GGP Media

Guidelines on delivering offset printing data

Information about
data delivery guidelines

In order to ensure a reliable, seamless production process, we should like to inform you about a number of essential, mandatory offset printing CTP production requirements on the following pages. They apply in addition to the relevant delivery and payment terms of each printing company.

You can obtain the current version of these guidelines from the *Service* section of our website.

You will also find pre-configurations for the export of PDF files from Adobe InDesign here, which you can use to produce your print data.

Overview of key points

Below is a brief summary of the key points detailed in the data delivery guidelines. A detailed, extensive summary can be found on the subsequent pages.

Print production parameters

Production test	Necessary to ensure an error-free process
Data delivery	Via a printing company platform
Delivery of proofs	See: *Delivery of proofs* on *page 7*
File naming	■ In the following format: ISBN_EditionCount_Document-Category_Author_ShortTitle.pdf ■ A reference list is required if a work page folio is used
Finishing	■ One PDF per finishing operation ■ All elements colored in 100% black ■ All elements are included in the form of vector graphics ■ Minimum line width: 0.25 mm For other requirements see: *Page 8*
Production using black sepaparation versioning	■ One four-color (CMYK) file with all non-changing elements per page ■ One unicolor file with all changing elements per page and version See: *Version and language changes in black* on *page 9*

Document properties of delivered files

Data format	One-page PDF files complying with the PDF/X-1a:2001 standard. If this is not possible, the following criteria in particular must be met: ■ Individual PDF pages. Where unicolor production is involved, a multipage PDF featuring the entire content. ■ CMYK color space as well as special colors by agreement ■ The correct color profile has been used ■ No transparencies ■ Fonts are embedded ■ Trim box corresponds to net sheet size ■ Elements in 100% black set to *Overprint* ■ White Elements set to leave *blank* ■ Halftone images: minimum resolution of 300 dpi ■ Line images: minimum resolution of 1200 dpi
Beschnitt	3 mm
Minimale Schriftgröße	6 pt
Minimale Linienstärke	0,05 mm
Bundzugabe	5 mm at the transition between cover and inner section, 3 mm in the inner section

Print production parameters

Print data test

We conduct a print data test prior to the start of production. To enable us to do this, please send us **several representative pages** no later than ten days prior to the start of production. We use the test data as a reference for the production data supplied. We use this data soleley for the pupuses of testing technical feasability. We will report our findings back to you. Should there be any divergences from the requirements defined in these guidelines, these need to be rectified for production data purposes.

Data delivery

We make a portal available to enable you to transmit your print data. Please contact us in good time when you are ready to do so. You are responsible for ensuring your print data is transmitted on time without errors.

File naming

Delivered files must be named according to the following model:

ISBN_EditionCount_DocumentCategory_Author_ShortTitle.pdf

- ISBN: 13-digit ISBN without hyphens
- Edition count: Edition 1 = 001 / Edition 2 = 002 / etc.
- Document category: e.g. contents = INH, brochure cover = BU, endpapers = VNS
- Author and short title
- e.g. 9783641000000_001_INH_SampleAuthor_SampleTitle.pdf
- e.g. 9783641000000_002_SU_SampleAuthor_SampleTitle.pdf

File names cannot contain special characters or spaces.

If you use work page folios, we require a reference list for the sequence of pages in the final print product. This must match the print sheet schedule and must be provided no later than the delivery of initial production data.
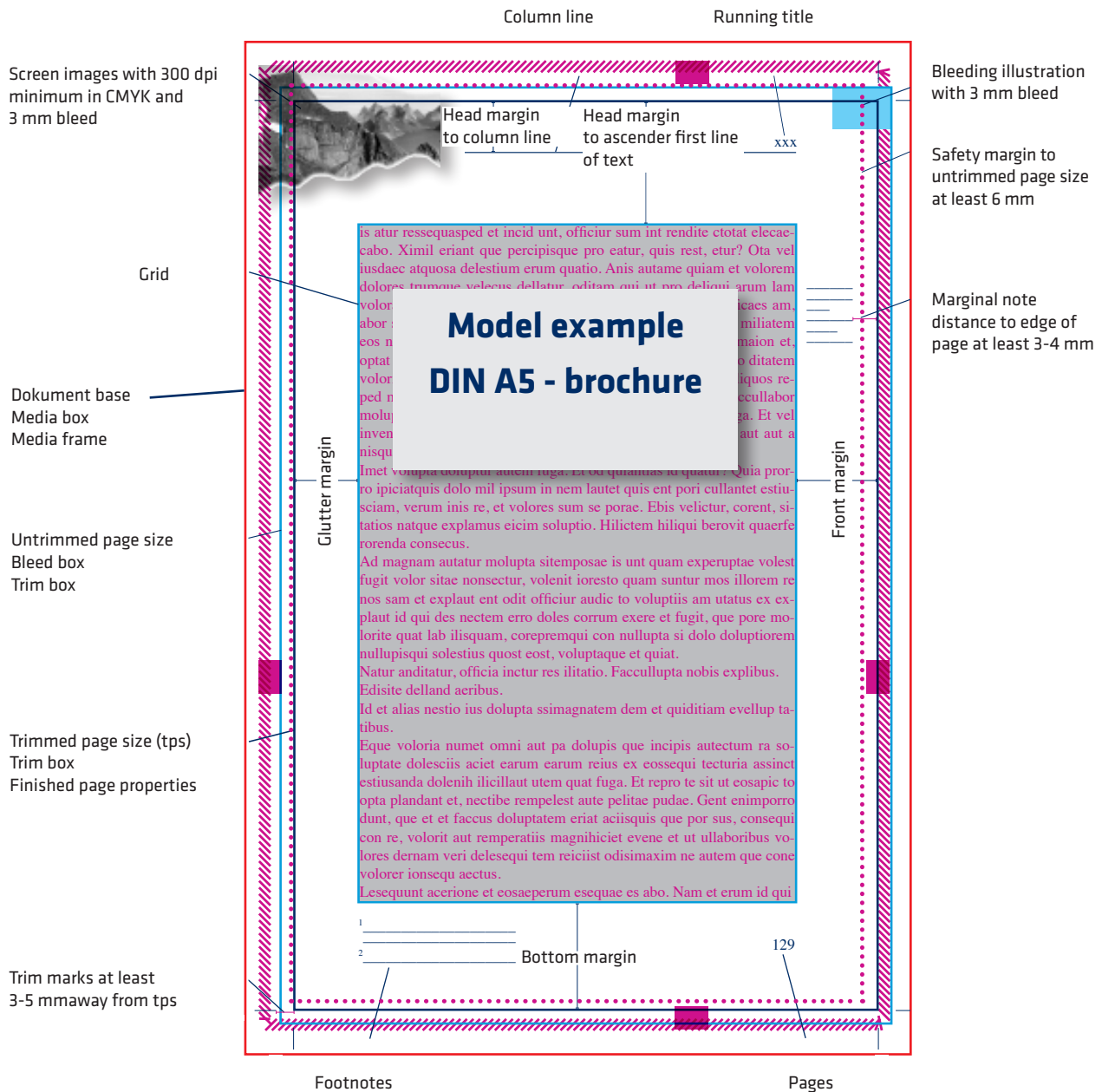
Supply of monochrome Text Files

- Files have to be delivered as one single PDF document, containing all pages as continous single pages.
- The pages have to be identical in size and position. This indicates that the size of media boxes and trim boxes have to be the same on all pages. Eventual shifts in X or Y direction should not differ from each other.
- All marks within the trim boxes are being interpreted as printed elements by our work-flow. Wrongly placed trim marks and register marks are being printed as well.
- Anschnittmarken und nicht druckende Seiteninformationen sind nicht erforderlich bzw. müssen mindestens 3 mm vom Endformat (Trimbox) entfernt stehen. Randabfallende Abbildungen müssen mit einem Anschnitt von 3 mm angelegt werden.
- All elements have to be created as grayscale, respectively in the CMYK-colorspace, only the black channel should be occupied.
- RGB files will not be accepted.
- The files should not contain any ICC tags (color profiles).
- The files should not contain any layers.
- Logos of certificates (like FSC, PEFC) must be placed according to the relevant guide-lines (distances, sizes).
- In case of production with special colors like Pantone or HKS, files can be created. Note that one color is required to have the same name throughout all of the files. Special colors need to be named as such. The exact color designation (according to the cata-logue) must be used.

We recommend our Joboptions **GGP-Media-Standard-SW-Produktion.joboptions** for the PDF-export from InDesign with monochrome typesetting documents.

The joboptions GGP-Media-DotGain-20.joboptions have to be used for exporting colored ty-pesetting documents that will be produced in greyscale from InDesign.

Download: https://www.ggp-media.de/service

On the following page you find an example of correct page-geometry and file creation.

Column line   Running title

Screen images with 300 dpi minimum in CMYK and 3 mm bleed

Bleeding illustration with 3 mm bleed

Head margin to column line

Head margin to ascender first line of text

xxx

Safety margin to untrimmed page size at least 6 mm

Grid

Marginal note distance to edge of page at least 3-4 mm

**Model example
DIN A5 - brochure**

Dokument base
Media box
Media frame

Glutter margin

Front margin

Untrimmed page size
Bleed box
Trim box

Trimmed page size (tps)
Trim box
Finished page properties

Bottom margin

129

Trim marks at least 3-5 mmaway from tps

Footnotes   Pages

Untrimmed page size: 154 mm x 216 mm

The format in which your print data is delivered. This format includes: 3 mm bleed.
We remove the bleed during production. Please always place backgrounds and objects that fall off the edge of your untrimmed data format to avoid white margins.

Trimmed pafe size: 148 mm x 210 mm

This is the format in which you recieve your finished product.

Safety margin: 6 mm (on all sides of the page)
The safety margin refers to the untrimmed page size and is necessary to avoid trimming of text and other elements on the page during pruduction.

Delivery of proofs

A color-consistent proof provided by you must meet the following requirements:

The proof has been produced in accordance with the currently valid **DIN-ISO 12647-2** norm for standardised offset printing. The **correct ICC profile** corresponding to the type of paper used for the end product is utilised to produce the proof. The proof profile and the data profile match. The proof has been produced using the same data stock that will be provided to the printing company for print production purposes.
The following information must also be noted on a delivered proof:

- File name of the proofed file
- Type of proof equipment used
- Proof profile used
- Date and time of proof production
- Date and time of most recent calibration of proof equipment
- Control strips in the form of the current original-sized Ugra/Fogra media

The proof is tested using the control strip verification process. The result must be noted on the proof (e.g, using an adhesive label or overprint).
The tolerance specifications of the relevant **DIN-ISO 12647-7** apply. Mixed usage of soft proofs (approval on a color-consistent monitor) and delivered hard proofs is not permitted.

Paper type	ICC profile	Char file
Paper type 1	PSOcoated v3	Fogra 51
	ISO Coated v2 (alte Norm)	Fogra 39
Paper type 2	PSO LWC Improved	Fogra 45
Paper type 3	PSO LWC Standard	Fogra 46
Paper type 4	PSO MFC Paper	Fogra 41
Paper type 5	PSOuncoated v3 (Offset weiß)	Fogra 52
	PSO Uncoated ISO12647 (Werkdruckpapier)	Fogra 47
	ISO Uncoated Yellowish (für gelbliche Werkdruckpapiere ohne optische Aufheller)	Fogra 30
Paper type 6	SC Paper (für SC-A Papier)	Fogra 40
	PSO SC-B Paper (für SC-B Papier)	Fogra 54
Paper type 7	PSO INP Paper	Fogra 48
Paper type 8	PSO SNP Paper	Fogra 42

The classification corresponds to the standard **DIN-ISO 12647-2** valid in each case.
The ICC profiles of the paper types can be downloaded from the following website:
http://www.eci.org

Finishing

Print data for finishing purposes must exhibit the following properties:

- A separate PDF with a unique ID must be supplied for each finishing operation.
- All elements must be included as solid-color elements with 100% black.

The only exception to this is cold-foil finishing. In this case the following rules apply:

- The cold-foil finishing elements are included as a special color in the normal print PDF file
- The special color is explicitly named

Use of matt and glossy laminate

The use of foil lamination (matt or glossy) can lead to a major change of the print image color. By using the ECI finishing profile for matt or glossy foil, these color changes can be simulated in advance and the print data can be corrected accordingly.

Old finishing profiles for Fogra39 standard (yellowish picture printing paper):
Matte foil simulation profile: Fogra49 - PSO_Coated_v2_300_Matte_laminate_eci.icc
Gloss foil simulation profile: Fogra50 - PSO_Coated_v2_300_Glossy_laminate_eci.icc
New finishing profiles for Fogra51 standard (picture printing paper with optical brighteners):
Matte foil simulation profile: Fogra56 - PSO_Coated_v2_300_Matte_laminate_eci.icc
Gloss foil simulation profile: Fogra57 - PSO_Coated_v3_Glossy_laminat.icc
If you have any questions about the correct use of the finishing profiles, please contact our contact persons in the prepress department.

Use of cold foil

Cold foil prints first, all other colors print on it. This is why trapping must be included in the data, depending on which colors are used.

- Standard trapping: 0,2 pt
- Trapping for dark colors (dark blue, dark green, etc.): 0.3 pt
- Trapping for light colors (pastel shades, beige shades): 0.15 pt

Backgrounds that print on cold foil are applied 1:1, i.e. without trapping. Precision printing of small fonts and line widths is feasible. For font sizes starting at 2.5 pt, for line widths starting at 0.25 mm.

Cold foil can be half-tone printed (for example in images or gradients). The minimum half-tone value is 10%, the maximum is 80%.

Cold foil is treated as a special color and must be included in the print file as a fifth color. It must not be included separately, as this makes data checkingimpossible.

Example:

- CFS = Cold Foil Silver (is displayed blue – as a solid color in 100% cyan)
- CFG = Cold Foil Gold (is displayed green – as a solid color in 100% cyan +100% yellow)

Change of version and language in black

To produce versions only involving black separation changes, the cyan, magenta and yellow data of the basic version is combined with the black data of each change version.

To action this, we require a 4c composite file including all non-changing elements per page as our basis. A file including all changing elements is also required for each page version. This file must meet the following requirements:
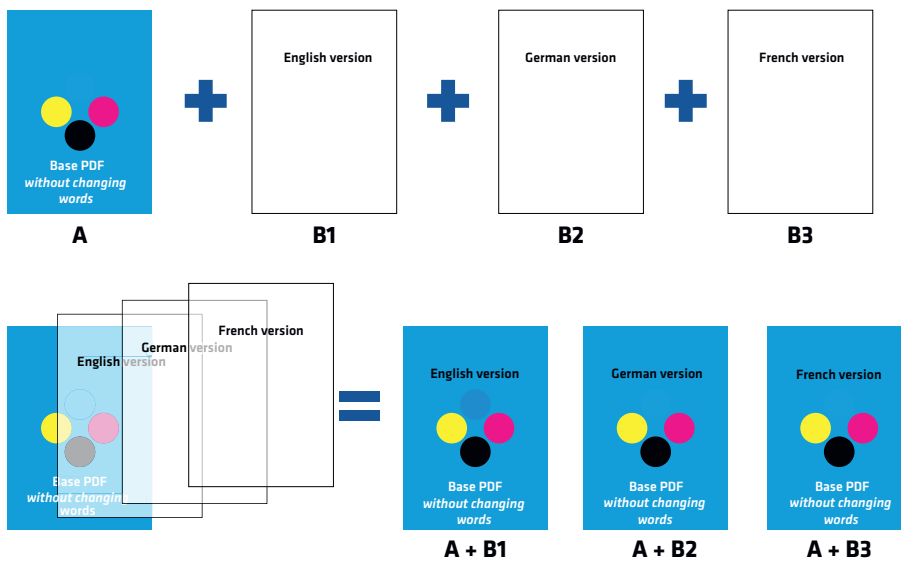
- All changing elements must be colored black, set to *Overprint* and must not include any transparencies.
- Colored or negative elements may not change.

The change of language/version must be clearly identifiable from the file name.
The only file name variable of any change version is the number of pages.

Example:
9783641000000_001_INH_DE_SampleAuthor_SampleTitle.pdf
9783641000000_001_INH_GB_SampleAuthor_SampleTitle.pdf

Combination of 4c original version with purely black change versions

Dokument properties of delivered files

Data format

Our workflow supports all common PDF-X standards, but for optimal implementation of our requirements we recommend using the **PDF/X-1a:2001** standard and **PDF version 1.3**.
If the data format **PDF/X-1a:2001** cannot be delivered, the following properties in particular must be met:

- The file only contains **CMYK** elements. Special colors may be used if text format has been agreed beforehand
- All contents are included in the correct color profile in accordance with the valid ISO 12647-2 norm. See paper classification in the *Delivery of proofs* section on *page 7*
- All fonts used are embedded
- The pages include a trim box in the same position as – and of an identical size to – the final trimmed format
- If not otherwise requested from a design point of view, elements that are colored 100% black are set to *Overprint*
- White elements set to *Knock out*
- Halftone images have a resolution of **at least 300 dpi**
- Line artwork has a resolution of at least 1200 dpi (e.g. barcode)
- Any trim marks must be included at a margin of at least 3 mm to the net sheet size.

Bleed

We require no less than **3 mm bleed** on all four sides. Relevant information must be placed at least 3mm from the edge of the page on all four sides.

Minimum font size

The minimum positive and negative line width is **0.05 mm when a solid color is used** and **0.25 mm for a half-tone line**.

Special colors

Special colors must be created in the print data as a separate color channel and with the correct naming convention.
Own color names or incorrect syntax are not permitted, and the basic colors CMYK are also not used as a color channel for assigning a special color.

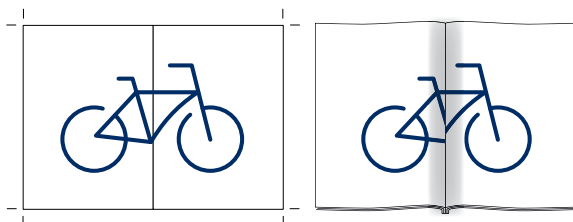**Example:** Printing with Pantone or HKS colors: PANTONE 108 C/U, HKS 13 N/K
A special color must always be created according to the same scheme:
PANTONE or HKS must always be capitalized, followed by a space, then the correct color number, another space and then the U for uncoated or C for coated (PANTONE), or K for coated or N for uncoated paper (HKS). The letters must always be capitalized.
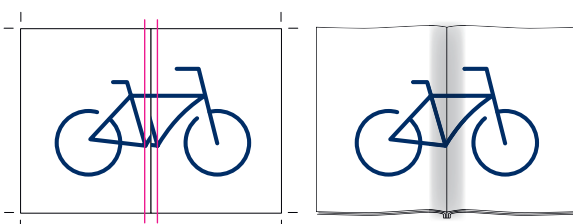
Glued cover margin adjustment

With a perfect-bound brochure, the cover is glued to the spine with a narrow line of glue on both sides. This means that an area of **5 mm** is not visible on the spine. To ensure a correct image transition for a motif that extends over the front inside cover (U2) and the first page of the contents, the motifs on both sides must be moved 5mm out from the spine in the layout. The same applies to the transition from the last page of contents to the back inside cover (U3).

A double-page motif on inside pages must also be adjusted, as an inner margin area would be concealed by the binding on both pages of the perfect-bound end product. Here we recommend shifting the motifs **3 mm** away from the inner margin on each page.

without margin adjustment

with margin adjustment

Visibility of graphics that extend across the inner margin of a perfect-bound product.
The left-hand images show the layout programme view in each case, with the finished product view on the right.

Delivery of color cut files

File supply

- single page PDFs
- portrait
- with trim box in trimmed page format
- without trim marks
- with 3 mm bleed all around the image

Example:
book block = 125 mm x 215 mm x 37 mm
color cut head and foot = 131 mm x 43 mm
color cut front = 221 mm x 43 mm

- image resolution at least 300 dpi
- we recommend 1,200 dpi for line images/ illustrations
- file profiles subject to text paper used
  (see table on *page 7*)

File name

color cut head = TitleName-head.pdf
color cut front = TitleName-front.pdf
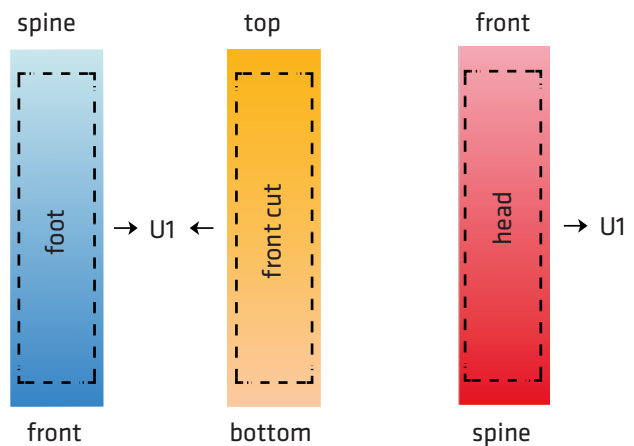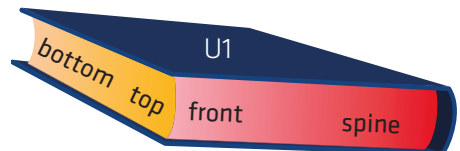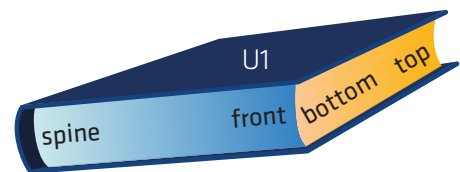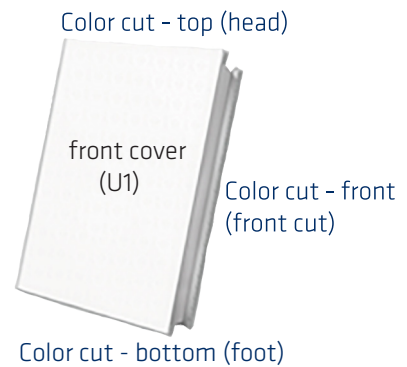color cut foot = TitleName-foot.pdf

Layout

To rule out any errors, we also need a layout file.
This must be delivered as a PDF.

Terminology:
For describing the position in detail
please use the following terms:

- front cover (U1)
- spine   see sketch
- front, head and foot

Please note that an exact color match between cover and color cut is not possible due to the different materials.

Color cut – top (head)

front cover
(U1)

Color cut – front
(front cut)

Color cut - bottom (foot)

Contacts

GGP Media

Data delivery and color management contacts

Nico Handke
Phone: +49 (0) 3647 430-256
Nico.Handke@Bertelsmann.de

Christian Schau
Phone: +49 (0) 3647 430-237
Christian.Schau@Bertelsmann.de

Marika Friedrich
Phone: +49 (0) 3647 430-352
Marika.Friedrich@bertelsmann.de

Mohn Media

Data Delivery Contacts

Jens Kadereit
Phone: +49 (0) 5241 80-41219
Jens.Kadereit@Bertelsmann.de

Dominik Remer
Phone: +49 (0) 5241 80-88676
Dominik.Remer@Bertelsmann.de

Color Management Contact

Guido Hochstrate
Phone: +49 (0) 5241 80-40121
Guido.Hochstrate@Bertelsmann.de

Contacts

Prinovis

Data Delivery Contact

Production Control
Print Data Production
Phone: +49 (0) 351 8545-411
fst.dresden@prinovis.com

Vogel Druck

Data Delivery Contact

Harald Lochner
Phone: +49 (0) 931 4600-2298
harald.lochner@vogel-druck.de

Thomas Schaub
Phone: +49 (0) 931 4600-2196
thomas.schaub@vogel-druck.de

Prepress office
Phone: +49 (0) 931 4600-2700
produktion@vogel-druck.de