



I. Submission of files

- Through the Internet - www.bulvestprint.com - insite1 and insite 2;
- **The printing of the order starts only after the approval of all files in InSite.**

II. Files

- For direct export to PDF we recommend the use of PDF 1.4 (Acrobat 5.0)

1. Pages and covers

- Each page should be on a separate file - 001.pdf, 002.pdf, etc.
- The covers should be assembled - cover_4-1.pdf, cover_2-3.pdf. On inners covers 2-3, the white field for gluing has to be expanded with 2 mm from both sides according to the real size of the spine because of the side gluing.
- Orientation of pages/covers/poster - in the same way for front to reverse side and in between
 - Bleed: 3 -5 mm at the end added
 - At the time of preparation the files for gluing web print brochures, you have to take in mind the zone for gluing the pages - it is 1.5 mm from the gluing side. We recommend there aren't any texts and objects less than 5 mm on the gluing side. If there are any spreads of images or texts on two next to each other pages, you have to make a repetition of the image or text with 1.5 mm on both pages on the gluing side.
 - When preparing files for hard cover books, in case the image on the first and last page of the book has a solid color background, there must be left 3 mm white stripe along the height of the book, on the side of the fold.
 - The loops, which are necessary for the die-cutting, must present in the file, as for this you should use **Spot color**, which has to be marked as a "**Stanca**" with included overprint.
 - The partial UV varnish must be pointed in the file as **Spot color "LAK"** with a manual setting "overprint". You should leave 1 mm at both sides of the crease, after which we will fold the cover. All the texts must be turned into curves.
 - The hot foil must be pointed in the file as **Spot color "Hot foil"** with a manual setting "overprint". All the texts must be turned into curves.
 - The emboss must be pointed in the file as **Spot color "Relief"** with a manual setting "overprint". All the texts must be turned into curves.

2. Screen resolution

- for halftone (CMYK and Grayscale) – 300 dpi
- for stroke (Bitmap) – 1270 dpi (min. 600 dpi)
- inking: 300%



3. Additional colors/operations:

- The use of additional colors should be described after the Pantone Matching System and they should correspond to the order;
- The use of additional operation (hot foil stamping, embossing, dye, etc.) should be described in the file as overprint Spot colors with the name of the operation written with the Roman alphabet

4. Others:

- The fonts should be included in the file or converted into curves;
- Important elements (logos, texts) should be moved 5 mm away from the knife (safety zone);
- The main texts in black under 20 pt or with thin strokes should be done as vector graphics. For headings in black with size f more than 20 pt with thick strokes or backgrounds, the color may be adjusted Rich Black C30 M40 Y30 K100.
- Images such as barcode, QR code and etc. must be created 100% in one color, on white background (**it is not recommended to use yellow**) and in a vector or Bitmap format (with a resolution more than 450 dpi), so that they stand out clearly and can be readable by all barcode readers.

5. Recommendations

- the trim size of the page should be specified in the file
- to access InSite, please use the references from our site www.bulvestprint.com where you can find updated information for a free line

III. Client support

1. For each client individual settings can be supported

2. Default settings (if not explicitly specified by the client):

- adjustment of overprint of elements in black (K100) (recommendable)
- removal of overprint for the white (C0 M0 Y0 K0) (recommendable)
- trapping

0,05 mm (0,15 pt) for CMYK elements

0,07 mm (0,20 pt) for Pantone colors (recommendable)

trapping direction – **center**

