

## Technical guidelines for data delivery

### General about this form

This guide has been created to ensure the smoothest possible order processing. Technical deviations from the guidelines must be discussed with us in advance.

### Data formats/ICC-profiles

Please send us printable **PDF/X-4** data with an embedded ICC profile **ISO Coated v2** (FOGRA 39).  
If there is no color definition, we assume ISO Coated v2 data.

You can also download the correct settings for InDesign/QuarkXPress from our website:

<https://www.ppm-fulda.de/downloads>

We carry out the necessary color transformation for your ordered paper internally using our color server. Customers who do not want any color transformation of their data, you can embed the right ICC profile directly in the PDF/X-4 document. If you have any questions about the correct ICC profile, please feel free to contact us. More informations about ICC profiles can be found on the website: <http://www.eci.org/en/downloads>

In case any special work and corrections that goes beyond the color transformation occur it will be charged at additional cost.

### PDF

CMYK and grayscale images must have a resolution of at least 300 dpi. Bitmap images have a resolution of at least 1200 dpi. The minimum thickness of lines is 0.07 mm.

Please allow a bleed of at least 3 mm. The naming of the data must be clearly assignable, please avoid special characters. In order to position your data on the print sheet correctly we need the final format frame in the PDF document.

Your data should not use any layers, with the exception of necessary alternate versions (e.g. language changes).

### Open data

In case of open data the created document format must correspond to the final format of the product. If this is not the case please note the item „Scaling“.

All objects that protrude beyond the net format require a minimum bleed of 3 mm.

The minimum thickness of lines is 0.07 mm.

The transmitted data contain all fonts and pictures used. The „fake“ style features offered in layout programs should be avoided.

CMYK and grayscale images must have a resolution of at least 300 dpi. Bitmap images have a resolution of at least 1200 dpi.

Marks such as perforation, groove lines etc. must be set to „suppress output“, unless they should also be printed. The name of the data must be clearly assigned, please avoid special characters.

For covers that are produced in perfect binding: The first and the last page of the content must each remain 5 mm free in the inner margin (white), since the book block is glued to the cover. If the motif overflows between the cover and the content, the white space must be taken into account when designing.

### Scaling

If the data has to be scaled down to the final format due to a change in format (e.g. from A4 to A5), please allow a bleed of 8 mm and avoid cutting marks. This ensures that we can scale to your desired final format.

### Changing versions

If you would like to send us documents with a language change, the basic version (master version) contains only all consistent elements, e.g. images and logos. The individual text versions then only contain the individual texts without pictures and logos. In addition, the language changes must be defined as „overprinting“. If there is a change in the negative text, it requires a complete 4C plate change.

Alternatively, you can of course also supply PDF documents with layers.

### Overprint/knockout

Black elements have to be overprinted, white elements set to knockout.

Exception: If special colors (metallic colors) are used, the text must be defined as recess.

## Data delivery/data transmission

### FTP-Server

You can upload your data available on our FTP server. You will receive the required login details by our customer service. Alternatively, you can send us login details to your own server.

### Download-Link (Dracoon, WeTransfer, Dropbox, etc.)

You are also welcome to send us your data as a download link.

### E-Mail

Smaller amounts of data (up to 15 MB) can also be sent to us by email.

### Data carrier (CD, DVD, USB stick, external hard drive)

You deliver the complete data on a data carrier.

### General remark

In the case of late data delivery, the production time is extended accordingly. If we determine during the data check that the supplied data is incorrect, please provide correct data as soon as possible. The production is delayed accordingly. Defective data will only be processed your request and will be charged separately. If you send us color consistent proofs, they must have been generated from the data supplied.

## Control

Your data will be checked using a preflight. If there are any deviations, we will contact you.

## Print approval

The digital print approval takes place via our internet portal „[printservice-fulda.de](http://printservice-fulda.de)“  
If you prefer we will send you form plots. Please send them back to us together with your print approval.

## Archiving

A longer-term archiving of the data in our house will only take place upon request, which will be charged separately. Otherwise, the archiving period is 45 days by default. The contractor is only liable for loss of data in the event of intent and gross negligence.

## Liability

The contractor only receives copies, the originals remain with the client. The contractor is not subject to any data received. The contractor assumes no liability for errors in the end product that can be attributed to defective data delivery. Incorrect exposures due to incomplete or defective data delivery as well as post-processing of wrong image formats, missing fonts etc. are at the expense of the customer.

If the delivered proofs have not been generated from the data available, no guarantee can be given for the conformity of the proof to the print result.

## Questions about data delivery?

If you have any technical questions, please send us a message to the email address [ak@parzeller.de](mailto:ak@parzeller.de) we will contact you as soon as possible