



Letterhead with spot colours | DIN A4 | portrait | single-sided printing

Final Format (TrimBox):

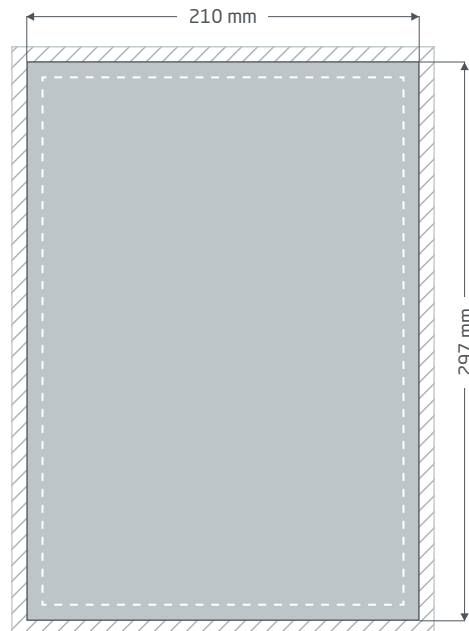
210 × 297 mm

General information:

- Please provide a single page PDF

General information on creating Spot colours:

- Create spot colours in clearly separable colour channels.
- The spot colours must have unique names (see page 2 of this PDF)
- The file should contain a CMYK and a spot colour or a max of 2 spot colours and black
- Pantone and HKS colours cannot be combined in a file



Front page (PDF page 1)



Bleed: min. 2 mm

Elements that extend to the edge of the page require a bleed margin. This area can be cut off during further processing.



Final Format: Size of the finished product



Margins: min. 5 mm

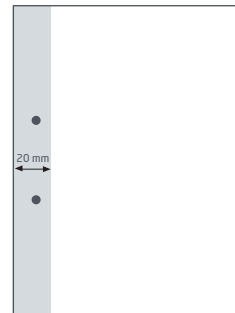
Due to manufacturing tolerances, important text and image elements should have a safety clearance from the edge of the final format.

Product-specific data processing » Letterhead with spot colours

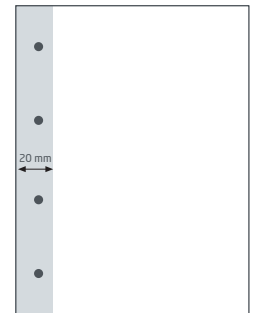
Safety margins for hole punching

For punched holes, important print elements (e.g. text) must be positioned at least 20 mm away from the edge of the final format where the holes are to prevent them from being perforated afterwards. On the back of the page, this "safety clearance" is located on the right edge of the final format. Our punched holes are always located on the left side.

2-holed punch on the long side:



4-holed punch on the long side:



Create spot colours

You can create up to two spot colours in your file. The print data must be created in a layout program (e.g. InDesign, CorelDraw) to determine the exact spot colours (separate colour channel in addition to the four printing inks). During the process, you should note that the Pantone and HKS colours cannot be combined in a file. The spot colour must be specified using the colour space (HKS or Pantone) and the exact colour number.

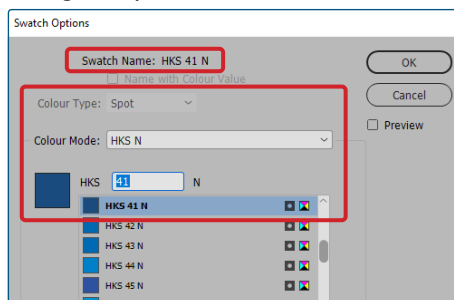
E.g. for the HKS colour space: HKS 41 N (uncoated paper)

E.g. for the Pantone colour space: Pantone 300 U (uncoated paper)

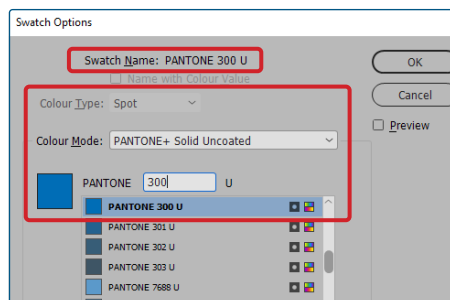
For letterheads printed on both sides, the PDF provided must have two individual pages.

- The spot colour must be specified with the colour space (HKS or Pantone) and the exact colour number
- A maximum of two spot colours may be in the print data

InDesign example:



Properly displaying the spot colour via the "New colour field" using HKS as an example



Properly displaying the spot colour via the "New colour field" using Pantone as an example



Checking the data via the separation preview, "Separation preview" control panel (can be found under "Window")

Minimum ink coverage

Please be aware of the minimum 20% ink coverage for a spot colour. If the ink coverage is below this number, the spot colour may not be shown properly in the print.

Guide on preparing print data

In order to achieve an optimal print result, please consider the following items when creating your print data:

File format

Please send us a PDF or JPG file that is ready to print. We recommend that you create a PDF file according to the PDF/X-1a, PDF/X-3 or, preferably, the PDF/X-4 standard.

Colour space and ink coverage

All elements of the document should be created in CMYK mode or with spot colours. We will automatically convert data created in another colour mode (e.g. RGB, LAB) to CMYK. We do not assume any liability for resulting colour deviations or non-display of objects, especially in connection with transparencies or unknown special colours. Furthermore, please provide your print data with the corresponding ICC profiles for standardised offset printing. For coated papers use the colour profile "PSOcoated_v3.icc" and for uncoated papers the profile "PSOuncoated_v3_FOGRA52.icc".

Please create grey areas and black texts exclusively in the black channel. Objects with a total colour application of over 320%, exceeding the limit for printing, will be reduced to this 320% total colour application for production reasons.

Resolution of images and graphics

Generally, we recommend a resolution of at least 250 ppi (dpi), and at least 1,200 ppi (dpi) for line art.

Page format, page alignment, and page bleed

Please make the page format and page orientation equal for all sides and according to your desired print job. Elements that extend to the edge require a bleed margin. Furthermore, we recommend that you maintain a safety clearance at the edge of your document by not placing any text or important elements due to possible manufacturing tolerances. If the page format or page orientation in your print data differs from the requirements listed herein, we will place your template centred and unscaled in the ordered page format and we will notify you thereof before you give the approval for printing. We cannot accept any liability for resulting complaints.

Fonts

Please embed all the fonts that you use in your print file. We will not replace missing fonts. For optimum readability, we recommend a minimum font size of 5 points.

Lines

The line weight of graphics and text outlines should be at least 0.2 pt. We automatically thicken excessively thin lines to this minimum printable size. Please note that this can also cause lines created with 0 pt to become visible or thicken text outlines that are too narrow.

Overprinting, non-printing elements and layers

Please remove all non-printing elements from your document. PDF files should not contain any layers. Check if the overprinting settings are correct.

Format adjustment

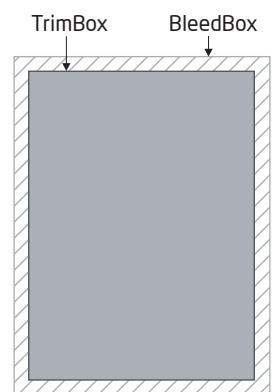
During the ordering process and as part of the selected data check, we check your print data to see if the page format of your print data matches that of the ordered product, among other things. Only the "TrimBox" is important in this case. You can freely define the size of the possible BleedBoxes according to your needs.

Final Format (TrimBox):

The TrimBox describes the trimmed final format of a page.

BleedBox:

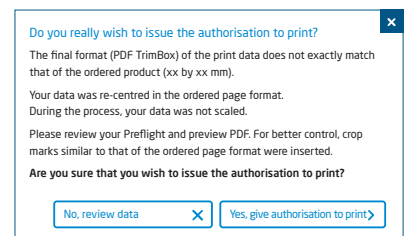
The BleedBox defines the bleed of a page. With a bleed of 3 mm, the BleedBox will be 3 mm larger all around than the final format.




You can check the TrimBox of your PDF file using the **Adobe Acrobat Reader** and **Adobe Acrobat** programs. Unlike Acrobat, Adobe Reader has very limited functionality. For instance, you cannot alter PDF documents with Adobe Reader. You must use Acrobat to do so.

You can display the TrimBox or final format in both programs as follows: Open the "Presets" in the menu and from there, activate "Page display" >> "Page contents and information", activate the "Show art, final format, and BleedBox" menu item. Afterwards, the TrimBox will be displayed with a red border and the BleedBox with a blue border in the corresponding PDF file.

If there are discrepancies between the page formats of the ordered product and their print data, we adjust the format. In other words, we place your data centrally and unscaled in the ordered page format and notify you both in the test report of the data check and in a separate window before the order is completed.



my_printfile.pdf

 Print data check successfully completed with messages ([Preview](#) / [Test report](#))

In our prepared, low-resolution preview file, you can check the status of your file. If the format is adjusted, we always add crop marks for you in this preview.



We do not check the contents of your data at all. The print data is checked automatically. Please make sure that you always adhere to the instructions of the data check print area in the online website. We recommend that you use "advanced data check". We assume no responsibility for problems arising due to failure to adhere to this data sheet and the data handling guidelines on our website!