

INKO

P R I N T

**General
instructions**

Wire-0

How to deliver a print-ready PDF file

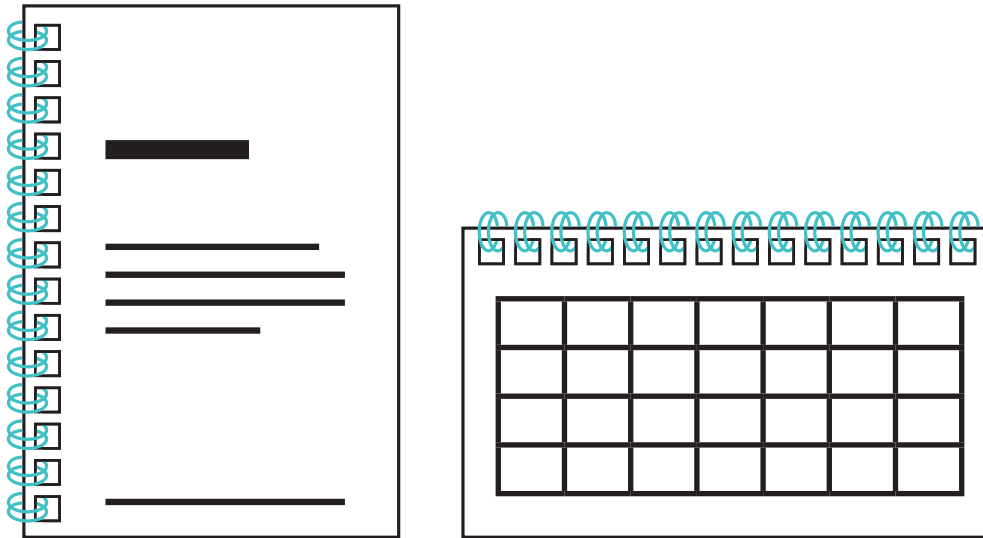
We want to get the very best out of your design! Therefore, it is important that your file meets a number of specifications. For each product, the international standards **ghent PDF workgroup** always apply.

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

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.



CAUTION!

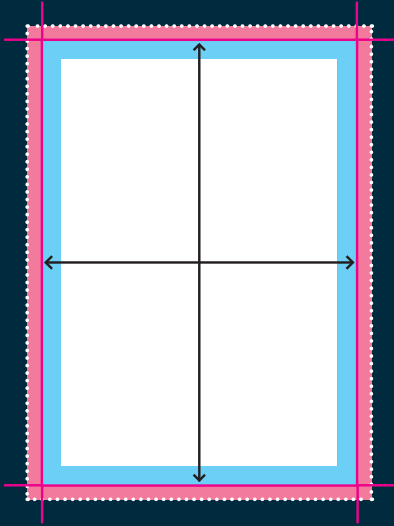
This option is not available with all products. Please check carefully if this is available when you put together your product.

Wire-o binding

Wire-O is a binding method in which a book is bound with a metal “double-ring” binding.

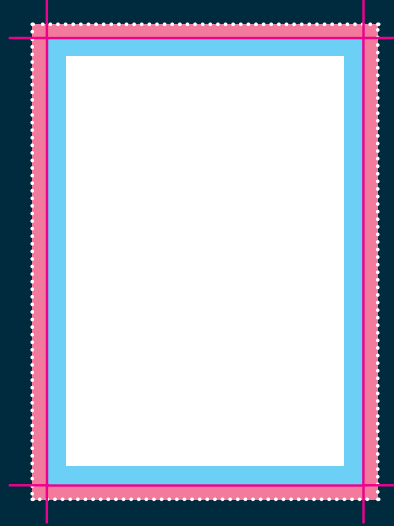
- For wire-o binding, square drill holes are made in the paper of 5 x 5 mm size, positioned 3 mm from the page edge. In addition, it is best to use a 5 mm safety margin.
- On the wire-o binding side, it is best to **leave 1.5 cm from the page edge**. Background colors should continue through to the bleed.

What is bleed?



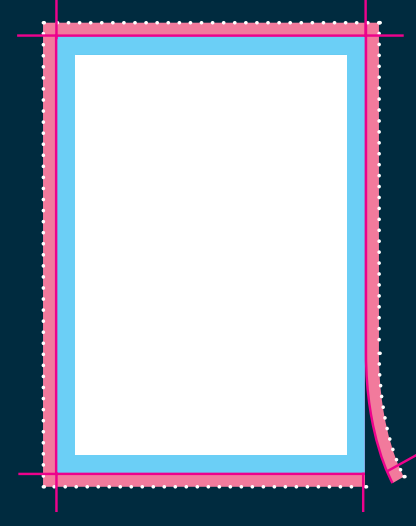
Final size

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)

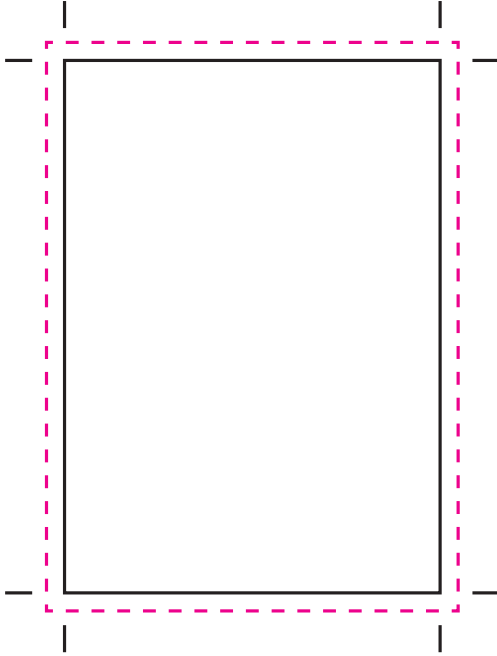
We cut flyers or business cards to size after the sheets roll off the press. So always make sure there is enough bleed in your design. Disturbing mistakes such as white cutting edges can be avoided by adding bleed (3mm) to your document. Always keep your bleed free of text or other important information!

..... file dimensions

— cropmarks

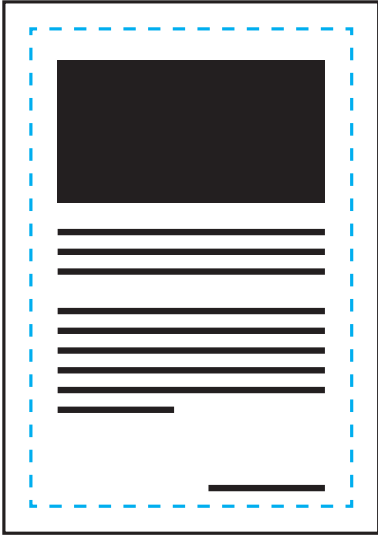
■ safetymargin (5mm)

— bleed (3mm)



Bleed & cropmarks

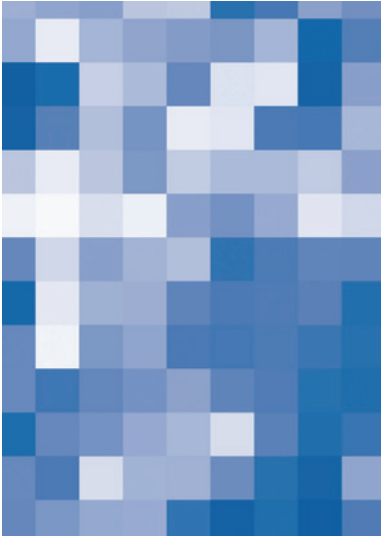
Provide 3 mm bleed all around and cropmarks. Again, this is because there is minimal deviation during cutting. This prevents white edges after cutting and ensures that the background continues nicely on all sides.



Margins

Keep 5 mm from the cropping edges and/or creaselines free of text and important images.

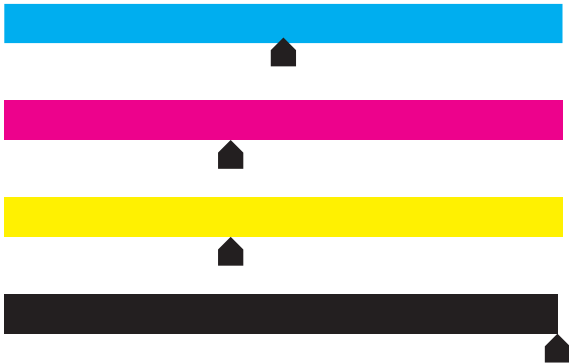
Depending on the size, we recommend a margin of at least 5mm. 3mm is possible, but there is a risk of deviation after cutting. This is because a minimum clearance applies during cutting.



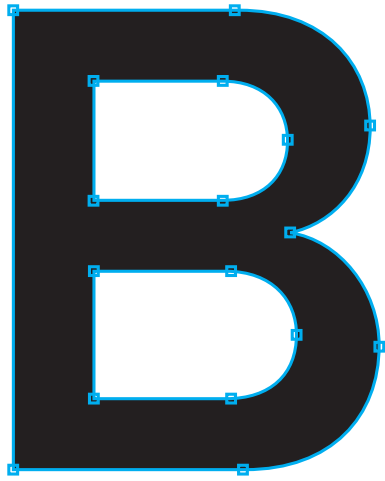
Images

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.