

INKO

P R I N T

**General
instructions**

softcover books with
glued spine

How to deliver a print-ready PDF-file

We want to get the very best out of your design! Therefore, it is important that your file meets a number of specifications. For each product, the international standards **ghent PDF workgroup** always apply.

Export your PDF to the correct profile **"SheetCmyk_1v4_IND4" (standard [PDF/X-1a:2001])**.

Deliver 2 separate pdf-files:

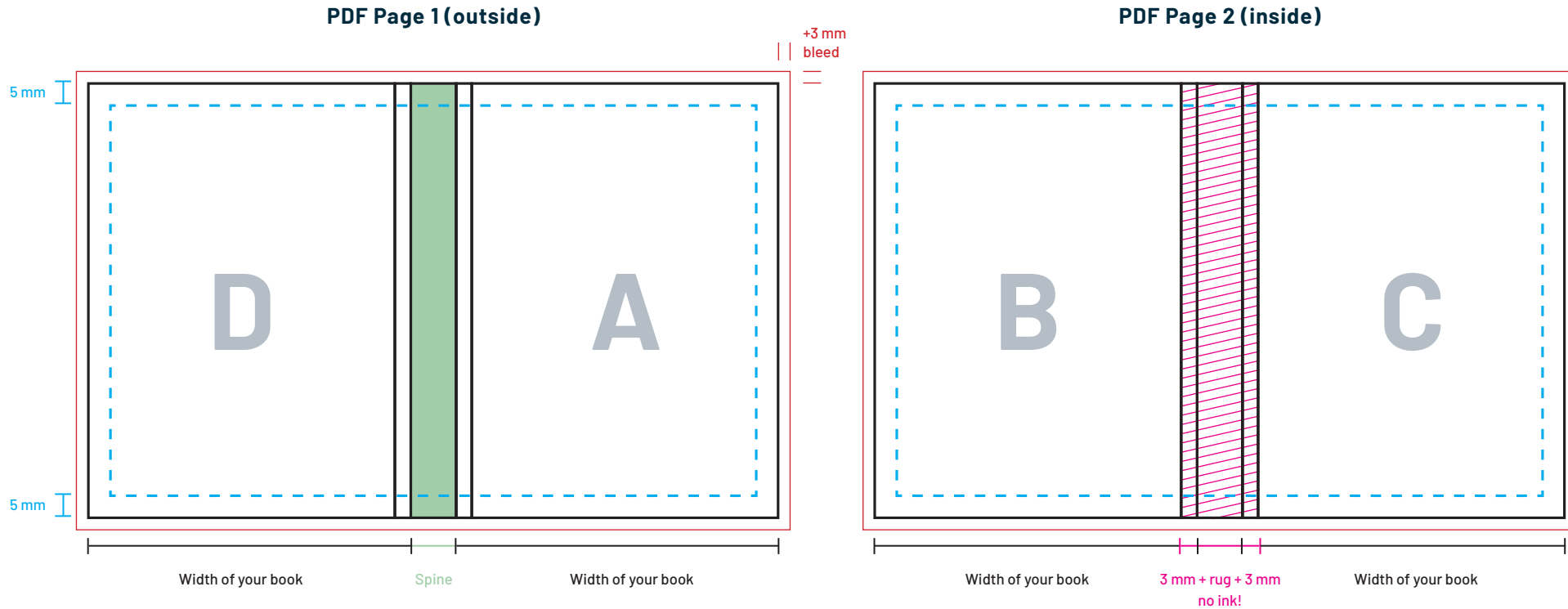
- 1 x pdf cover (See illustration on the following pages)
- 1 x pdf inside pages (in separate pages. No spreads). Add 3 mm bleed all around.

File naming

Short naming with the allowed characters A to Z, 0 to 9 and _
No special characters like: / \ < > \$ * ...

Name your files uniquely. Use a name that is clear and understandable to third parties. Do you have multiple PDF files? For example, a front side and a back side? Then combine them into 1 PDF document in the order they appear in the final product.

Guidelines cover



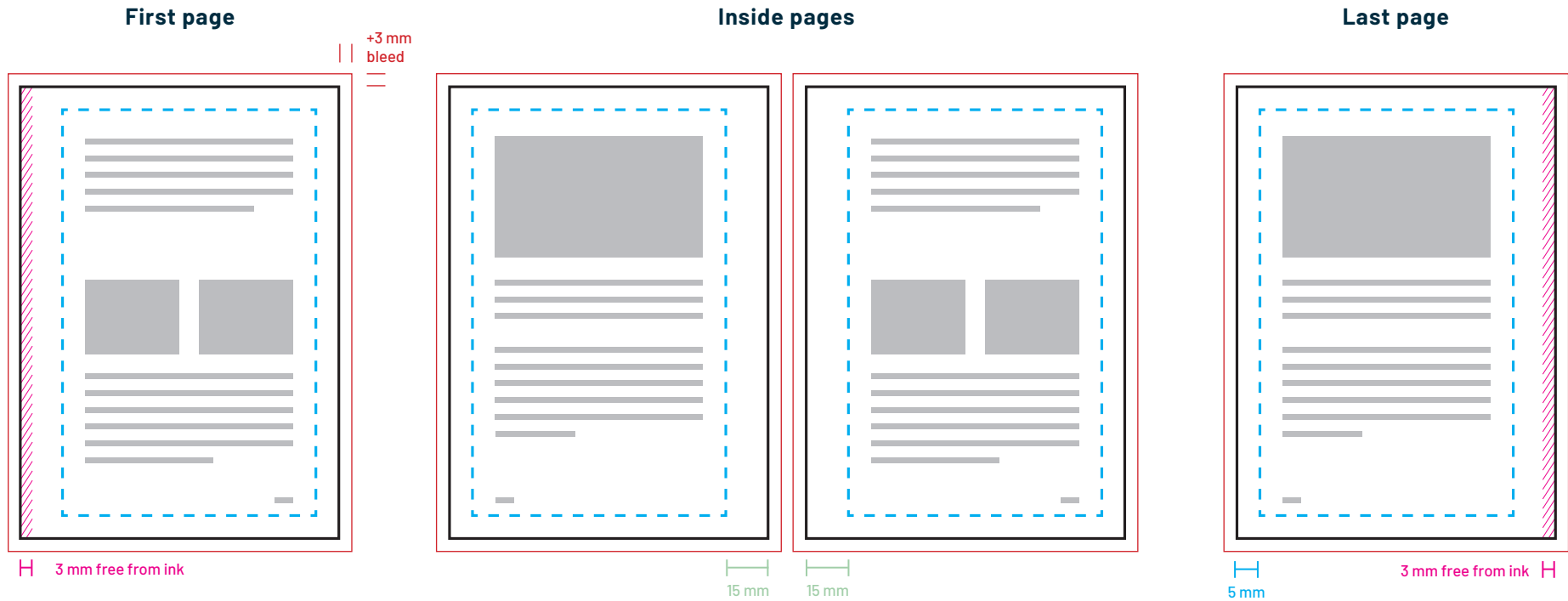
Keep 5mm of the cutting edge clear of text and important graphics.

Add **3 mm bleed** and cropmarks to your document.

The width of the spine depends on the number of pages and your choice of paper. Calculate the width via our calculator: www.inkoprint.be/en/templates

On the inside, leave the spine + 3 mm left and right of the spine unprinted so the glue can adhere firmly here. On the outside of your cover, your design may run across this.

Guidelines inside pages

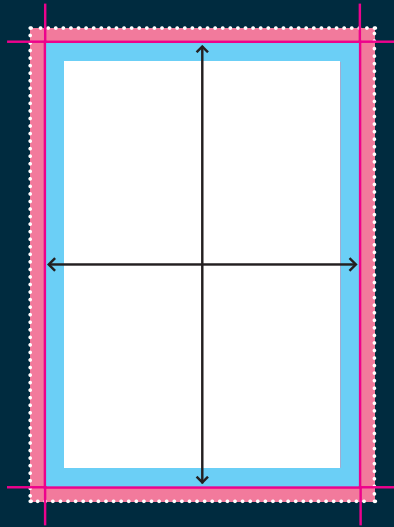


Leave 3 mm free from ink on the inside of the first and last pages of your inner work to prevent the glue from not adhering.

Keep at least 15 mm of the inside of your book free of text and important images. This way, you will maintain a nice margin and your text will definitely not disappear into the fold of your book.

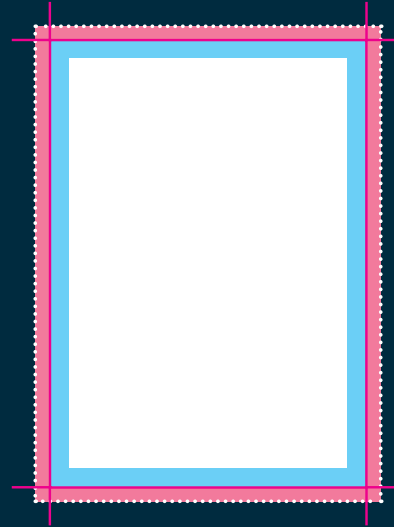
Keep 5mm of the cutting edge clear of text and important graphics.

What is bleed?



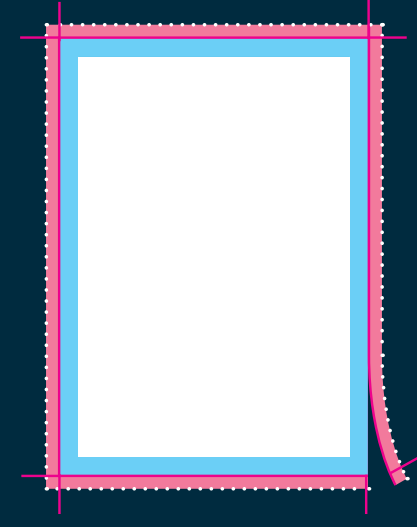
Final size

Make sure the size of your document fits the dimensions from the product you ordered online. This is the area left after we cut your product to size (inside the cropmarks).



Safety margin (5mm)

Make sure that text, logos and images are a few (5mm) millimeters inside the area you want to print. This is because we cannot always prevent small shifts of materials on our printing presses. By placing important elements in your design within the safety margin, you can be sure that they will not be lost when we are cutting your product to its final size.



Bleed (3mm)

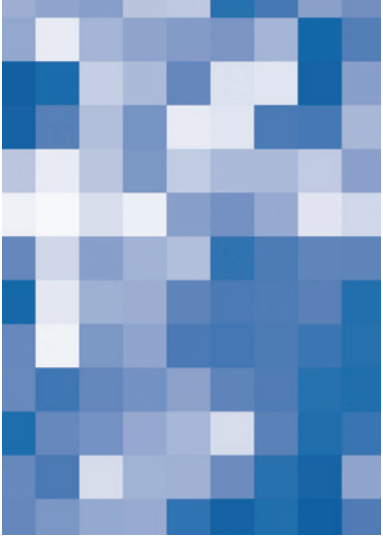
We cut softcover books to size after the sheets roll off the press. So always make sure there is enough bleed in your design. Disturbing mistakes such as white cutting edges can be avoided by adding bleed (3mm) to your document. Always keep your bleed free of text or other important information!

..... file dimensions

— cropmarks

■ safety margin (5mm)

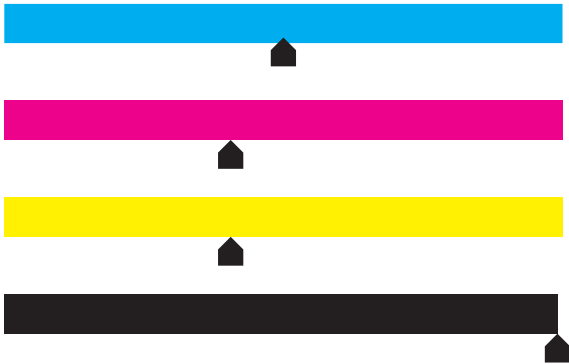
— bleed (3mm)



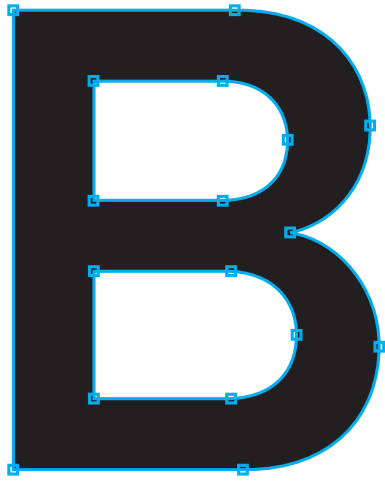
Images

Use images with a minimum resolution of 200 DPI (preferably 300 DPI).

Colors



- Full color (4/0 - 4/4) files always create in **CMYK**.
- **Format files with one-, two- or three-color printing in Pantone colors (solid colors)**. These color codes must be included in your document. Pantone colors can be converted automatically, unfortunately the result of this is not always predictable, therefore we do not recommend this.
- Make sure the **total ink coverage** in your design **does not exceed 280%** (the percentages of cyan, magenta, yellow and black added together).
- For **rich black**, use the following structure: C20%, M30%, Y0%, K100%. Use deep black/rich black only for larger areas and text. Not for text smaller than 15pt or body text.
- **Attention:** 100% black is always set to overprint in Indesign's preferences. If this is not your intention, you must turn this off before the pdf is written.



Text & outlines

Convert texts to outlines or embed fonts. This way, no font errors can occur because this converts texts to objects. Embedding fonts is not a problem either, provided they are properly embedded.



Transparency

Shadows and special effects may contain transparency. To avoid this, make sure you save the file as PDFx1a:2001. This will flatten transparencies neatly and prevent unexpected results in the printing process.

**CAUTION!**

Spot UV varnish is not possible with all products. Check carefully if the option is available when you put together your product.

Spot finishing high gloss UV varnish:

Spot-UV adds a shiny 3D layer to your design.

- **Descenders, fold lines or fine lines (smaller than 1 pt) are not possible.** The minimum font size is 8 pt.
- Mount your Spot-UV design **over** your CMYK design. Put all Spot-UV elements in a spot color:
- Create a new color swatch (100% K) and under 'color type' choose 'spot color'.
- Name this color: **Scodix Sense 40**
- Put all Spot-UV elements in overprint so that your background continues to run under the Spot-UV paint.