

# Guidelines for the preparation of files

Although we use the latest raster software, to ensure the appropriate level of services we require compliance with the following guidelines for the preparation of files.

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## 1) File format

For printing, we accept files in the composite, closed PDF format. To maintain quality standards, we expect all objects in the file to be prepared in CMYK colour space or grayscale. In the case of additional colours from the pantone range, they should be described correctly in the document.

File names (without Polish characters) should specify clearly the purpose of the files (e.g. *page01-20.pdf*), all the files delivered to the print shop should come with clearly indicated names and the pages they include, and also the type of content, whether it is e.g. UV varnish masks, embossing, etc.

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## 2) Resolution

Raster graphics images and photos included in the work should have a resolution of not less than 300 dpi.

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## 3) Profiles

At the design stage, please use profiles to simulate views compatible with Fogra51 (for coated papers) or Fogra52 (for uncoated papers), but do not embed any ICC profiles in the output documents.

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## 4) Bleed

Any materials which require bleed should have the setpoint at the cut edges, at the width of not less than 3mm. The work should have trimboxes set and/or clearly indicated cutting lines set away from the gross format edge by at least 3 mm.

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## 5) Fonts

All the fonts used in the document should be embedded and should have a licence which allows printing, or they should be converted into curves.

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## 6) Special requirements

For some works, special requirements must be considered

- minimum distance of the text within a document: 3 mm from the cutting line
- hard cover – excess of at least 15 mm required “for folding”
- for white text against black background with CMYK components it is recommended that the graphic designer add trapping of approx. 0.1 mm
- varnish masks should use 100% colours
- bended knives of the die-cut should be located at least 3 mm from each other and with a minimum bend radius of  $\varnothing$  3 mm
- summary colour saturation, especially on large print surfaces, should not exceed 330% (for printing on coated papers), in accordance with ISO 12647-2 /papers from groups 1 and 2 in accordance with ISO 12647-2/, 300% (for printing on other coated papers), 300% for printing on non-coated papers
- for comb binding, please ensure space for the spine on the side and take into account the required shift of the text

- when preparing a design, the customer should keep in mind that the page format is physically reduced towards the inside (saddle-stitched binding). Upon the customer's request, our printshop may correct at the assembly stage the alignment of pages, compensating for the spine thickness.

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## 7) Modification of customer files

Our preparation room may, in a limited scope, modify the received files, which allows us, for example:

- to set the trimboxes (if the cutting lines are clear and distinctly set)
- provide overprint in black objects
- to delete overprint from white objects
- add trapping for white objects to be printed on black background with CMYK components
- convert colours into CMYK space; however, in this case we do not guarantee the colour saturation will be as intended by the designer!

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## 8) File exposure

As a standard, we offer the following screen ruling:

- 150lpi/2400dpi - for non-coated papers
- 175lpi/2400dpi - for coated papers

At the express request of the customer (such information must be included in the order), we may apply other screen ruling (higher or lower) or use the frequency modulation (FM) - Staccato® (for the stochastic raster, we always suggest that the colour test should be performed before the first production). Prints made in a stochastic raster other than Staccato may not be the basis for the assessment and a model for printing at our print shop.

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## 9) Final remarks

After the customer sends the files with a graphic design, specialists from our DTP Studio will check them, and in the case of any errors or discrepancies as to their compliance with the order or their correctness, they will notify the account manager from the Marketing Department, who will contact the customer. If the errors are not critical, i.e. despite the errors found, it is possible to print the design in the files, the customer should decide whether to resend the corrected files or that work should be continued on the files with errors and assume the risk that the result may be suboptimal. If the detected errors are difficult to remove, we will ask the customer to send corrected files. Although all the files sent by the customer are checked, this does not guarantee that all errors and inconsistencies with the presented requirements will be detected.

### **IMPORTANT!**

- 1) The print shop SHALL NOT be liable for any differences in colours resulting from the conversion of colour spaces other than CMYK (e.g. RGB, LAB, PANTONE etc.) to the CMYK colour space. Any ICC profiles embedded in the work will be automatically removed. By providing data incompatible with the colour space (profile) required in this specification, the customer consents to the conversion and shall be liable for any resulting differences in colours.
- 2) In case of jobs without files approval, where some changes/corrections are to be applied, Dimograf requires approval of these pages by customer. Dimograf doesn't take responsibility for errors caused during applying changes/corrections, if customer didn't approve files after changing.
- 3) If customer sends to Dimograf files in open format and doesn't want to approve them before printing, he takes full responsibility for errors appeared during pre-press processes.