Files guideline / Guideline for file delivery

Dear customer,

On the following pages you will find our guideline for print files.

Fast order processing
To guarantee a fast processing of your job, we kindly ask you to transfer your files according to our guideline. By receiving optimized print files, additional efforts and thereof resulting extra costs can be avoided.

Contact your project manager
If you are not able to transfer the files according to our guideline, please inform your project manger in advance to avoid any questions during the data check.

Contact our files management
In case of any technical question, please feel free to contact our specialists of the prepress department.

Your contact persons in our prepress department:

Druckerei C.H.Beck

Tobias Holik

Druckvorstufe	Telefon 09081 85-249	Druckerei C.H.Beck
	Telefax 09081 85-81-249	Berger Straße 3-5
	holik.tobias@becksche.de	86720 Nördlingen
		www.becksche.de

Druckerei C.H.Beck

Marion Greß

Druckvorstufe	Telefon 09081 85-469	Druckerei C.H.Beck
	Telefax 09081 85-81-469	Berger Straße 3-5
	gress.marion@becksche.de	86720 Nördlingen
		www.becksche.de

type area

trimmed book block /
final size

head stick

A

binding
margin

safety margin

bleed
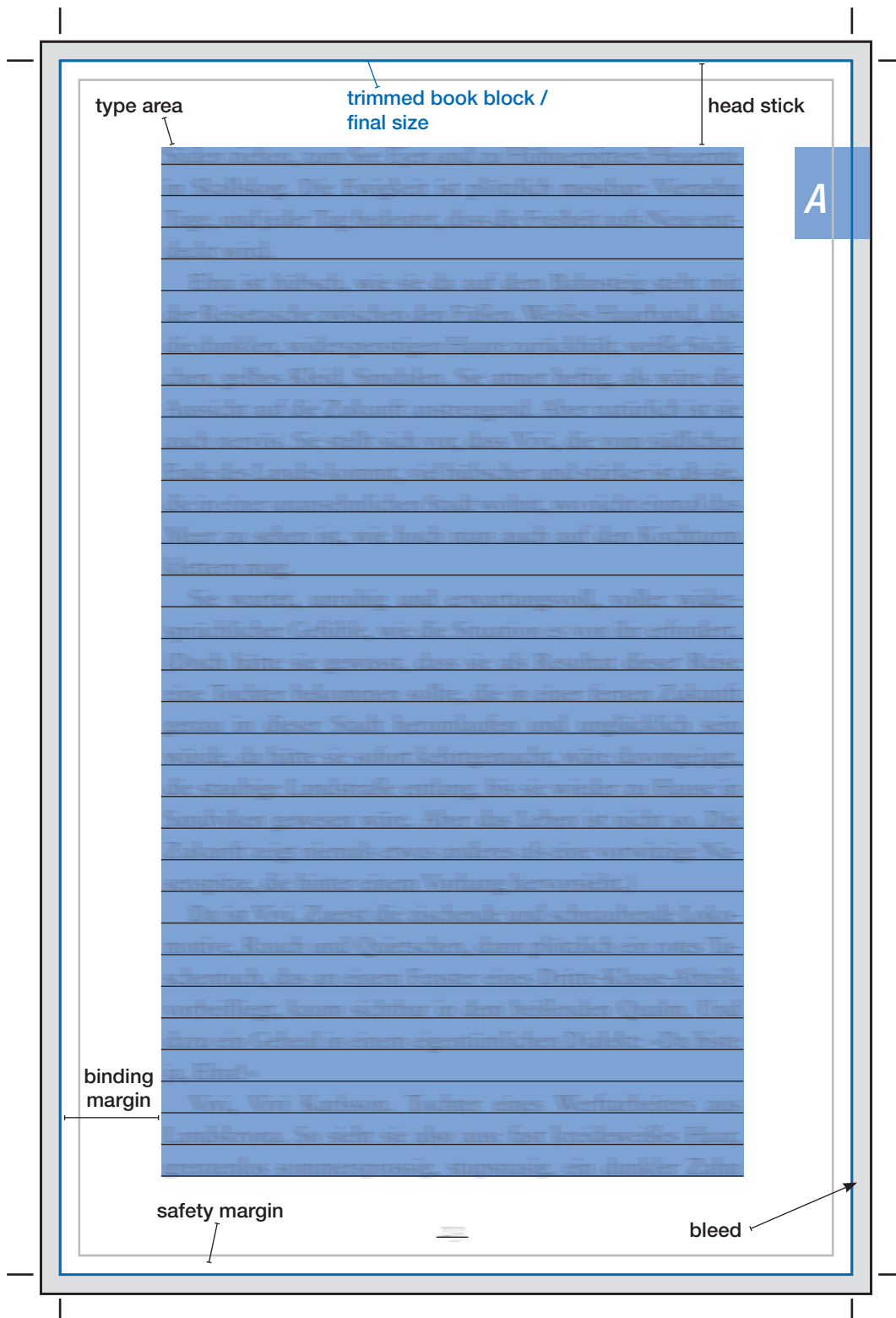
General requirements

■ *Distiller settings*
Please only submit PDF files. Information about creating PDF and Distiller settings are availible on our website http://becksche.de/CHBeck/Downloads.
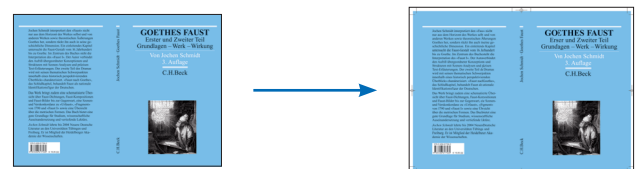
■ *Composite files (not separated)*
Please transfer only files containing composed colours.

■ *At least 3 mm bleed*
If you use elements which have to be trimmed during the finishing, we will need 3 mm bleed.
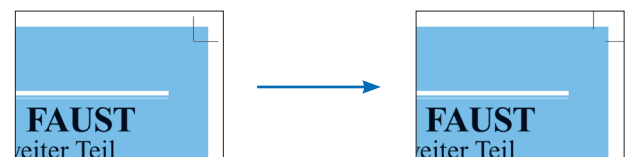

■ *3 mm safety area*
Not trimmed elements have to be placed 3 mm from the margin to avoid to be trimmed owing to tolerances during production.

■ *Trim marks 3 mm displaced from the final size*
If you have pages which are containing bleed, please make sure that you are using trim marks which are at least 3 mm displaced from the final size.

■ *All pages have the same size*
The front page, as well as the text part and advertisements have to be provided in the same size.

■ *Blank pages have to be included*
To be able to ensure the correct page order, blank pages have to be included in the document.
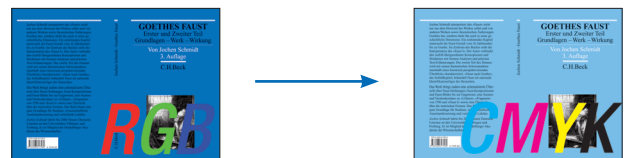
■ *Final page size fits to the trimmed book*
>The box in the layout program (final size box / trim box) has to be of the same size as the finished trimmed book.

Colours

■ *CMYK colour mode*
>Coloured objects have to be in CMYK. RGB objects are not adapted for printing. If you are not able to issue your files in CMYK mode, please contact your project manager.

■ *Colour mode "grey level" for b/w objects*
>The colour space for black and white objects has to be "grey level".

■ *Colour mode "bitmap" for line illustrations*
>For reaching an optimal print result, the colour mode for line illustrations has to be "bitmap".

■ *Special colours in HKS or Pantone space*
>Special colours are only accepted out of the HKS or Pantone space, design colours are causing extra efforts.
>Please make sure that every special colour is used only once in a file. Avoid simmilar names like "Pantone 142 C" and "Pantone 142 U". Furthermore, please make sure that you are listing only the used colours.
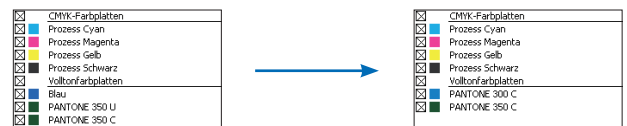
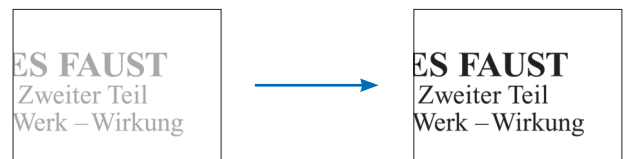■ *Black elements have to be overprinted*
>Black elements with an area coverage of 100 % have to show the feature "overprinting". Coloured or grey elements have to have the feature "leave blank".
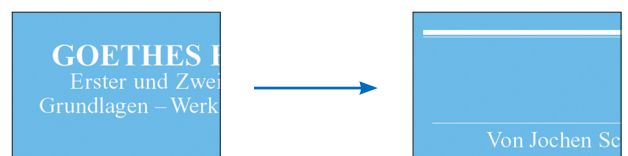
■ *Font colour 100 % black*
　　During PDF creation black text may be screened with a gradation of grey. Please make sure that your text is still 100 % black after PDF generation.
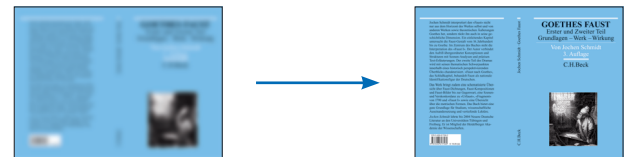
Resolution

■ *Colour and grayscale graphics*
　　Recommended 300 dpi, at least 200 dpi

■ *Line illustrations*
　　Recommended 1200 dpi, at least 600 dpi

Fonts

■ *Embed fonts*
　　Please embed the fonts completely and do not use any font subgroups. If your are not able to embed your fonts, please contact your project manager.

Lines

■ *Lines in solid colour*
　　For perfect visibility in your print product, your lines should have a colour value of 100 %.

■ *Thickness at least 0,04 mm*
　　Lines should have a thickness of at least 0.04 mm or at least 0.1 pt in layout program.

Transparency

■ *Reducing transparency during PDF creation*
　　Choose the option "transparency reduction" or use PDF standard PDF/X-1a and transparency reduction with "high resolution".

Barcodes

- *Solid and full shade*
  Barcodes should be solid coloured and full shaded.

- *Vector graphic or bitmap*
  The graphic has to be a vector graphic or bitmap with adequate resolution.

Finishing files

- *Separate file*
  Please transfer your files for finishing as a separate file.

- *Clearly mark the kind of finishing*
  Name your file cleary for each finishing process, f. ex. „hotfoilstamping_goethe_cover.pdf".

- *Vector graphics and bitmaps are recommended.*
  For reaching the best quality, please use vector graphics or high resolution bitmaps for the elements that have to be finished.

- *Full shade coloured*
  The colour of the finishing elements has to be full shaded. Elements which are not compiled in 100 % colour, may cause problems.

Naming

■ *Transferring of files structured*
Please put your files into own folders or compressed directories for every single part of your job.

■ *Naming according to the content*
The files should be named according to their content (f. ex. „bible_cover.pdf").
Files with inner parts should be named according to their page range.
Example: A file which is containing the pages 1-254, has to be named „p_0001_0254.pdf". Please apply four digit numbering.

■ *Clearly mark special editions*
In case of special editions, f. ex. several languages, please clearly name your files, for example „CZ_p_0001_0254.pdf".

■ *Add number of edition*
In case of further editions, please add the number of your edition to the file name, f. ex. „p_0001_0256_6e.pdf".

■ *No space and special characters*
Do not use space and special characters in your file name.
The following characters are allowed: *a-z   A-Z   0-9 - _   ä Ä   ö Ö   ü Ü*

■ *Loose leaf naming*
The page naming of loose leaf supplements has to fit to the page naming of the main title. Please make sure that the sorting is correct.

■ *Clearly mark edited pages*
Edited pages should be recognizable by their name, f. ex. „cor_p_0234.pdf".
Please transfer edited pages separately.

■ *Clearly mark finishing files*
Please name your finishing file according to the kind of finishing, f. ex. „hotfoilstamping_goethe_cover.pdf".

Proofs

- *Content-binding proof*
  Please send us binding prints or manuscripts of your files to avoid uncertainties regarding pos

itioning and colours. If there are any particularities, please mark them on the manuscript.

- *Colour-binding proof*
  For colour illustrations / covers a colour proof has to be delivered. It should contain all illustrations and should be generated with Ugra/Fogra chart CMYK version 3.

  Proofs have to use ECI tags depending on the material used for printing:

Paper type	Paper class	Character files	ICC profile
paper type 1/2 sheet	coated	FOGRA 51L	IPSO coated v3.icc
paper type 1/2	coated	FOGRA 51L	PSO coated v3.icc
paper type 3	LWC	FOGRA 28L	ISO_webcoated.icc
paper type 4	uncoated white	FOGRA 52L	PSO uncoated.icc
paper tpye 5	uncoated yellow	FOGRA 30L	ISO_uncoated_yellowish.icc

Please check your proof for the correct colours and put the control label on it. If there is no label on your proof, we check the colours in house. If necessary, we generate a new proof.
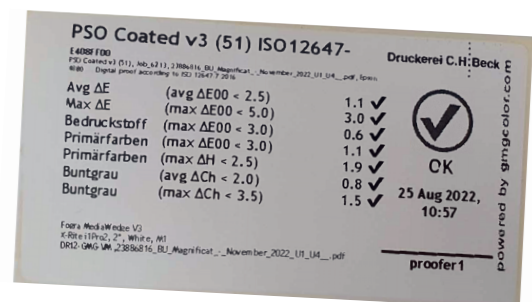
PSO

Since 2007, we produce according to the process standard offset DIN ISO 12647-2. For highest quality we are steadily checking the processes. Thus we can assure a high standard workflow with high quality products.

Test files

To be on schedule between the file delivery and the delivery of the finished products, you have the possibility to transfer some pages in advance as test files. We only check technical applicability, content can still be changed.

File transfer

To be able to handle your job quickly and correctly, please inform your project manager how and when you will transfer your files.

▪ *By e-mail*
Send your files to datenanlieferung@becksche.de. Please only transfer files of a size of maximum 10 MB per e-mail. For larger files, please use another transmission path.

▪ *By FTP*
If you want to transfer your files via FTP server, please contact your project manager and you will get your own access to our FTP server.

▪ *By web client*
For easier transfer you can use your FTP login for our web client. You can transfer your files by using your browser.
Get to the web client via: https://ftp.becksche.de

▪ *By data carrier*
Please mark your data carrier clearly with your contact details and job information.

▪ *Own web server*
If you provide your files on your own web server, please send the login information to your project manager.

Permission to print

You have the possibility to digitally view your job before printing. We provide softproofs in our in-house release portal where you can check your files and give your o.k. for printing.