

**File Types:**

- ✓ Preferred formats: PDF (versions 1.2, 1.3, 1.4, 1.6)
Okay but not ideal: TIFF, JPG. *Please don't sent us INDD, AI, PS, EPS etc.*

**Essential:**

- ✓ Make sure your images are 300 dpi and bitmaps are flattened
- ✓ Use vectors for small objects, texts, and patches for the best quality
- ✓ Convert all text to paths
- ✓ Apply overprint to black texts and black paths
- ✓ Bleeds: At least 3 mm on all sides (5 mm for vinyl sleeves/inserts)
- ✓ Safe Area: Keep important elements at least 3 mm from the edge
- ✓ Fill the cut-out holes on the vinyl and CD/DVD labels
- ✓ Artwork should be centred and in 1:1 scale

**Color:**

- ✓ Graphics: Save in CMYK (or Pantone) with the ISO Fogra39 profile
- ✓ Black & White Printing: Save in greyscale
Black barcodes/QR codes & texts -
 - ✓ These need to be 100% black, without any CMY components
 - ✓ Total Ink Coverage:
 - ✓ 320% for coated paper
 - ✓ 250% for uncoated paper
 - ✓ Include all Pantone color details within the design file

**Fonts & lines**

- ✓ Black fonts should have minimum 6,5 pkt for positive printing, full color 7 pkt
- ✓ 8 pkt for negative printing
- ✓ Lines should be at least 0,2 mm & 0,3 mm for negative printing

**Booklets:**

- ✓ Prefer single-page layouts instead of printing impositions
- ✓ For saddle-stitched booklets, avoid designing elements that cross over between pages due to a 1 mm binding tolerance

**CD & DVD Labels:**

- ✓ **Screen Printing** (110 lpi): Maximum of 4 Pantone colors or CMYK plus a white base.
The best print quality is achieved with 100% saturation.
For tonal gradients, use saturation levels between 15-85%.
- ✓ **Offset Printing** (175 lpi):
Maximum of 5 colors (CMYK plus 1 Pantone) plus a white base.



Special Effects:

- Metallic Pantone colors: Cannot be used on labels
 - Spot colors and varnish:
 - Prepare as separate vectors with overprint attribute in separate files
 - Minimum width for spot varnish: 0.5 mm (negative: 1 mm)
 - Minimum width for embossing: 2 mm
 - Minimum width for hot stamping: 0.3 mm, with 0.4 mm space between lines
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K**Rich Black for Graphics:**

- Coated Paper: C70 M60 Y60 K100
 - Uncoated Paper: C50 M40 Y40 K100
 - CD/DVD Labels: C60 M50 Y40 K100
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**File Organization:**

- Save each component (like inserts or booklets) in separate files
 - Do not put any non-printing info (specs, punchers, creasing, dimensions) on your artwork
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**File Transfer:**

- Send your files via FTP server, Google Drive, WeTransfer, or DropBox
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Proofing:

- After checking the files, our DTP department will prepare low-resolution preview files for your approval
- Please provide feedback and corrections after reviewing the previews
- For CMYK printing, we recommend ordering a color proof (we use GMG Proofing with Epson P5000)
- If you don't select the "Proofing" option, slight color deviations may occur
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**File Naming:**

- Please name your file with the number of the die-cut that has been used

Following these guidelines will help ensure your project turns out just the way you want it!

Account FTP

Host: **ftp2.x-disc.pl**

User: **ftp-******

Password: *********

Each user receives an individual FTP account.

Upload - max. 80 Mbit/sec

24/7 access

NOTE! After 30 days, files are automatically deleted from the ftp server.