▶ **Interior margins:** internal - for important graphic elements - 10 mm, illustrations passing from "page to page" - the minimum size of the area of transfer - 10 mm.
- ▶ **Spreads:** parameter must be included in the file sent to the printing house. The customer is responsible for all graphics on pages – spreads.
- ▶ **Covers:** materials for covers should be in separate files, also the ridge, 2 and 3 cover page must be recessed into the adhesive from the inner portion of the page (2 mm) bleeds - 3mm
- ▶ **Inset:** the order of pages in the file must be prepared according to the recommendations of printing house (in each individual case).

Stitched binding

- ▶ **Interior bleed:** bleed - 3 mm around the page - also on the inside (ridge). Bleed must be bigger because of the Creep technology (pulling pages) - value of creep.
- ▶ **Interior margins:** internal (ridge) - for important graphic elements - 10 mm, illustrations passing from "page to page" - the minimum size of the area of transfer - 10 mm
- ▶ **Covers:** bleeds - 3mm margins for important graphic elements - 5mm
- ▶ **Insert:** The order of pages in the file must be prepared according to the recommendations of printing house (in each individual case).

FILE NAMING

Glued binding

Multipage publications (inside/content of publication can be in one file): `inside_filename.pdf`. If it is necessary to divide the work into several files, you must use clear names: `inside_filename_range of pages.pdf`. Publications cover (cover must be in separate files): `cover_filename_number_page_cover.pdf`. The ridge of publication: `ridge_filename.pdf`.

Sewn binding

The entire publication can be in a single document (the first two pages must be the first pages of the cover and the last two pages - the last two parties of the cover): `filename.pdf` name. If it is necessary to divide the work into several files, you must use clear names: `inside_filename_range of pages.pdf`.

- ▶ **Posters and leaflets** - up to two pages: `name.pdf`
- ▶ **Multi-page leaflet:** Every page in a separate file: `name _number_page.pdf`
- ▶ **Amendments:** The names as above with an additional member of pop. File names are unacceptable when any diacritical signs and special characters like: \ /: *? "" <> are used.

TRANSMISSION AND ACCEPTANCE METHODS OF MATERIALS

We offer the option of substantive acceptance of materials after the RIP process (in two forms)

- ▶ **Electronic form:** a file with impositions (PDF low resolution) should be put on FTP (accounts are opened on request; passwords are not archived). In this case, the acceptance occurs by email.
- ▶ **In the form of ozalids:** plotters print (imposition, not constituting the colour pattern). You can receive ozalids to any given address if supply conditions previously agreed.

Work items not to be verified

- ▶ intentionally blank pages,
- ▶ passers: cutting lines - net page format,
- ▶ printing settings and trapping,
- ▶ TIL (substantive) content, including margins,
- ▶ font size,
- ▶ geometry - page size and margins (net format centered on media, trim box, bleed box, media box), size and accuracy of bleeds)

Work items to be verified

- ▶ damaged document,
- ▶ attaching fonts (discarded when no data in the file, or screenshots) - Bitmaps,
- ▶ bitmap resolution (rejected when less than 230 dpi),
- ▶ accepted conditionally upon customers acceptance,
- ▶ net format (compatible with the order, if different within one file – it will be rejected),
- ▶ colours (rejected if incompatible with the order),
- ▶ the page orientation (rejected when different within one file),
- ▶ colour space (rejected when RGB or Lab).

Printing materials incompatible with printing standards

If the materials are not suitable for printing, eg.:

- ▶ PDFs are in low resolution
- ▶ the material is submitted in Word or another text editor
- ▶ pictures are in RGB instead of CMYK, also they are in low resolution
- ▶ files have a different customized character (from the point of view of printing), it is necessary to properly prepare publications for printing.