

Delivery guidelines for CTP

1) Documentation

a) Communicate via files (e.g. “readme.txt”) or by means of an accompanying letter; we require the following information:

- book title and the order number
- name of the contact person with telephone number
- listing and sequence of the files and their pagination
 - possible characteristics (e.g. incomplete font, foreign languages, special characters, etc.)

b) Every disc or storage device should be labelled with Publisher, book title and order number

2) Data Production – How to create files

a) Use the same program version and the same printer driver within the same order.

b) All document fonts that have been used must be embedded into the PS file, do not supply them separately. The files can only be processed when the document fonts are embedded.
Use only genuine Type1 and TrueType fonts, no Type3- fonts.

c) While creating the PS data, a postscript capable printer driver has to be used (e.g. Linotronic 330 or AdobePS 4.3.1).

d) Pdf files must be supplied with all the pages in the correct sequence and any blanks included in the correct position within this file. Bleeds should be set to 3mm with registration marks offset by 4mm.

e) Do not use hair-lines within the printing area of the pages. These are dependent on resolution and can be seen on a laser printer but will not transfer satisfactorily to a printing plate.

f) Do not make adjustment to the files to allow for dot gain or any other print characteristics (such as under-colour removal), we will make the necessary adjustments.

g) For colour work you should supply combined files, not separated.

h) With black only print orders, create the data on b/w. With orders for colour work the data must be supplied in CMYK.

i) Include all blank pages within the text in the correct position. With b/w orders use only trim marks and do not include registration marks.

j) All pages should be supplied as **portrait**. All pdf pages within a document must be to the same size. Pages should be centred on the document size. Do not apply the book margins, we will adjust the files to include the correct margins whilst imposing the pages in the pre-press.

k) It is important that all pages of a book within a file have the same size and settings. Should the margins or settings change for any pages then a separate file must be supplied of these pages.

3) File formats and file designation

a) In order to make plates from the data supplied we need **print ready** pdf-files. We can also use Post Script files from Level 1 up to Level 3.

For titles that have been scanned we can use also Tiff-files. Other formats can only be used in exceptional cases.

b) File names should be short with no punctuation or separators other than hyphens or underscores, they should have a .pdf extension and the file name should include the page range of the file (e.g. 048-160).

The following rules should be observed when naming files:

- books with multiple files must contain the page range within the name of the file
- use clearly data and file type designations, file endings (e.g.: * .prn,* .ps)
- do not use special characters and spaces, umlauts, points etc.
- only use hyphen or underlines as a separator
- use a maximum of 25 characters for file names

4) Discs and data transmission

a) You can contact us for data-transmission via:

– **eMail**: vorstufe@bercker.de

– **Leonardo** for Mac: 0049 2832 95850 - 51
0049 2832 95850 - 52

– **FTP**: please get in touch with us to get your entrance data

b) Please use a CD-Rom (ISO-formatted) or a DVD as a data medium for complete titles.

If you need information concerning data delivery please call:

Mr. Roger Hoppmann or Ms. Claudia Beskau
Tel.: 00 49 2832 127 – 37

In case of any doubt or if clarification on any point is required then contact either of the above or the Customer Service Manager. If possible, supply a small test file for checking before sending the whole job.