

graficheantiga

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**PRACTICAL GUIDE FOR THE SUPPLY
OF ORIGINAL FILES
FOR THE OFFSET PRINTING**



guide or procedure
for INTERNAL use



guide or procedure
for EXTERNAL use

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01_GUIDE FOR THE SUPPLY OF PRINTING FILES

The material must be provided in CD, DVD, USB or via FTP.

The material supplied in CD, DVD or USB must be provided with a paper draft of the job or, at least, with a PDF video.

In order to load the files into the Antiga server pls. contact the reference inside the technical office who will provide you with the access and authorization data.

In order to collect all the necessary files to send it's better to create a "data collection" directly from the software used, mainly Adobe InDesign and QuarkXPress. The data collection creates a record for every document containing font and profiles used, and linked files.

Before sending the files make sure that their layout is correct for the printing process.

It's necessary to verify the following technical specifications:

1. Resolution:

Suggested resolution dpi 300.

2. Images:

In the document the links must be all updated and connected (not missing). With printings in four-color reproduction images must be in CMYK with built-in profile (reference standard ISOcoated_v2_eci-icc).

Images in RGB must have the original in-built profile. If the profile is not incorporated we will assign the reference standard ISOcoated_v2_eci.icc for CMYK and Adobe _RGB_(1998).icc for RGB. The images to print in black or Pantone must be in grey or bitmap.

The accepted formats are Tiff, Psd, Eps, Jpeg high quality.

3. Colors:

Use Pantoni only in documents that must be printed in spot colors.

In this case verify in the proper range that these colors are not converted into four-color reproduction; if the job is provided in PDF verify the correct export of the spot colors.

If the print is not with Pantone or spot colors the document must be managed in CMYK(verify in the range of the used color proofs that no spot colors are present).

Avoid the colors with definition in RGB as they are studied for video.

In backgrounds or in elements in black with big dimensions use the so called "dark black".

The correct values are: C=40, M=30, Y=30, K=100. Don't use "dark black" or other complex colors on technical drawings, particularly thin texts or thinner than 6 pt; in fact these elements could have problems of matching.

4. Font:

The fonts used in the document must be active.

5. Excess:

For pages containing backgrounds or live images an excess of at least 3 mm is requested.

In case of boarded covers or ring binders at least 2 cm.

6. Ennoblings:

In case of serigraphy colors, varnish, die-cut, debossing and embossing use a spot color in the over-printing phase in order to avoid the drilling and make the overlapped color transparent in comparison with the one underneath.

It's preferable to manage the ennobling separately inside the page.

7. Documents:

In case of perfect bound, the cover must not be put inside the document of the book body, but inside another one including thickness and eventual flaps.

As soon as you have verified the above indicated items you can create the document package. In the InDesign software you go to the menu File, whereas in QuarkXPress in the menu File (ARCHIVIO).

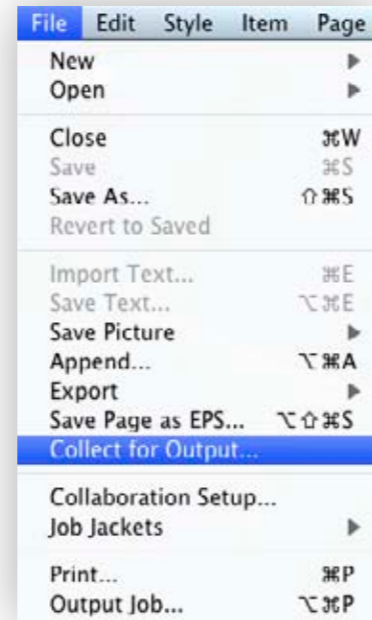
Before sending the material you save the font record in ZIP format.

If the product is sent in PDF check the guide for the creation of PDF.

MENU OF INDESIGN



MENU OF QUARKXPRESS



02_DIGITAL COLOR PROOFS

All the jobs supplied must be provided with a digital color proof according to the standard reference ISO Coated v2 (39L). The proof must be provided with the Media Wedge V3 to measure the conformity of the proof. In case of no digital proofs Grafiche Antiga will realize its own digital proofs with Media Wedge V3 to submit to the client.
