

Trade Colour Printing  
Penrith  
Cumbria

[www.hardbackbooks.co.uk](http://www.hardbackbooks.co.uk)

# REQUIREMENTS FOR PRINT-READY FILES

Glued products



Saddle stitching

Hard-covers

Folded booklets



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# POSTERS, LEAFLETS, BUSINESS CARDS ETC.

## General requirements:

- File format – PDF *Ref. No. 1*
- Colours – CMYK/PANTONE (Pantone colours have to be shown as spot colours) *Ref.No.2*
- Size – marked with crop marks in registration colour 02 pt thick, 3-5 mm distance from trim box. *Ref.No.3*
- Marking size with a trim box, it should be the same in all the file and match all the crop marks
- Bleeds – 3-5 mm. *Ref.No.4*
- Placing the printing file into PDF document:
  - Centred; *Ref.No.5*
  - Every new page of a printing document starts with a new PDF page: *Ref. No.6*
  - Pages have the same orientation (horizontally or vertically); *Ref.No.7*
- Fonts are transferred into curves (convert to curves (Corel), create outlines (Adobe)) or embedded. Black colour is 100% black (other colours' presence 0%). *Ref.No.8*
- Text or any other symbol distance from the side is no less than 1, 5 mm
- Pictures – CMYK or Grayscale (150 – 400 dpi)
- Barcode is 100% of one colour/pantone and preferably in vector graphics
- Total composition of all colours together does not exceed 300%
- To get intensive black colour suggestible colour division is: C-30%, M-30%, Y-30%, K-100%
- For 100% black colour for vector graphic objects RIP uses automatic overprint option. This option also refers to vector graphic objects consisting of all CMYK colours and 100% Black (ex.: C-40%, M-30%, Y-20%, K-100%). This is especially important in cases when under such object metallic Pantone colours are required (Pantone 877, Pantone 872 etc.) If the file is prepared with the idea not to use automatic black colour overprint option, project manager must be informed in advance.
- Preparing pictures for the print it is better to use appropriate ICC profiles. For coated paper we suggest 'ISOcoat-ed\_v2\_300\_eci.icc'. For uncoated – 'PSO\_Uncoated\_ISO12647\_eci.icc'. Various paper suppliers provide special ICC profiles for their paper assortment. Those can usually be found at supplier's websites.
- The best way to submit files is to use our FTP server. Each of our customers has individual access folder with username and password. In case you are a new customer or forgot the password, please contact your project manager. To upload files to FTP server it is better to use special applications for FTP server program, such as FileZilla or other. Small files (up to 10Mb) can be sent to your project manager via e-mail.





# PERFECT BOUND (GLUED) AND THREAD-SEWN PRODUCTS

## General requirements for standard products (inner pages and covers):

- File format – PDF (standard 1.3 Acrobat 4) *Ref. No.1*
- Colours – CMYK/PANTONE (Pantone colours have to be shown as spot colours) *Ref. No.2*
- Size – marked with crop marks in registration colour 02 pt thick, 3-5 mm distance from trim box. *Ref. No.3*
- Marking size with a trim box, it should be the same in all the file and match all the crop marks
- Bleeds – 3-5 mm. *Ref. No.4*
- Placing the printing file into PDF document:
  - Centred; *Ref.No.5*
  - Every new page of a printing document starts with a new PDF page: *Ref. No.6*
  - Pages have the same orientation (horizontally or vertically); *Ref.No.7*
  - **Page numeration is as follows in actual printing document;** *Ref.No.9*
  - **Pages cannot be shown as a broadside** (two pages) *Ref.No.10*
- **If document has blank pages those must be included in PDF file as well.** *Ref.No.11*
- Fonts are transferred into curves (convert to curves (Corel), create outlines (Adobe)) or embedded. Black colour is 100% black (other colours' presence 0%). *Ref.No.8*
- **Text, numeration or any other symbol distance from the side is no less than 3 mm.**
- Pictures – CMYK or Grayscale (150 – 400 dpi)
- Barcode is 100% of one colour/pantone and preferably in vector graphics
- Total composition of all colours together does not exceed 300%
- To get intensive black colour suggestible colour division is: C-30%, M-30%, Y-30%, K-100%
- **Please remember that inner pages of stitched product are cut differently, that's why creating a design compensation for slide must be taken into consideration.** *Ref.No.16*
- **If any of the stitched product page needs additional perforation:**
  - **Paper up to 120 gr/m2: perforation spot is at least 20 mm from folding spot**
  - **Paper thicker than 120 gr/m2: perforation spot is at least 10 mm from folding spot.** *Ref.No.27*
- For 100% black colour for vector graphic objects RIP uses automatic overprint option. This option also refers to vector graphic objects consisting of all CMYK colours and 100% Black (ex.: C-40%, M-30%, Y-20%, K-100%). This is especially important in cases when under such object metallic Pantone colours are required (Pantone 877, Pantone 872 etc.) If the file is prepared with the idea not to use automatic black colour overprint option, project manager must be informed in advance.
- Preparing pictures for the print it is better to use appropriate ICC profiles. For coated paper we suggest 'ISOcoated\_v2\_300\_eci.icc'. For uncoated – 'PSO\_Uncoated\_ISO12647\_eci.icc'. Various paper suppliers provide special ICC profiles for their paper assortment. Those can usually be found at supplier's websites.

## Additional requirements for non-standard products:

- Covers with endpapers have to be submitted with separate file. Content is broadsided (two-page) and crop marks showing folding spots for spine and flyleaves. Distance from spine to flyleaves must be bigger than inner pages (for precise measurements please contact your project manager)
- Inner pages with flyleaves have to be submitted as a separate file. Content is broadsided (two-page) and crop marks showing folding places. Distance from spine to flyleaves should be smaller than to inner pages (for precise measurements please contact your project manager)
- Changing plates – for printing jobs with the same design, but different text it is possible to reduce printing costs, by preparing files as follows:
  - All changeable texts must be 100% BLACK or PANTONE colour;
  - *Overprint* option must be switched on;
  - If black colour changes in the pictures, project manager must be informed in advance, because in such case it is impossible to optimize printing.



## STITCHED PRODUCTS

### General requirements for standard products (inner pages and covers):

- File format – PDF (standard 1.3 Acrobat 4) *Ref. No.1*
- Colours – CMYK/PANTONE (Pantone colours have to be shown as spot colours) *Ref. No.2*
- Size – marked with crop marks in registration colour 02 pt thick, 3-5 mm distance from trim box. *Ref. No.3*
- Marking size with a trim box, it should be the same in all the file and match all the crop marks
- Bleeds – 3-5 mm. *Ref.No.4*
- Placing the printing file into PDF document:
  - Centred; *Ref.No.5*
  - Every new page of a printing document starts with a new PDF page: *Ref. No.6*
  - Pages have the same orientation (horizontally or vertically); *Ref.No.7*
  - **Page numeration is as follows in actual printing document;** *Ref.No.9*
  - **Pages cannot be shown as a broadside (two pages)** *Ref.No.10*
- **If document has blank pages those must be included in PDF file as well.** *Ref.No.11*
- Fonts are transferred into curves (convert to curves (Corel), create outlines (Adobe)) or embedded. Black colour is 100% black (other colours' presence 0%). *Ref.No.8*
- **Text, numeration or any other symbol distance from the side is no less than 3 mm.**
- Pictures – CMYK or Grayscale (150 – 400 dpi)
- Barcode is 100% of one colour/pantone and preferably in vector graphics
- Total composition of all colours together does not exceed 300%
- To get intensive black colour suggestible colour division is: C-30%, M-30%, Y-30%, K-100%
- **Please remember that inner pages of stitched product are cut differently, that's why creating a design compensation for slide must be taken into consideration.** *Ref.No.16*
- If any of the stitched product page needs additional perforation:
  - Paper up to 120 gr/m<sup>2</sup>: perforation spot is at least 20 mm from folding spot
  - Paper thicker than 120 gr/m<sup>2</sup>: perforation spot is at least 10 mm from folding spot. *Ref.No.27*
- For 100% black colour for vector graphic objects RIP uses automatic overprint option. This option also refers to vector graphic objects consisting of all CMYK colours and 100% Black (ex.: C-40%, M-30%, Y-20%, K-100%). This is especially important in cases when under such object metallic Pantone colours are required (Pantone 877, Pantone 872 etc.) If the file is prepared with the idea not to use automatic black colour overprint option, project manager must be informed in advance.
- Preparing pictures for the print it is better to use appropriate ICC profiles. For coated paper we suggest 'ISOcoat-ed\_v2\_300\_eci.icc'. For uncoated – 'PSO\_Uncoated\_ISO12647\_eci.icc'. Various paper suppliers provide special ICC profiles for their paper assortment. Those can usually be found at supplier's websites.

### Additional requirements for non-standard products:

- Covers with endpapers have to be submitted with separate file. Content is broadsided (two-page) and crop marks showing folding spots for spine and flyleaves. Distance from spine to flyleaves must be bigger than inner pages (for precise measurements please contact your project manager)
- Inner pages with flyleaves have to be submitted as a separate file. Content is broadsided (two-page) and crop marks showing folding places. Distance from spine to flyleaves should be smaller than to inner pages (for precise measurements please contact your project manager)
- Changing plates – for printing jobs with the same design, but different text it is possible to reduce printing costs, by preparing files as follows:
  - All changeable texts must be 100% BLACK or PANTONE colour;
  - *Overprint* option must be switched on;
  - If black colour changes in the pictures, project manager must be informed in advance, because in such case it is impossible to optimize printing.



# FOLDED BOOKLETS

## General requirements for standard products:

- File format – PDF (standard 1.3 Acrobat 4) *Ref.No.1*
- Colours – CMYK/PANTONE (Pantone colours have to be shown as spot colours) *Ref.No.2*
- Size – marked with crop marks in registration colour 02 pt thick, 3-5 mm distance from trim box. *Ref.No.3*
- Marking size with a trim box, it should be the same in all the file and match all the crop marks
- Bleeds – 3-5 mm. *Ref.No.4*
- Placing the printing file into PDF document:
  - Centred; *Ref.No.5*
  - Every new page of a printing document starts with a new PDF page: *Ref. No.6*
  - Pages have the same orientation (horizontally or vertically); *Ref.No.7*
- **Text, numeration or any other symbol distance from the side is no less than 3 mm.**
- **Folding spots must be marked with crop marks outside the design.** *Ref.No.17*
- Fonts are transferred into curves (convert to curves (Corel), create outlines (Adobe)) or embedded. Black colour is 100% black (other colours' presence 0%). *Ref.No.8*
- Pictures – CMYK or Grayscale (150 – 400 dpi)
- Barcode is 100% of one colour/pantone and preferably in vector graphics
- Total composition of all colours together does not exceed 300%
- To get intensive black colour suggestible colour division is: C-30%, M-30%, Y-30%, K-100%

## Additional requirements for folded booklets:

- Visual sample for folding must be submitted
- If printing job has perforation it is marked with crop marks outside the design and additional 'perf.' symbol, folding spots are marked with 'fold.' symbol. If perforation and folding spots match, that is marked with crop marks outside the design and symbol 'perf.+fold.'. *Ref.No.19*





## HARD COVERS

### General requirements for standard products (inner pages, endpapers, cover, dust-jacket):

- File format – PDF (standard 1.3 Acrobat 4) *Ref. No.1*
- Colours – CMYK/PANTONE (Pantone colours have to be shown as spot colours) *Ref. No.2*
- Size – marked with crop marks in registration colour 02 pt thick, 3-5 mm distance from trim box. *Ref. No.3*
- Marking size with a trim box, it should be the same in all the file and match all the crop marks
- Bleeds – 3-5 mm. *Ref. No.4*
- Placing the printing file into PDF document:
  - Centred; *Ref.No.5*
  - Every new page of a printing document starts with a new PDF page: *Ref. No.6*
  - Pages have the same orientation (horizontally or vertically); *Ref.No.7*
  - **Page numeration is as follows in actual in printing document;** *Ref.No.9*
  - **Pages cannot be shown as a broadside (two pages)** *Ref.No.10*
- **If document has blank pages those must be included in PDF file as well.** *Ref.No.11*
- Fonts are transferred into curves (convert to curves (Corel), create outlines (Adobe)) or embedded. Black colour is 100% black (other colours' presence 0%). *Ref.No.8*
- **Text, numeration or any other symbol distance from the side is no less than 3 mm.**
- Pictures – CMYK or Grayscale (150 – 400 dpi)
- Barcode is 100% of one colour/pantone and preferably in vector graphics
- Total composition of all colours together does not exceed 300%
- To get intensive black colour suggestible colour division is: C-30%, M-30%, Y-30%, K-100%
- **Cover file must be prepared according to our scheme.**
- **Cover's mock-up (layout sheet) with crop marks outside the design shows all parts of the scheme.** *Ref.No.20*
- **If front endpapers and back endpapers are printed, those are submitted as separate broadsided (two-page) files, specifying which is front endpaper and which is back endpaper.**
- **Front endpapers and back endpapers cannot be included in the file with inner pages**
- For 100% black colour for vector graphic objects RIP uses automatic overprint option. This option also refers to vector graphic objects consisting of all CMYK colours and 100% Black (ex.: C-40%, M-30%, Y-20%, K-100%). This is especially important in cases when under such object metallic Pantone colours are required (Pantone 877, Pantone 872 etc.) If the file is prepared with the idea not to use automatic black colour overprint option, project manager must be informed in advance.
- Preparing pictures for the print it is better to use appropriate ICC profiles. For coated paper we suggest 'ISOcoat-ed\_v2\_300\_eci.icc'. For uncoated – 'PSO\_Uncoated\_ISO12647\_eci.icc'. Various paper suppliers provide special ICC profiles for their paper assortment. Those can usually be found at supplier's websites.

### Additional requirements for non-standard products:

- Dust jacket file is prepared according to our scheme. All parts in the scheme must be marked with *crop marks* outside the design.
- If printing job does not have endpapers and first and last pages are glued directly to the covers, first and last blanked pages must be included in the file.
- If hard covers have cloth spine then first and last covers are prepared as separate PDF files according to our scheme.
- If hard covers design includes embossing or foiling special file for engraving must be submitted. File is done according to our scheme.
- Changing plates – for printing jobs with the same design, but different text it is possible to reduce printing costs, by preparing files as follows:
  - All changeable texts must be 100% BLACK or PANTONE colour;
  - *Overprint* option must be switched on;
  - If black colour changes in the pictures, project manager must be informed in advance, because in such case it is impossible to optimize printing.



# WIRED BOUNDED PRODUCTS

## General requirements for standard products:

- File format – PDF (standard 1.3 Acrobat 4) *Ref. No.1*
- Colours – CMYK/PANTONE (Pantone colours have to be shown as spot colours) *Ref. No.2*
- Size – marked with crop marks in registration colour 02 pt thick, 3-5 mm distance from trim box. *Reference No.3*
- Marking size with a trim box, it should be the same in all the file and match all the crop marks
- Bleeds – 3-5 mm. *Ref. No.4*
- Placing the printing file into PDF document:
  - Centred; *Ref.No.5*
  - Every new page of a printing document starts with a new PDF page: *Ref. No.6*
  - Pages have the same orientation (horizontally or vertically); *Ref.No.7*
  - **Page numeration is as follows in actual printing document;** *Ref.No.9*
  - **Pages cannot be shown as a broadside (two pages)** *Ref.No.10*
- **If document has blank pages those must be included in PDF file as well.** *Ref.No.11*
- Fonts are transferred into curves (convert to curves (Corel), create outlines (Adobe)) or embedded. Black colour is 100% black (other colours' presence 0%). *Ref.No.8*
- Text, numeration or any other symbol distance from the side is no less than 3 mm.
- Pictures – CMYK or Grayscale (150 – 400 dpi)
- Barcode is 100% of one colour/pantone and preferably in vector graphics
- Total composition of all colours together does not exceed 300%
- To get intensive black colour suggestible colour division is: C-30%, M-30%, Y-30%, K-100%
- **Cover file must be prepared according to our scheme.**
- **Cover's mock-up (layout sheet) with crop marks outside the design shows all parts of the scheme.** *Ref.No.20*
- **If front endpapers and back endpapers are printed, those are submitted as separate broadsided (two-page) files, specifying which is front endpaper and which is back endpaper.**
- **Front endpapers and back endpapers cannot be included in the file with inner pages**
- For 100% black colour for vector graphic objects RIP uses automatic overprint option. This option also refers to vector graphic objects consisting of all CMYK colours and 100% Black (ex.: C-40%, M-30%, Y-20%, K-100%). This is especially important in cases when under such object metallic Pantone colours are required (Pantone 877, Pantone 872 etc.) If the file is prepared with the idea not to use automatic black colour overprint option, project manager must be informed in advance.
- Preparing pictures for the print it is better to use appropriate ICC profiles. For coated paper we suggest 'ISOcoat-ed\_v2\_300\_eci.icc'. For uncoated – 'PSO\_Uncoated\_ISO12647\_eci.icc'. Various paper suppliers provide special ICC profiles for their paper assortment. Those can usually be found at supplier's websites.

## Additional requirements for non-standard products:

- Inner pages with endpapers should be submitted as a separate PDF file with crop marks in registration colour and marked folding spot. Distance from inner side to flyleaves is at least 2 mm smaller than others. Flyleaves are at least 15 mm smaller than inner pages. *Ref.No.14*
- Covers with endpapers have to be submitted as a separate PDF file broadsided (two-pages) with *crop marks* in registration colour and folding spot marked. Distance from the spine to endpapers is 1 mm bigger, than inner pages. *Ref.No.21*
- Changing plates – for printing jobs with the same design, but different text it is possible to reduce printing costs, by preparing files as follows:
  - All changeable texts must be 100% BLACK or PANTONE colour;
  - *Overprint* option must be switched on;
  - If black colour changes in the pictures, project manager must be informed in advance, because in such case it is impossible to optimize printing.



## Die-cutting

- Crop marks or trim box must match contour of the knife *Ref.No.22*
- If die cutting form is added to the printing file it must be done in 100% spot colour in overprint
- Die cutting form parts must be named accordingly – ‘form’ (marked with red line), ‘creases’ (marked with blue line), ‘perforation’ (marked with green line)
- If die cutting form is prepared as a separate file or PDF document its placement must match printing file
- Distance between forms is not smaller than 2 mm, between creases – 3 mm

## Creasing

- Creases are marked with *crop marks* in registration colour 02 pt thick and 3 mm away from cutting line *Ref.No.17*

## Perforation

- Perforation is marked with *crop marks* in registration colour 02 pt thick and 3 mm away from cutting line *Ref.No.18*

## Folding

- Folding is marked with *crop marks* in registration colour 02 pt thick and 3 mm away from cutting line *Ref.No.17*

## Hole drilling

- Hole drilling spot is marked with symbol  $\emptyset$  1mm. On white or bright background with darkest colour used in a printing job. On a dark background – with white colour. *Ref.No.23*



## Foiling

- Minimal size of the form's line is 0,1 mm
- If form is put in a printing file its lines and spots must be 100% filled with the colour (spot colour) and in overprint
- If form is prepared as a separate file or in PDF document its placement must match printing file
- Form is done in vector graphics or Bitmap (Black&White) at least 600 dpi

## Embossing

- Minimal size of the form's line is 0,125 mm
- If form is put in a printing file its lines and spots must be 100% filled with the colour (spot colour) and in overprint
- If form is prepared as a separate file or in PDF document its placement must match printing file
- Form's relief must be done only in vector graphics

## UV-varnishing

- If UV-varnishing form is in the printing file its lines and spots must be 100% filled with the colour (spot colour) and in overprint
- If UV-varnishing form is prepared as a separate file or in PDF document its placement must match printing file
- If UV-varnishing goes over the folding or creasing spot, 1.5 mm clear line (no UV-varnishing) must be done. *Ref.No.24*

## Numeration

- Printing jobs with numeration should be provided with visual sample of numeration place, height, and colour. Our possible numeration height are 3,7 mm and 5 mm. *Ref.No.25*

## Holograms

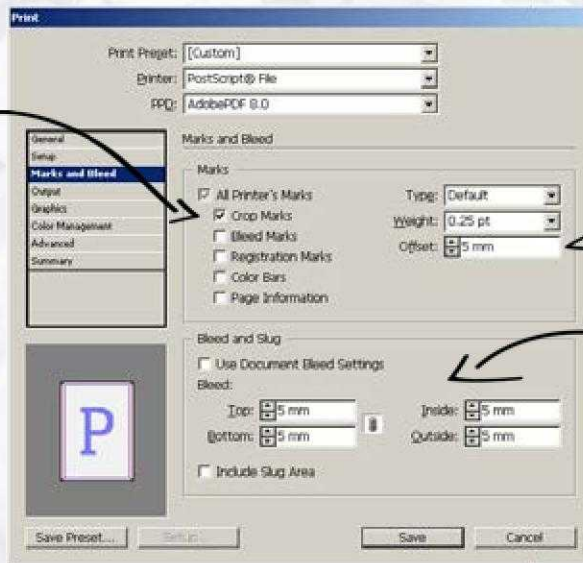
- Printing jobs with holograms must have correct design for the holograms. *Ref.No.26*



## 1.1. Reference. How to get a correct PDF file.

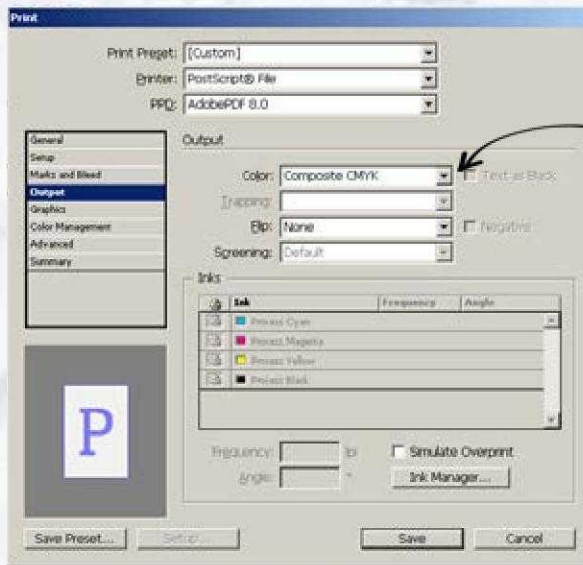
To get PDF file out of InDesign programm you make PS file first.

Select use only  
Crop Marks (cutting spots)

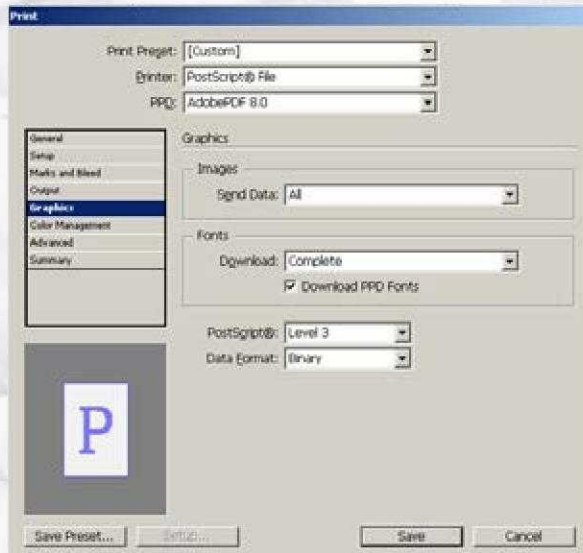


Select Crop Marks  
distance from  
cutting line 3-5 mm

Select  
Bleeds 3-5 mm



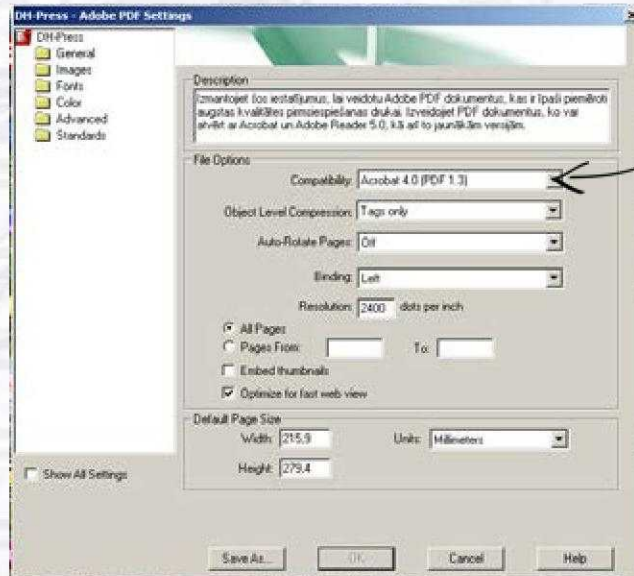
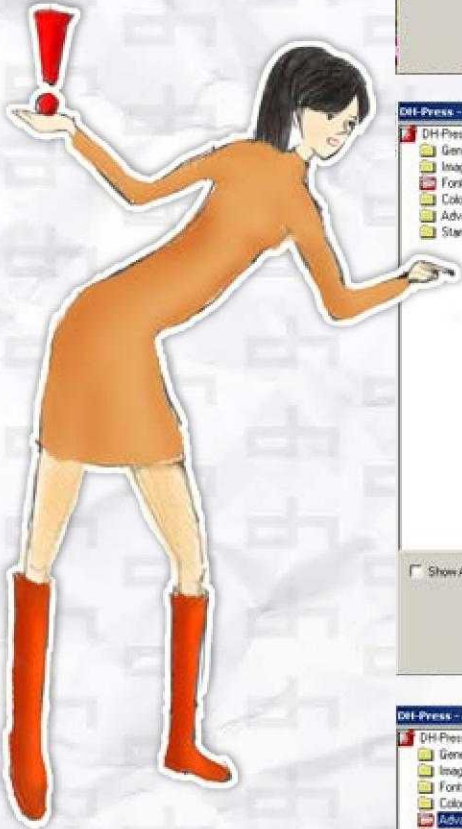
Select 'Composite CMYK'



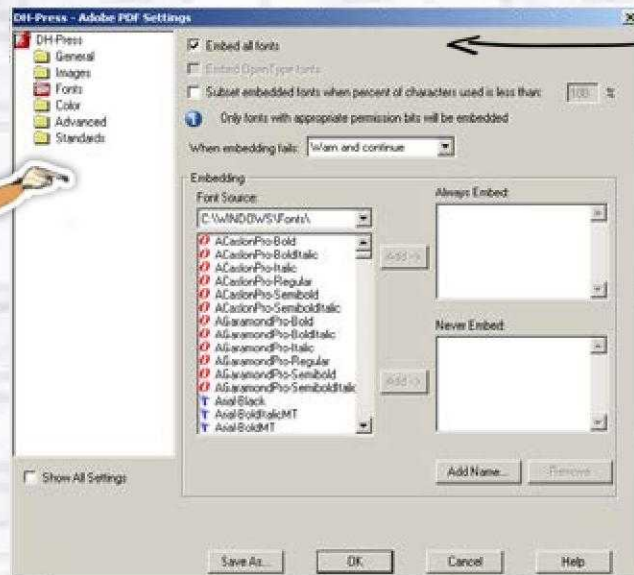
Select all fields  
as in this example  
shown



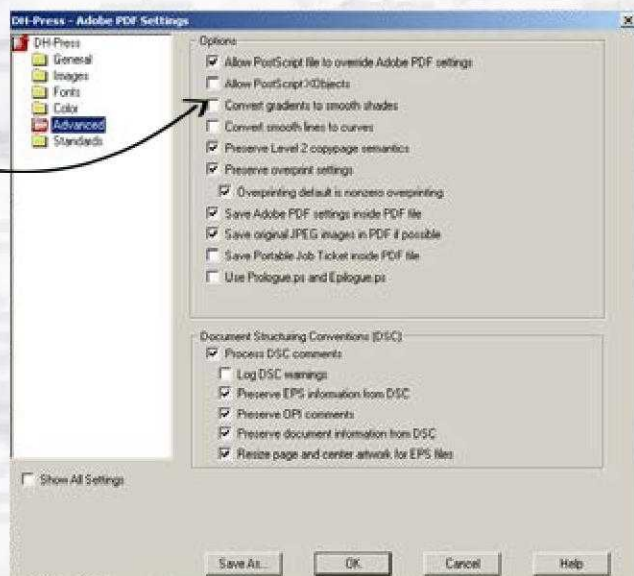
Then with Acrobat Distiller out of PS file get the PDF file.



Select 'Acrobat 4.0 (PDF 1.3)'



Select 'Embed all fonts'

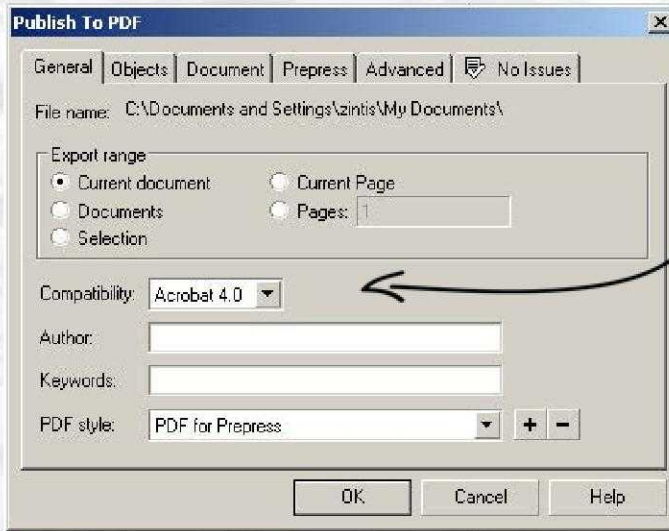


Take out check sign from this box

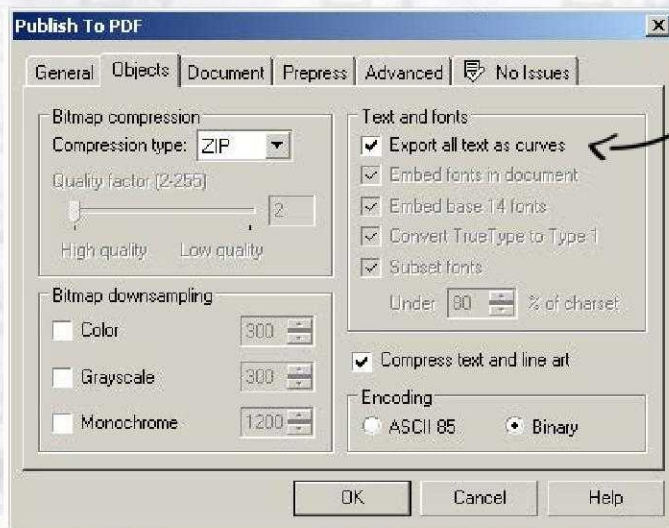


## 4. Additional information

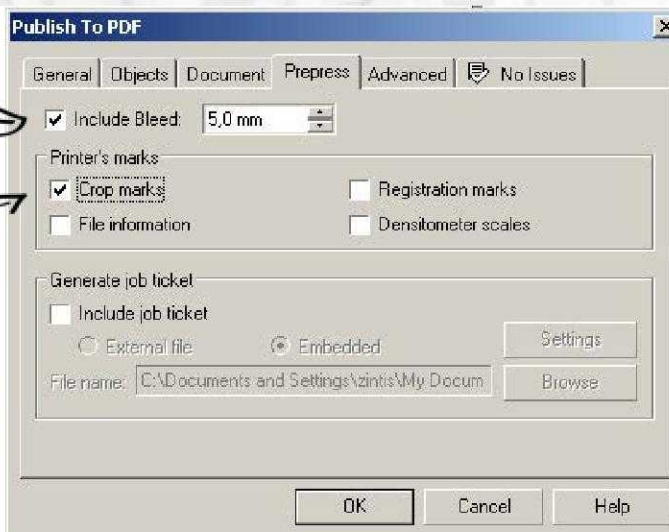
To get PDF file from Corel Draw select option 'Publish to PDF'



Select 'Acrobat 4.0'



Select 'Export all text as curves'

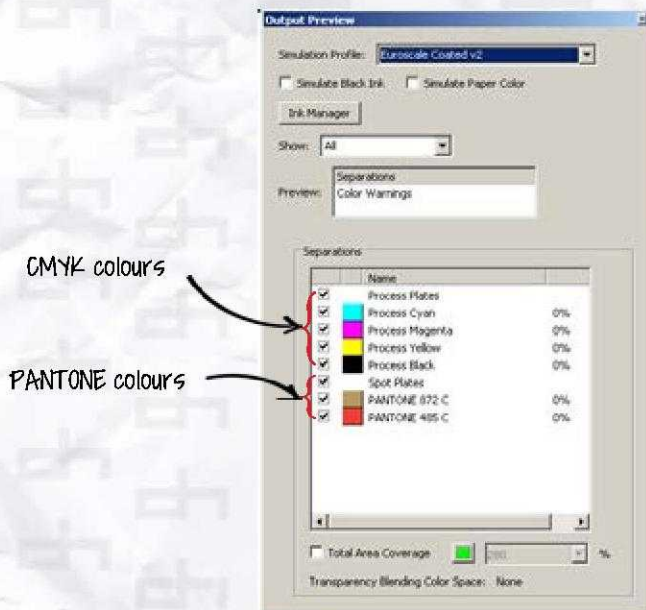


Select 'Bleeds 3-5 mm'

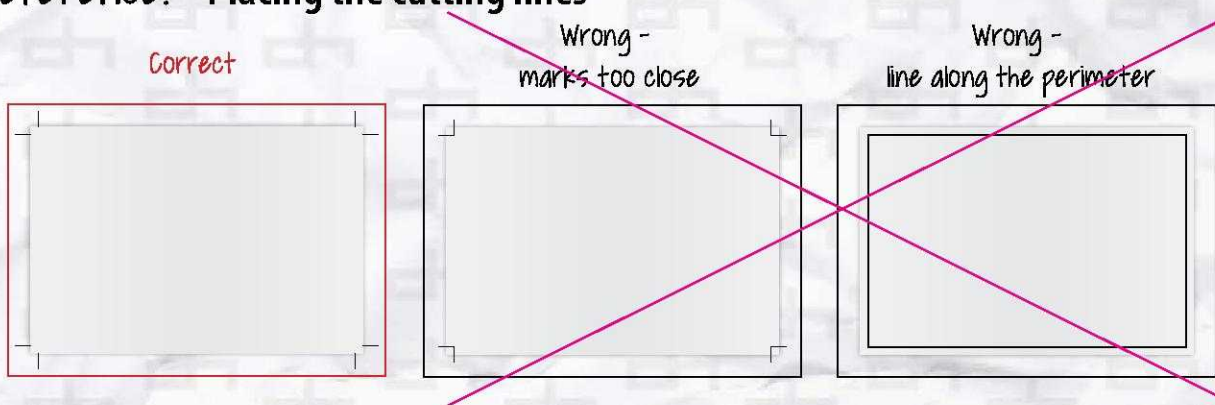
Select option only 'Crop Marks' (cutting lines)



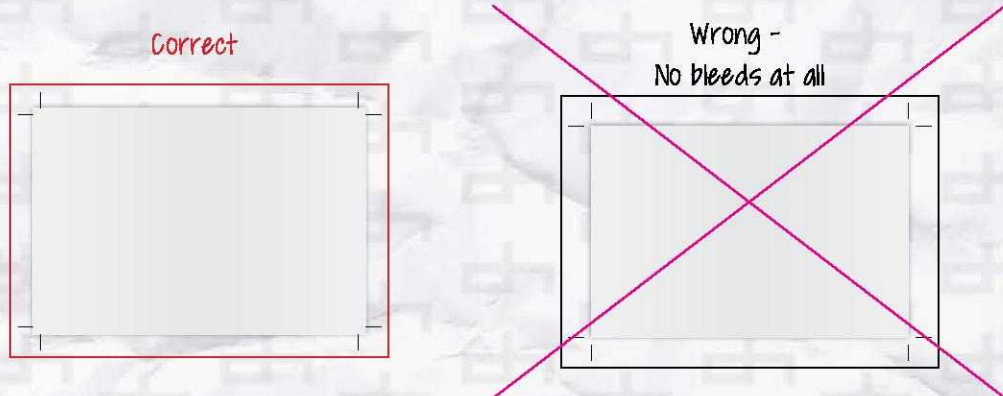
## 2. Reference. CMYK colours and Spot colours.



## 3. Reference. Placing the cutting lines



## 4. Reference. Bleeds.





### 5. Reference. Centering the PDF file

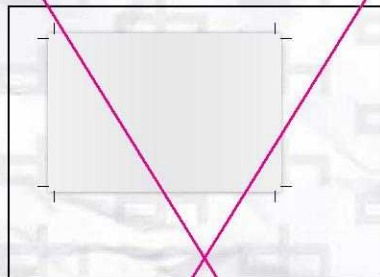
Correct  
A side



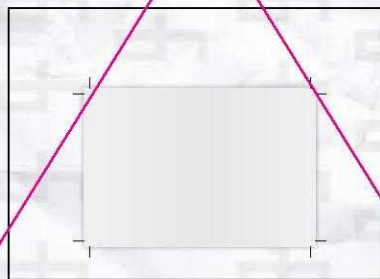
B side



Wrong -  
document is not centred on PDF page  
A side

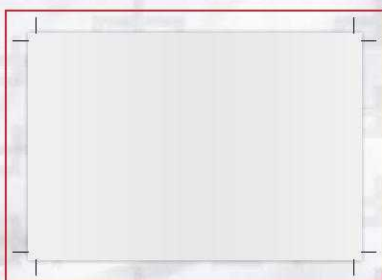


B side

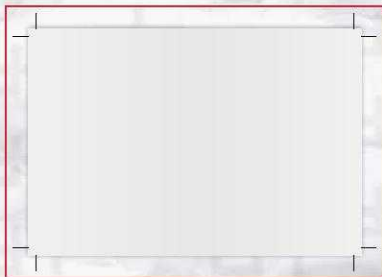


### 6. Reference. Placing the PDF file

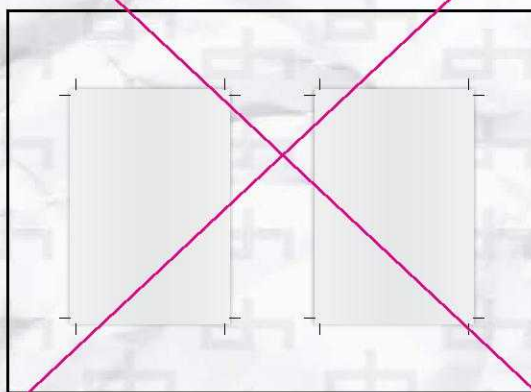
Correct  
A side



B side

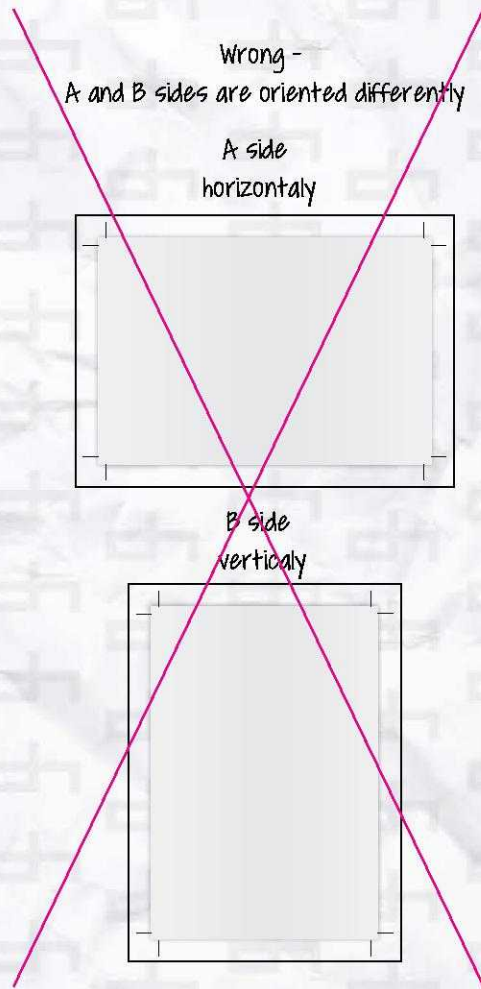
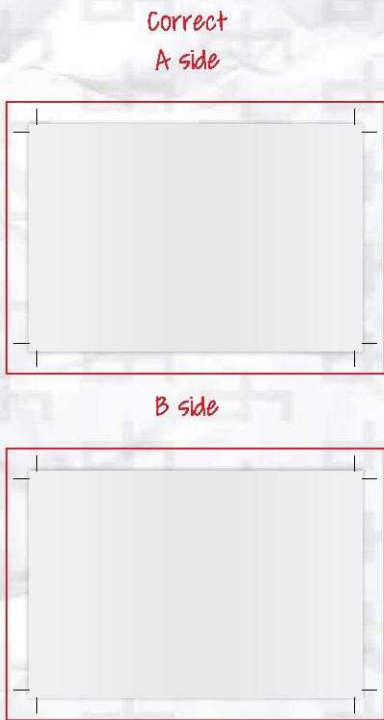


Wrong  
A and B sides are on the same PDF page



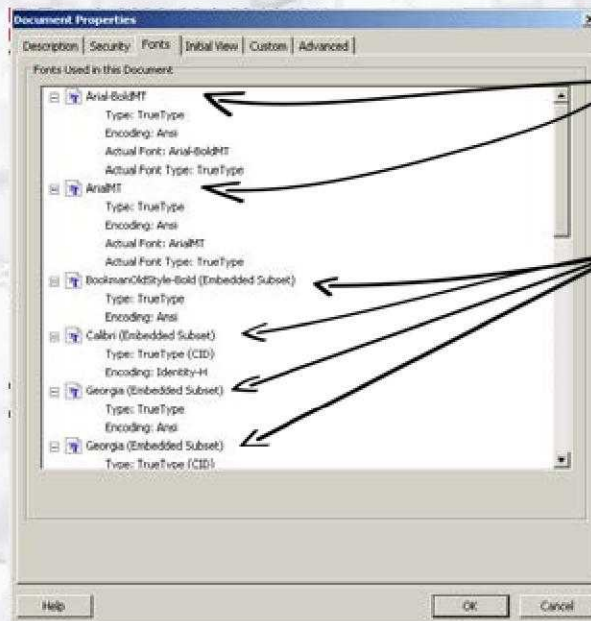


### 7. Reference. Orientation of the PDF file



### 8. Reference. Fonts

Fonts can be checked for example with Adobe Acrobat Professional program



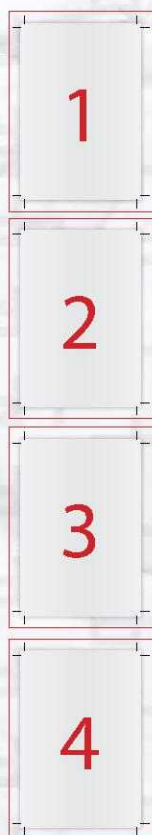
Wrong -  
font is not  
embed

Correct -  
font is embed

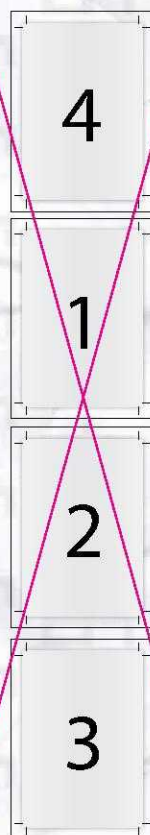


### 9. Reference. Page order

Correct



Wrong

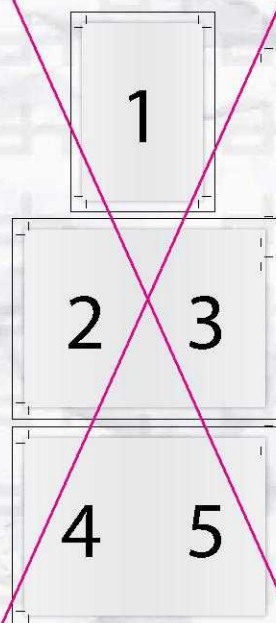


### 10. Reference. Placement of pages

Correct



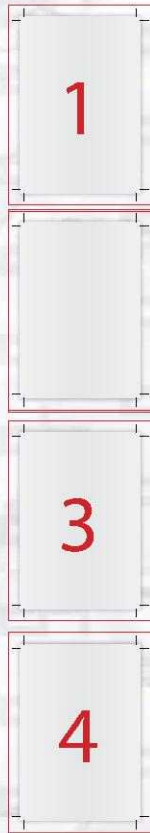
Wrong



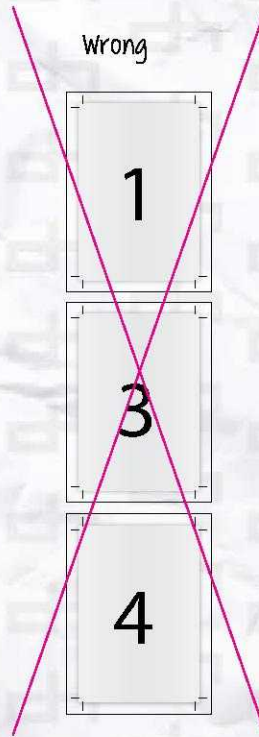


## 11. Reference. Blank pages

Correct

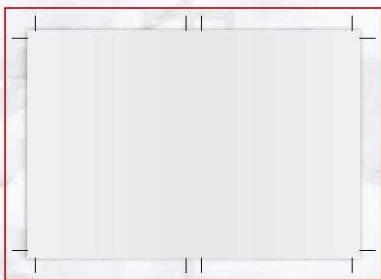


Wrong

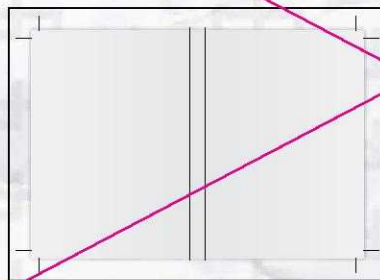


## 12. Reference. Covers for the glued book

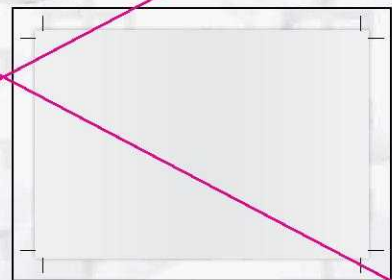
Correct



Wrong -  
spine is marked with design  
dividing lines

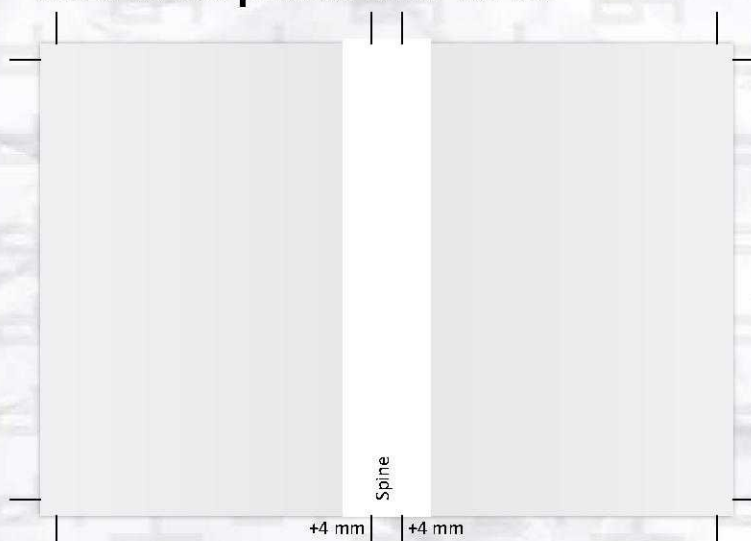


Wrong -  
spine is not marked at all

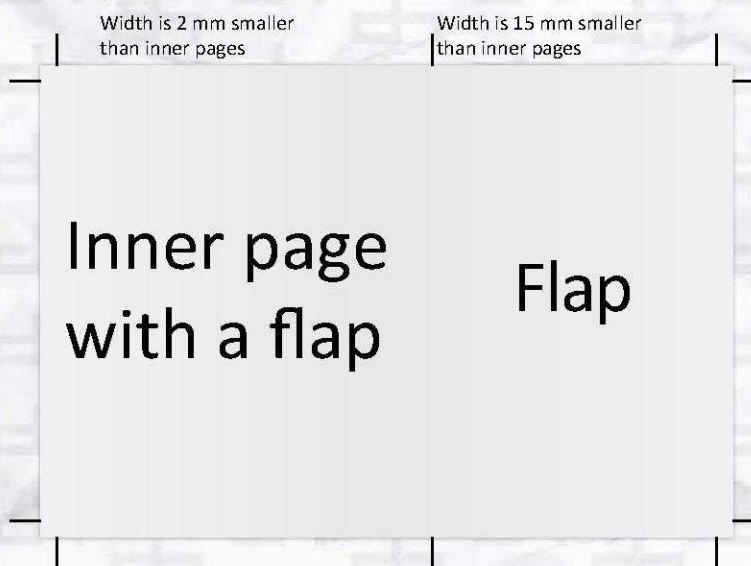




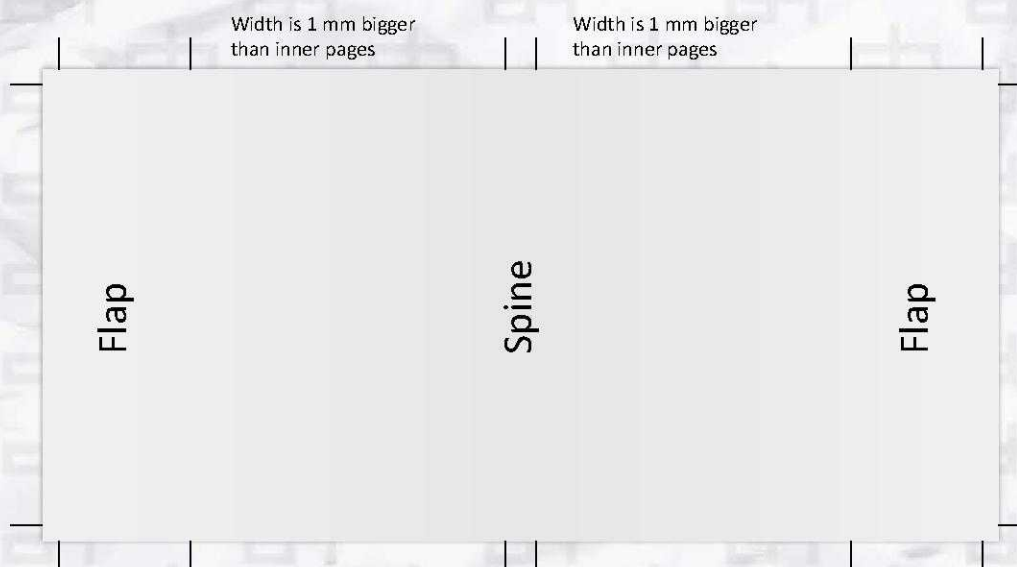
13. Reference. **Glued book's printed inner covers**



14. Reference. **Inner page with flaps**

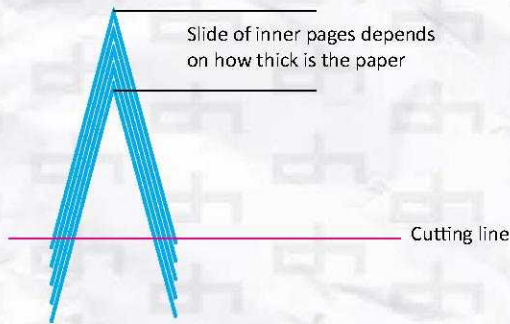


15. Reference. **Glued covers with flaps**

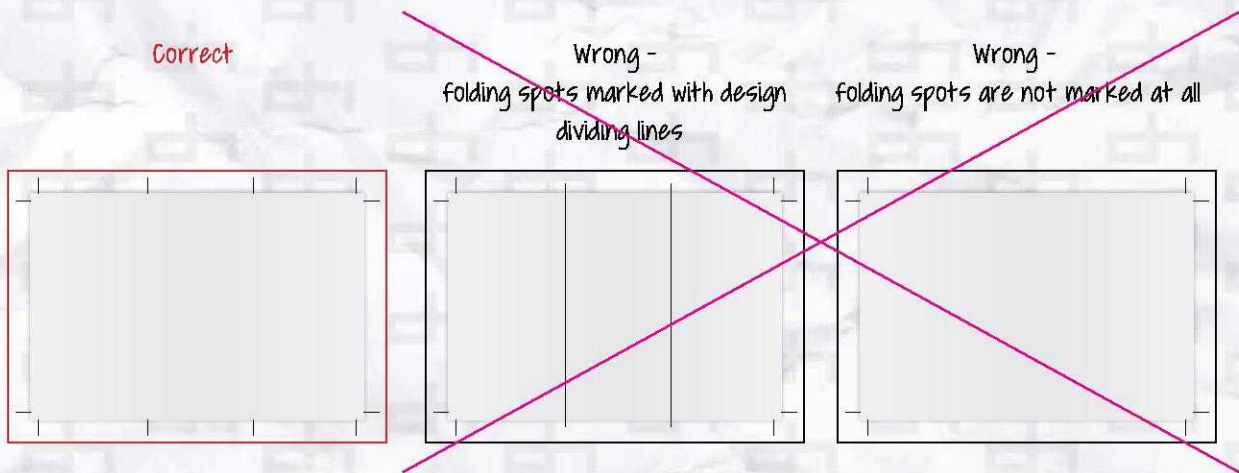




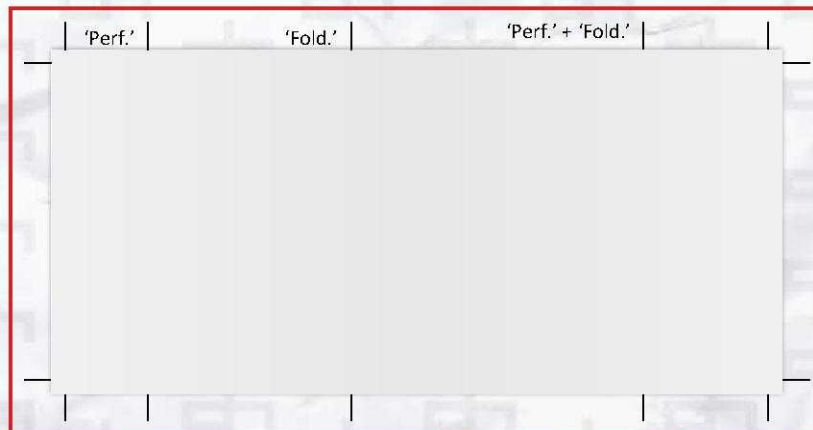
### 16. Reference. Placement of pages for stitched products



### 17. Reference. Marking of folding and creasing spots.

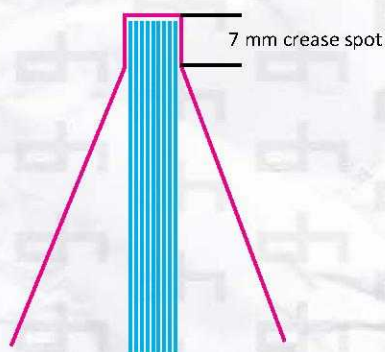


### 18. Reference. Signs for perforation



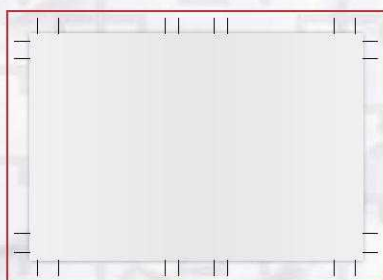


### 19. Reference. Crease spot for glued book's covers

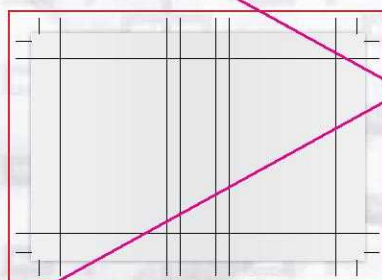


### 20. Reference. Hard covers

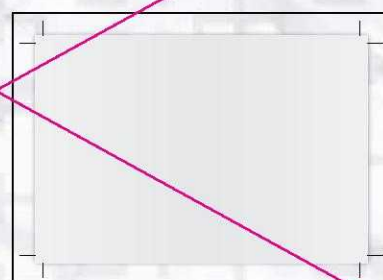
Correct



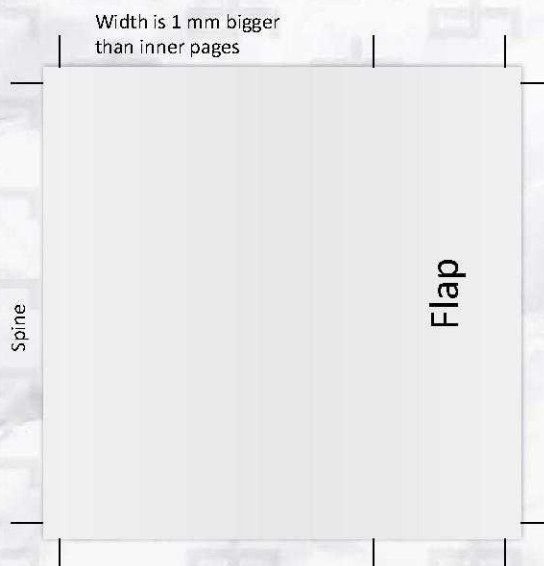
Wrong -  
folding spots marked with design  
dividing lines



Wrong -  
folding spots are not marked at all



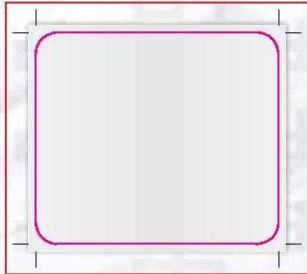
### 21. Reference. Wire bounded brochure's cover with flaps.



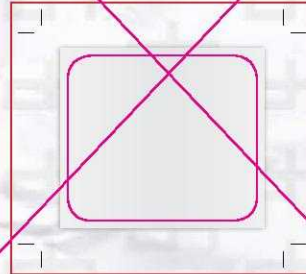


### 22. Reference. Placement for die-cutting job in PDF document.

Correct

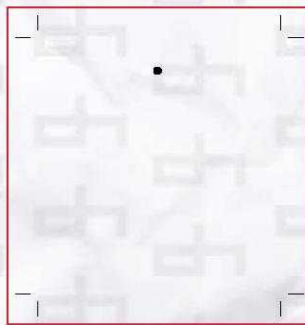
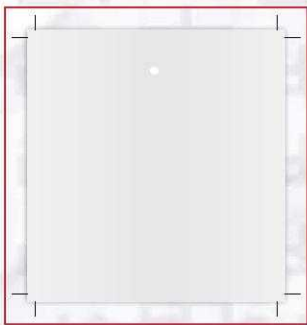


Wrong -  
Crop Marks do not match with  
die-cutting form contour

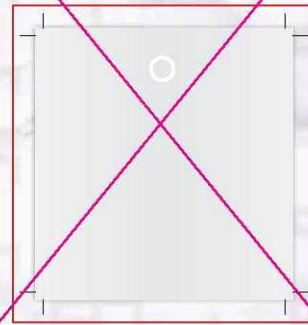


### 23. Reference. Marking hole drilling spot.

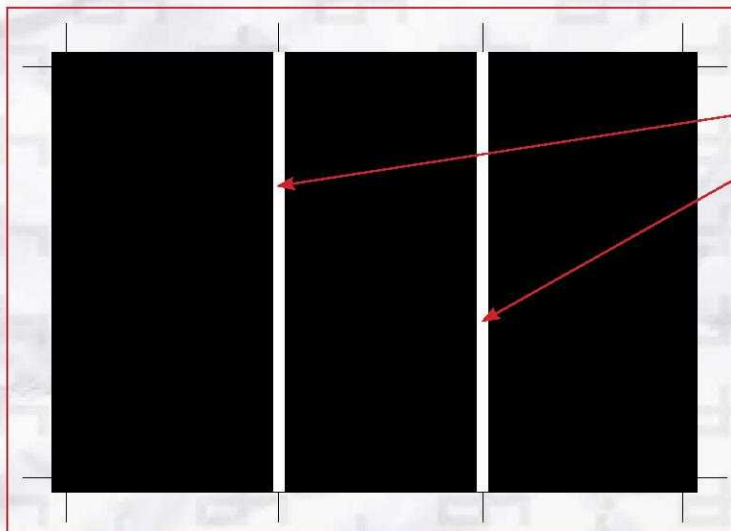
Correct



Wrong



### 24. Reference. UV-varnishing on over folding and creasing lines





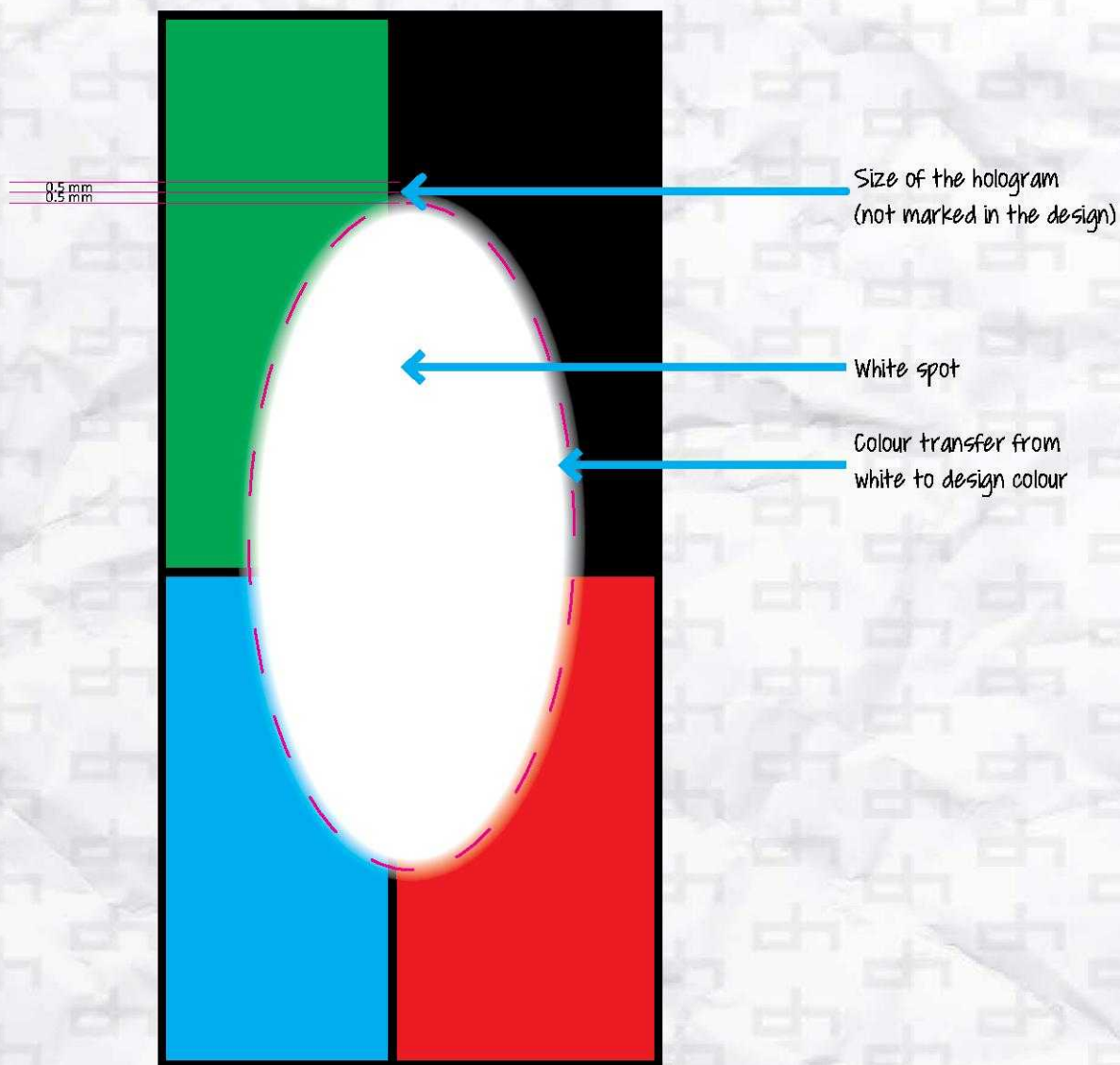
25. Reference. Possible sizes of numeration.

4097498 Numbers height 5 mm

9370039 Numbers height 3.7 mm

219191 Number height 5 mm  
with manual numeration

26. Reference. Place for hologram

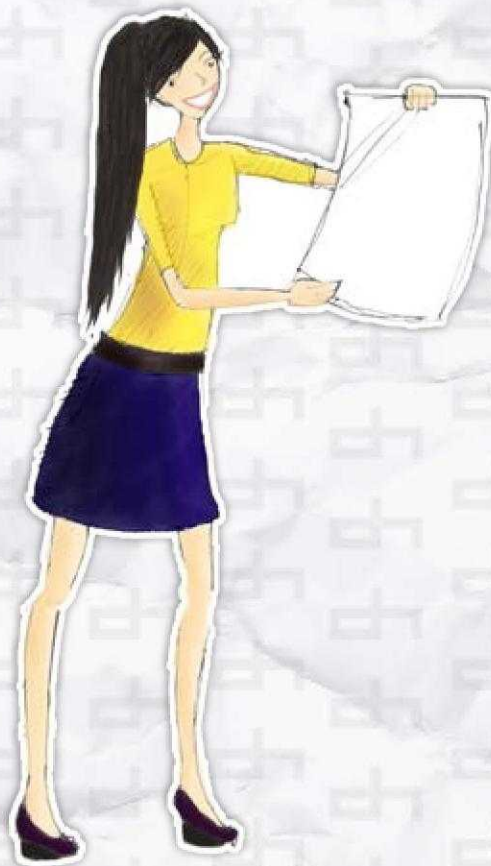
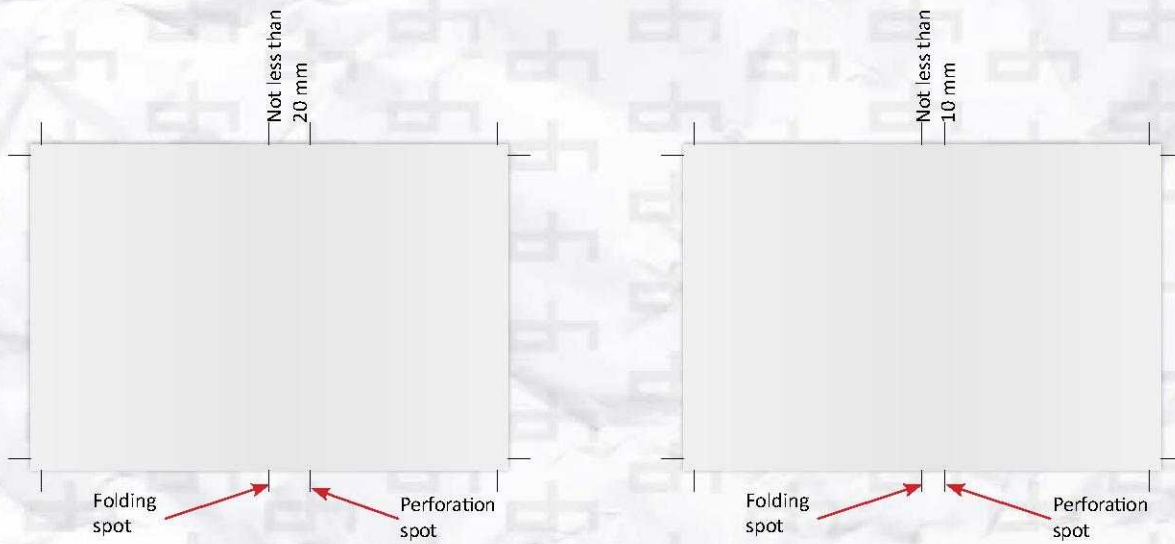




## 27. Reference. Stitched brochure with perforation

Paper up to 120 g/m<sup>2</sup>

Paper more than 120 g/m<sup>2</sup>





### Overprint

- This is for the special graphic element, which is being printed over the rest colours. You should take into consideration that underneath colours will affect this element's colour.

### Crop Marks

- Printing term for marking cutting spots in printed products. In this manual this term is also used to mark folding and perforation spots.

### CMYK

- Colour model where all the colours are made of the Cyan-Magenta-Yellow-black mix. CMYK colour model is used to print colour documents.

### RGB

- Red-Green-Blue colour model used to generate picture on the display. This model represents colours as red, green and blue spots mix in changing intensity. When the intensity is raised (all 3 colours are used for 100%) white colour appears. In case of lowering the intensity greyish colours appear. Preparing file for the print RGB must be converted to CMYK model. Converting causes change of colours, so additional colour editing is requested.

### Bleeds

- Part of a graphic object which is located behind the cutting line. Preparing the file for the print, 3-5 mm bleed is marked over the cutting line.

### Trim box

- This allows estimating size and cutting lines of a printing job.

### Spot colour

- Specific colour. It is created not by mixing CMYK colours, but by choosing ready-made colour for example from Pantone catalogue. Spot colour is used to when design demands one or two concrete colours or in case when desired colour is impossible to get by mixing CMYK colours. If spot colour is used together with CMYK colours then four colour printing becomes five or six colour printing etc. Spot colour is best for non-printing objects, such as die-cutting form, UV-varnishing etc.

### Gray scale

- Grey colour scale where white goes for black. Dividing the colours appears only on a black printing plate.

### PDF

- Special application for electronic documents designed by Adobe Systems Inc. It can be opened with Adobe Acrobat program on various platforms including Windows, Macintosh, MS-DOS and UNIX. Correct PDF file cannot be edited by other parts, using different platforms and setups.

### PPI

- Pixels per inch. Amount defining resolution – how many pixels per one inch. More pixels per inch mean bigger resolution and better picture quality.

### Pixel

- The smallest picture element. It can be individually changed, for example its colour or brightness.

### Embed fonts

- Assigned (fixed) font of the file. If the font is not embed, opening the document on the other computer may cause text failures, for example boxes instead of letters.

### Curved or outlined fonts

- Fonts transferred into lines (text cannot be edited, it is vector graphic object). Options in different programs can vary: convert to curves or create outlines.