DATA PREPARATION INSTRUCTIONS FOR CTP PROCESSING

DOCUMENT PREPARATION

- All the used files (vector graphics) should be in the CMYK color model or direct color
- If the data is not in CMYK or direct color it will be converted to CMYK based on the specified RIP. See below.
- Make sure that the images have a sufficient resolution. For standard images that means 300 dpi, and for monochrome images 1200 dpi.
- Do not use registration color on black objects. This color is used only for crop marks and matching crosses.
- Prepare documents (and print materials created from them) at a scale of 1:1, where possible.
- If you have a graphic positioned on the edge of the document, it needs to exceed the edge of the document by at least 3 mm. Do not place important graphic elements or text closer than 3 mm from the edge.
- The thickness of the lines should be less than 0.075 mm (0.213 points) at 100% color. Thinner lines are very difficult to print and can ¨drag¨ the drawing.
- Select direct colors from the samples in the application which you prepare your printed product. Do not use accents in names.

PDF PREPARATION

- When exporting to PDF all of the fonts must be active and none of the used images should be missing.
- We recommend exporting to PDF version 1.4 and higher (see page 2).
- Prepare the files as composite (with extracts disabled), upright orientation (portrait) and do not have the pages upside down.
- Make enable the crop marks and file information. Set the bleed to 4 mm and the indentation marks to 3 mm.
- The pages should be sorted in the same order as the finished print.
- The supplied file must contain all the pages including any blank pages. The orientation of all of the pages should be the same.
- Before sending your files, check the overprint settings. In the Adobe Acrobat (also in Adobe Reader) settings you need to set: Edit - Preferences - Display page. Here always select Use Overprint Preview. If the overprint preview is not enabled, some of the data may appear differently and give the impression that everything is fine even if it is not.
- Name files so that it is clear which pages they contain e.g. Block_001-032.pdf, Flyleaf_front.pdf, Envelope.pdf. This avoids unnecessary searching for missing files or complications in determining the order of the pages. For modifications use „new¨ (Blok_007_new.pdf).
- The PDF file size should not exceed 2 GB.
- If you are not sure of the correctness of your data send us the PDF files for testing via our FTP server or by e-mail ctp@graspo.com - max. 10 MB.

RIP SETUP

- Overprint black text is enabled as standard.
- All RGB colors are converted to CMYK using an embedded profile. If there is no embedded profile for an object then a conversion from sRGB to CMYK will be performed.
- All direct colors are separated into CMYK (unless required otherwise).

CONNECTION TO THE FTP SERVER

- To access the FTP server, please use the username and password given to you by your business consultant.
- To access the server on the Apple freeware platform use Cyberduck (http://cyberduck.io), FileZilla (https://filezilla-project.org), shareware Fetch (http://fetchsoftworks.com), or on the PC freeware platform Cyberduck (http://cyberduck.io), FileZilla (https://filezilla-project.org), shareware Total Commander (http://www.ghisler.com).

UPLOADING DATA

- Do not use long names or accents!
- We recommend that you create a folder with the data for us on your local disk and then copy the entire folder to the FTP server.
- You cannot make any changes on the server. You can only upload. The only folder you can download from is the PUB folder.
- Data can also be provided on CD, DVD or flash drive. You can also use web repository services such as Dropbox, Wetransfer or send the data by e-mail. You may only send data by e-mail if it is not too big - max. 10 MB.

PROVIDING FILES

- Please tell the sales department in as much detail as possible where you have put your files because unknown files on a busy server are very difficult to find.

Export Adobe PDF

Adobe PDF Preset: Export_Fogra
Standard: PDF/X-4:2010   Compatibility: Acrobat 7 (PDF 1.6)

General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary

General

Description: Use these settings to create Adobe PDF documents that are to be checked or must conform to PDF/X-4:2008, an ISO standard for graphic content exchange. For more information on creating PDF/X-4 compliant PDF documents, please refer to the Acrobat User Guide. Created PDF documents can be opened with Acrobat and

Pages
◉ All
○ Range: All Pages
◉ Pages
○ Spreads

Options
☐ Embed Page Thumbnails   ☐ View PDF after Exporting
☐ Optimise for Fast Web View   ☐ Create Acrobat Layers
☐ Create Tagged PDF
Export Layers: Visible & Printable Layers

Include
☐ Bookmarks   ☐ Non-Printing Objects
☐ Hyperlinks   ☐ Visible Guides and Grids
Interactive Elements: Do Not Include

Save Preset...   Cancel   Export

Export Adobe PDF

Adobe PDF Preset: Export_Fogra
Standard: PDF/X-4:2010   Compatibility: Acrobat 7 (PDF 1.6)

General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary

Compression

Colour Images
Do Not Downsample   300   pixels per inch
for images above: 450   pixels per inch
Compression: ZIP   Tile Size: 128
Image Quality: 8-bit

Greyscale Images
Do Not Downsample   300   pixels per inch
for images above: 450   pixels per inch
Compression: ZIP   Tile Size: 128
Image Quality: 8-bit

Monochrome Images
Bicubic Downsampling to   1200   pixels per inch
for images above: 1800   pixels per inch
Compression: CCITT Group 4

☑ Compress Text and Line Art   ☑ Crop Image Data to Frames

Save Preset...   Cancel   Export

Export Adobe PDF

Adobe PDF Preset: Export_Fogra
Standard: PDF/X-4:2010   Compatibility: Acrobat 7 (PDF 1.6)

General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary

Marks and Bleeds

Marks
☐ All Printer's Marks   Type: Default
  ☑ Crop Marks   Weight: 0.25 pt
  ☐ Bleed Marks
  ☐ Registration Marks   Offset: 4 mm
  ☐ Colour Bars
  ☑ Page Information

Bleed and Slug
☐ Use Document Bleed Settings
Bleed:
Top: 4 mm   Left: 4 mm
Bottom: 4 mm   Right: 4 mm
☐ Include Slug Area

Save Preset...   Cancel   Export

Export Adobe PDF

Adobe PDF Preset: Export_Fogra
Standard: PDF/X-4:2010   Compatibility: Acrobat 7 (PDF 1.6)

General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary

Output

Colour
Colour Conversion: No Colour Conversion
Destination: N/A
Profile Inclusion Policy: Include All Profiles

☐ Simulate Overprint   Ink Manager...

PDF/X
Output Intent Profile Name: PSO Coated v3
Output Condition Name:
Output Condition Identifier:
Registry Name:

Description
Position the pointer over a heading to view a description.

Save Preset...   Cancel   Export