

PRINT AND DATA SPECIFICATIONS FOR CTP

Data Formats

Preferred format PDF/X-1a or Pass4press Version 4 compatible PDF.

Other Formats accepted after validation of the workflow:

- *Postscript Level 1, 2, 3.*
- *EPS.*
- *DCS 1 & 2*
- *CT/LW, Tiff/IT P1, PDF RS.*

PDF Creation

Polestar support the Periodical Publishers Association Pass4press standard for the creation of PDF - available at: <http://www.ppa.co.uk/production/standards/index.asp>
You can download the pass4press.joboptions file from: www.pass4press.com, and place it in your Acrobat Distiller > Settings folder.

Available also at the Pass4press site are guidelines for setting up Quark, InDesign and Acrobat as well as a host of other information appertaining to implementing digital workflows.

- Files must be PDF version 1.3 or higher
- All files to be supplied as composite CMYK (*if a spot colour is required please contact the publisher*).
- Where necessary a bleed area of 3mm must be contained within the file.
- Files must contain crop marks
- All images contained within the PDF file must be high resolution. (300dpi recommended for halftones, 1200dpi for line art), CMYK format.
- ICC profiles, or custom colour profiles should not be used on either a page or an image.
- All fonts must be embedded and Subset.
- Files should not contain TrueType or Multiple Master fonts, because they can perform unpredictably.
- Files must have crop marks.
- Files should be pre-flighted to approved settings (see Pre-Flight).
- Files should not contain non flattened transparent elements.
- Files should contain a trim box set to the trim size of the publication.
- All pages should be supplied as single pages.
- All pages should have a common point of origin.

For further information on creating pass4press PDF files, please see www.pass4press.com

Application Files

Application files will only be accepted subject to prior discussions and satisfactory testing.

When supplying application files, a signed proof approval of the supplied data must be received before the data can be released.

If a signed proof approval is not received it may affect your agreed delivery date.

If you are concerned about the file format of your particular page please telephone beforehand for advice to avoid problems arising.

Page Supply

All pages should be supplied as single pages.

Document settings and Page Start Points

It is essential that all pages for a specific title or job be created from a common template so all pages are the same size. All pages should start from a common XY coordinate.

Trims and Bleed

Files must contain a trim box (set to trim size of the final product, Acrobat Distiller 5.05 and above saves trim box information from the postscript document. All page elements that run to the edge of the page must extend off the page by a minimum distance known as the bleed.

Elements that are not to bleed **must** be a minimum distance of 5mm, known as the margin, from the page edge.

Standard minimums are bleeds of 3mm and margins at the top, base and fore-edge of a page, and 10mm in the backs. These can vary with binding style, particularly perfect binding, so always check with the relevant print site.

Pre-Flighting

All files must be run through a flight checking application, to be agreed with the publisher, before submission, we support the PPA Pre-flight setting recommendations available at www.pass4press.com.

The flight check report must be supplied with the file

The flight check should ensure the following as a minimum:

- PDF 1.3 compatibility,
- Image resolutions are between 280dpi and 450dpi (for halftone settings)
- All fonts are embedded.
- Colour-space is CMYK.

File Naming

All files sent in should adhere to a strict naming convention.

All customers should contact Polestar before supplying files to agree a naming convention unique to their product.

Please refer to the separate documents on Naming Conventions and Multiple Versions available at www.polestar-group.com.

File Delivery

- ISDN
- WamNet (*WamNet Internet Gateway available at some sites*)
- InSite Server (web based)
- FTP: can be used by prior arrangement, for site-specific information, see contacts at the end of this document.

Delivery Media

- CD/CD Record able.
- DVD disks.

Delivery

The media containing the files should be appropriately labeled, and attached to an Instruction Sheet that includes your company name and the date the file was delivered. A printed directory of all files should be supplied with each disc so that a preliminary check can be made to ensure all necessary elements are present. Only material relevant to the job should be on the disk.

Archiving

We will archive only the files that are requested. Any archived material that is to be re-used at a later date will be subject to an additional 'recall' charge.

