

HOW TO CREATE A PRINT-READY FILE:

POCKET-SIZED CALENDARS

The following instructions are designed to help you create a print-ready file. If after reading them you are still unsure about anything, please download the template, visit the FAQ section of our website, request a professional File Check or contact customer support by phone or email.

1 FILE FORMAT

Send your file in PDF format in 1:1 scale (not password protected).

2 COLOURS

All files should be sent in **CMYK** (cyan, magenta, yellow and black), with a **Fogra 39** colour profile. Images in RGB or with PANTONE colours will be converted automatically using a standard colour separation profile.

3 RESOLUTION

The optimal resolution for the print files is **300 dpi**.

4 FONTS AND PATHS

Fonts should be **embedded in the PDF or converted into curves/paths**. The minimum font size (below which we cannot guarantee perfect print quality) is 6 pt.

5 TEMPLATE

Always download **the template** for your product from the website and use it as the basis for creating your pocket-sized calendar. This will make it easier to create a print-ready file. The template can be fully customised: you can change the fonts, add images, move elements, etc. Only **the number of pages, the file dimensions, the orientation and the bleed must not be changed**.

If you want to alter the position or colour of an element found on every page in the document, you can make the change on the **master page**: the change will be applied to all the pages that the master page covers. Insert the artwork in reading order, and then save the file in PDF format without crop marks, ticking the 'Use document bleed settings' checkbox.

The image shows two screenshots from Adobe InDesign. The top screenshot shows the Pages window with a master page 'A-Master' and several pages (1, 2-3, 4) that are linked to it. A right-click context menu is open over the master page, with 'Apply Master to Pages...' selected. The bottom screenshot shows the 'Export Adobe PDF' dialog box, specifically the 'Marks and Bleeds' section. The 'All Printer's Marks' checkbox is unchecked, and the 'Use Document Bleed Settings' checkbox is checked.

Pages window

Master Page

Single pages covered by the master page

Right-click on the master page and select "Apply Master to Pages"

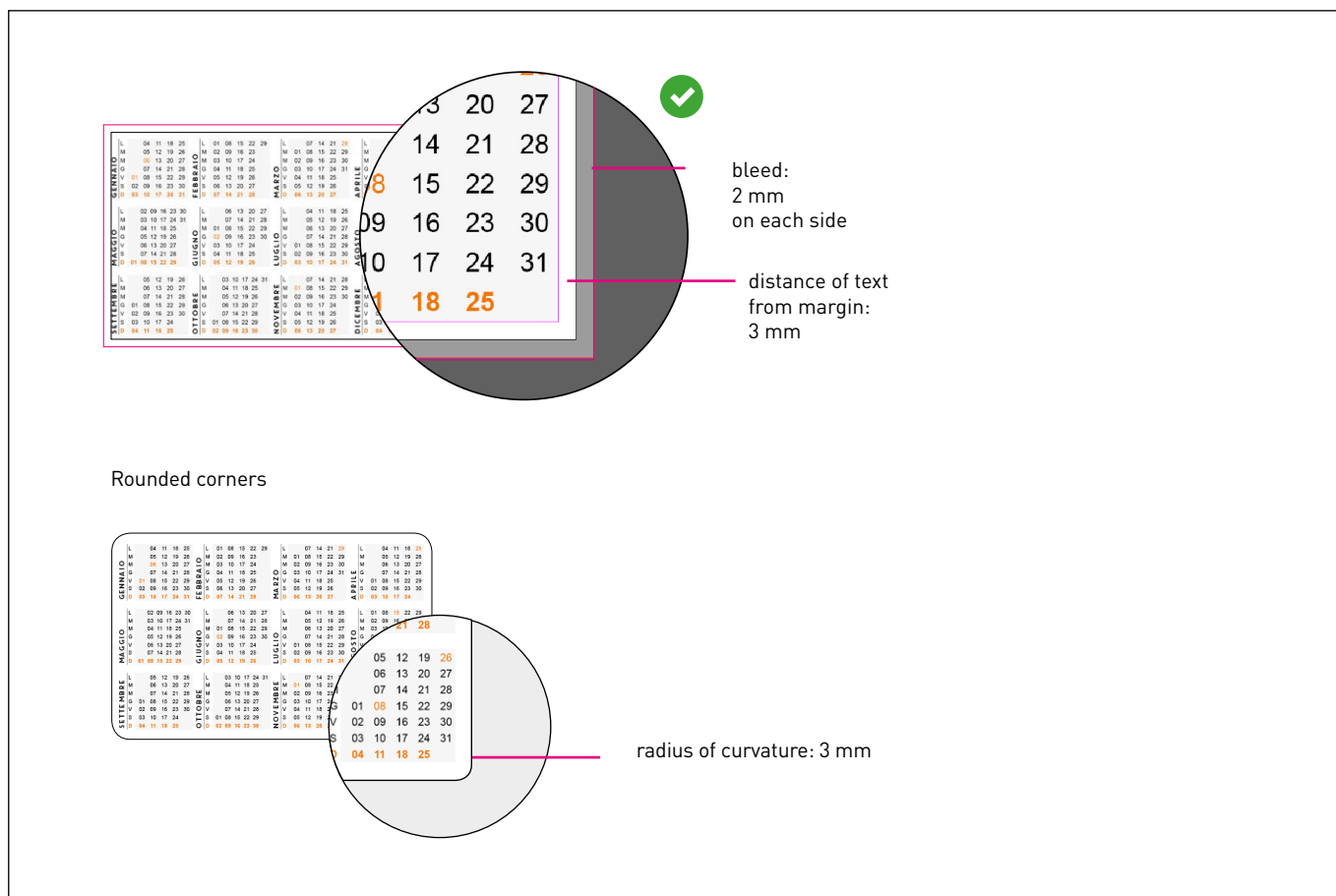
Do not include printer's marks

Use document bleed settings

6 MARGINS AND BLEED

The required bleed of 2 mm on each side will already be **set up correctly in the template**. Text should be placed at least **3 mm** from the cut line.

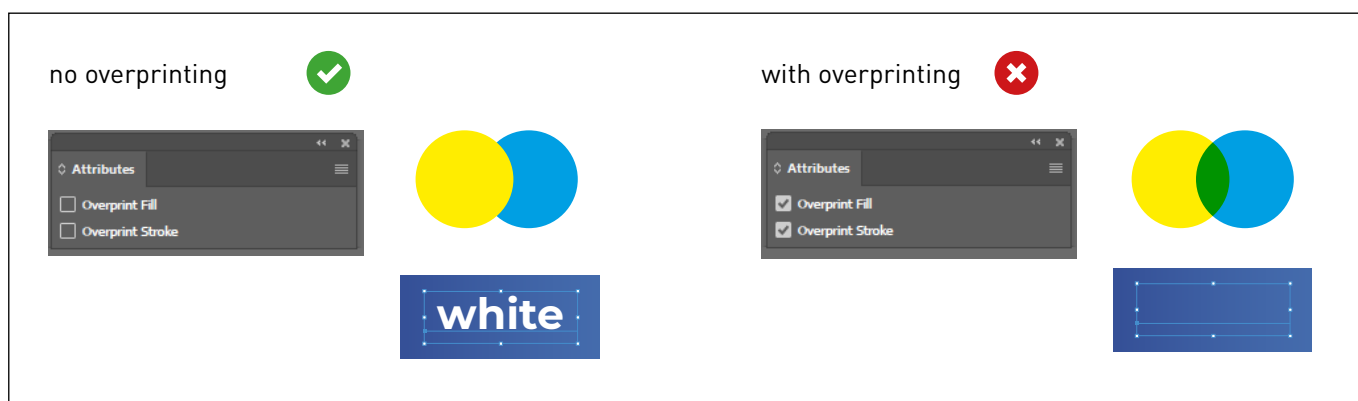
If you have chosen the **Rounded Corners** option, remember that the radius of curvature is 3 mm: bear this in mind when positioning artwork or text near the corners.



7 ADDITIONAL INFORMATION

Vector paths should have a weight of at least **0.25 pt**. We **do not advise placing frames and passepartouts too close to the edges**, to avoid any inaccuracy due to the cutting tolerances.

By default, when overlapping opaque colours are printed, the top colour knocks out the area underneath. Overprinting prevents knockouts and allows the inks to overlap. To avoid unexpected colour results, **check that your file does not contain overprinted objects or text**.



8 FINISHES

If you have chosen the **3D Varnish** or **Gold or Silver Coating** option, enter the artwork that you want to have this finish as a **vector path** on the Finishing layer and assign it the Finishing swatch.

The template downloaded from the website contains both the Finishing layer and colour.

PLEASE NOTE:

The finishes cannot be printed outside the boundaries of the safe area (**2 mm from the edge**).

We recommend leaving a gap of at least **2 mm** between different areas with a finish applied.

Minimum printable thickness: **0.5 pt**

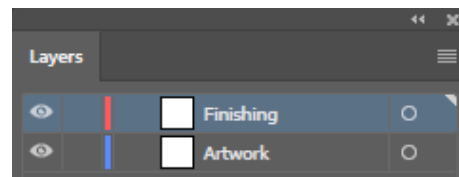
Minimum printable font size: **6 pt**

If you have not downloaded the template, follow these instructions:

- 1 Enter your artwork on a single layer, and give it the name 'Artwork'.

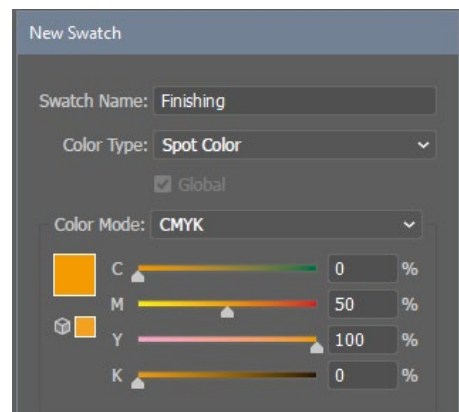
- 2 **LAYERS > CREATE NEW > Finishing**

Create a new layer from the **Layers** panel above the Artwork layer, and name it **Finishing**.



- 3 **SWATCHES > CREATE NEW > Finishing**

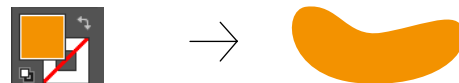
Create a new colour swatch from the **Swatches** panel and name it **Finishing**; select **Spot Colour** as the Colour Type and assign the CMYK percentages 0, 50, 100, 0.



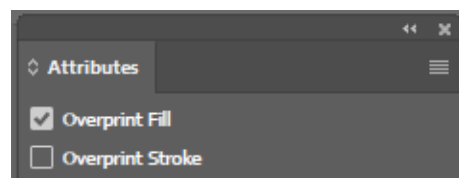
Finishing
Spot Colour
CMYK
C: 0%
M: 50%
Y: 100%
K: 0%

- 4 **FILL > Finishing**

Create a vector fill on the **Finishing** layer which corresponds to the area of the artwork to which you want to add the finish, and assign it the Finishing spot colour.

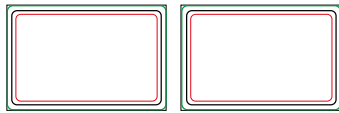


Overprint must be selected for all paths on the Finishing layer.



- 5 Save the PDF, keeping the layers separate.

GOOD TO KNOW - Pocket-sized calendars, with and without coatings or 3D varnish



DOWNLOAD
THE TEMPLATE



INSERT
YOUR ARTWORK
on the Artwork layer



ENTER YOUR ARTWORK
on the Finishing layer
(if adding a finish)



DELETE ALL GUIDELINES
except the green line



SAVE THE PDF



PRINTED RESULT



PDF



300 dpi



CMYK



FOGRA 39



crop marks