

## TECHNICAL SPECIFICATION FOR THE PREPARATION OF MATERIALS FOR PRINT

### PROVISION AND ACCEPTANCE OF FILES

Files should be submitted using the InSite portal: <http://insite.drukarnia-kdd.pl>.

Access data – login (user name) and password are created by an employee of Prepress KDD.

The printing house does not download files from external servers (wetransfer, dropbox, etc.), as well as excludes the possibility of sending files by e-mail.

Acceptance of files takes place exclusively through the Insite portal.

If you wish to swap files that have already been accepted, you must notify the account manager and the Prepress department at KDD. After agreeing on the possibility of replacement and covering any costs (for exposed plates), please send an email to: [prepress@drukarnia-kdd.pl](mailto:prepress@drukarnia-kdd.pl) with information which pages will be replaced and send the corrected files through Insite. Replaced pages must have a notation \_POP.

The deadline for delivery of production files is considered the time of delivery of complete materials that do not need to be corrected.

Failure to meet the deadline for delivery of production files may result in a change of the order completion date.

### FILE GENERATION

Files for print are accepted as PDF composite files in version 1.3 or higher, compliant with the PDF/X-3:2000 specification.

The ICC profile recommended by the printing house is FOGRA 39 (for coated paper) and FOGRA 47 (for uncoated paper). The printing house in the process of file processing removes other than the above mentioned attached profiles.

Files with so-called spread are not accepted (pages arranged side by side as folders 2-3, 3-4, etc.).

Local language characters (diacritics), spaces and special characters (\* > ! ? < : / etc.) must not be included in file names. Only the characters: a b c d e f g h i j k l m n o p q r s t u v w x y z 1 2 3 4 5 6 7 8 9 0 and \_ are allowed.

The percentage max ink limit:

- for coated papers – is 300%,
- for uncoated papers – 260%.

If the maximum ink coverage is exceeded, defects may occur for which the printing house is not responsible (e.g. bumped sheets).

Resolution of images contained in files: Minimum: 250 dpi; Optimum: 300 dpi.

The use of images with a resolution below 250 dpi implies the informed consent of the customer to a reduction in print quality.

### COLOURS OF THE FILES

PDFs must be in CMYK colour space. Graphic elements and photos prepared in other colour spaces, such as RGB or Lab, are automatically converted into the CMYK space. In this case, the printing house is not responsible for colour differences resulting from the conversion.

If the project contains Pantone colours, they must be correctly named according to the Pantone colour libraries.

All secondary colours must be converted to CMYK unless the use of a secondary colour is intended and stated in the order.

Black colour is always automatically overprinted when ripping files.

It is possible to switch off the overprint and leave the settings from the file upon prior information from the customer.

The printing house is not responsible for errors caused by overprinting objects in other colours.

White elements of the graphic must have the KNOCKOUT attribute otherwise they will not be printed on the sheet (they will disappear).

We suggest that the so-called „deep black” should have following components:

- warm black: C - 40%, M - 60%, Y - 60%, K - 100%;
- cold black: C - 60%, M - 40%, Y - 40%, K - 100%;
- deep black: C - 60%, M - 60%, Y - 40%, K - 100%.

## GRAPHIC LAYOUT PARAMETERS

Materials must have a correctly defined geometry - trimbox (the size of the trimbox should coincide with the target net format).

The page orientation in the file must be the same for all pages of the publication.

The size of the bleeds in the files:

- interiors - at least 3 mm on all sides
- covers and binders - at least 5 mm on all sides
- covers for integrated binding - at least 15 mm on all sides
- cover stitching - at least 18 mm on all sides.

The cutting lines defining the net format of the document should not „run into” the bleed.

Important text or graphic elements should not be less than 5 mm from the net format of the files.

The smallest permissible line thickness is 0.3 pt. Lines made in negative or more than one colour should not be less than 0.75 points thick.

Preparation of the die-cutting grid work:

- the die-cutting grid must be in vector form at a scale of 1:1;
- the die-cutting grid superimposed on the project must be labelled with an additional colour (Spot Color), preferably with Overprint Stroke;
- graphics must have a bleed of 5 mm beyond the edge lines of the die-cut grid.

Preparation of work with uv selective varnish:

- varnish elements must be in scale 1:1 in relation to printed elements (varnish matched with printed elements);
- the minimum size of the text is 14 points and the line thickness is not less than 1.5 points;
- all text must be converted to curves;
- spacing between elements not less than 0.5 mm.

Preparation of hot-stamped works:

- minimum space between embossed elements is 1 mm;
- a minimum text size of 12 pt and line thickness of 1,5 pt;
- all texts must be converted to curves.

Preparation of embossed works:

- minimum space between embossed elements is 1 mm;
- minimum text size 12 pt and line thickness 1.5 pt;
- all text must be converted to curves.

## TEXTS

All fonts used in the document must be embedded within the file (embedded fonts) or converted to curves.

The minimum font size for one-colour typefaces is:

- for one-element typefaces 6 pt;
- for two-element typefaces 7 pt.

However, the minimum grade of a typeface printed in more than 1 colour or in counterpoint is:

- for one-element typefaces 8 pt;
- for two-element typefaces 10 points.

Black texts must consist of only one 100% colour (K).

## TECHNICAL REQUIREMENTS DEPENDING ON THE TYPE OF BINDING

### Wire stitched binding.

Thicker brochures may be puffed out. However, please do not modify the files in any way. Our workflow anticipates this and automatically inserts the files accordingly.

### Soft binding glued and sewn.

The size of the spine should be agreed with the Prepress Department of KDD. If the size of the spine is known, please prepare the cover in one piece by mounting the 1st and 4th cover page together with the spine. Assemble the 2nd and 3rd cover page similarly. Leave a hole for the spine on the inside of the cover (unprinted white area for gluing the cover).

Please note that in the case of soft binding on pages 2 and 3 of the cover and on the first and last pages of the inside, the binding area visible after binding is reduced by 6 mm from the spine due to side gluing. Graphic elements and texts on these pages must therefore be placed not less than 9 mm from the spine.

### Hardcover.

When preparing the cover file, please allow at least 18 mm bleed on each side for folding.

For each wrapping, the Prepress department of KDD prepares a layout and sends it to the customer.

### Integrated binding

When preparing the integrated cover file, please allow a minimum 15 mm bleed on each side for folding. For each integrated cover, KDD prepress department prepares an outline and sends it to the customer.

## PRINT APPROVAL

Printing is carried out in accordance with the standard FOGRA 39 (for coated paper) and FOGRA 47 (for uncoated paper). The maximum possible deviation from the standard is  $\Delta E < 3$ . Each of our printing machines is calibrated to print in accordance with the FOGRA 39 (for coated paper) and FOGRA 47 (for uncoated paper) standard with default values.

Prints from previous editions do not constitute a proof, but can at most serve as a reference for the printer.

The printing house always makes every effort to minimise the differences between the print and the pattern provided by the customer.

It is also possible to accept the print directly on the printing machine. In this case, settings according to the customer's suggestions are applied.

## STANDARD CTP EXPOSURE PARAMETERS

The following parameters are used by default by the printer:

- raster type: MaxtoneEllipticalP;
- raster angles are: K-45°, C-15°, M-75°, Y-0°;
- exposure resolution: 2400 or 2540 dpi;
- ruling depends on paper type:
  - 175 lpi – coated papers;
  - 150 lpi – uncoated papers.

In case of any doubts, please send us sample files and contact the KDD Prepress Department.

The printing house every time verifies the validity of the materials provided by the client, however it does not guarantee that all the errors and inconsistencies in respect to the above specification will be noticed.