

## HOW TO CREATE A PRINT-READY FILE:

### HARDBACK DIARIES

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

Our systems can only process files in **PDF format in 1:1 scale (not password-protected), without crop marks or registration marks**. Prepare **two separate PDFs**, one for the cover and one for the inside pages.

**For the inside pages**, the PDF should contain single pages and be in reading order. PDFs containing spreads will not be accepted.

**For the cover**, the PDF must consist of a single page containing the entire cover spread (see point 6 for more details). Use the template available on the site for the layout of your artwork.

The diagram is enclosed in a black border and is divided into three sections. The top section is titled 'Inside pages' and shows two rows of page thumbnails. The first row shows six individual pages numbered 1 to 6, with a green checkmark to the right and the text 'single pages in reading order'. The second row shows three spreads (pages 1-2, 3-4, and 5-6) with a red 'X' to the right and the text 'spreads'. The bottom section is titled 'Cover' and shows two cover designs. The first is a single page with a yellow and white chevron pattern and a vertical yellow spine, with a green checkmark to the right and the text 'single page'. The second is a two-page spread with the same pattern and spine, with a red 'X' to the right and the text 'multiple pages'.

#### 2 COLOURS

The inside pages of the Hardback Diaries are printed in one colour - black. The cover, meanwhile, is printed with four-colour printing (CMYK).

All files should be sent in **CMYK** (cyan, magenta, yellow and black), with a **Fogra 39** colour profile. **The black for the inside pages must be a pure black (K only)**. We recommend a K value of between 60 and 100. Any images which are sent in RGB or in PANTONE colours will be automatically converted using a standard separation profile if they are on the cover, or converted to greyscale if they are on the inside pages.

### 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**. The minimum printable line weight is **0.25 pt**.

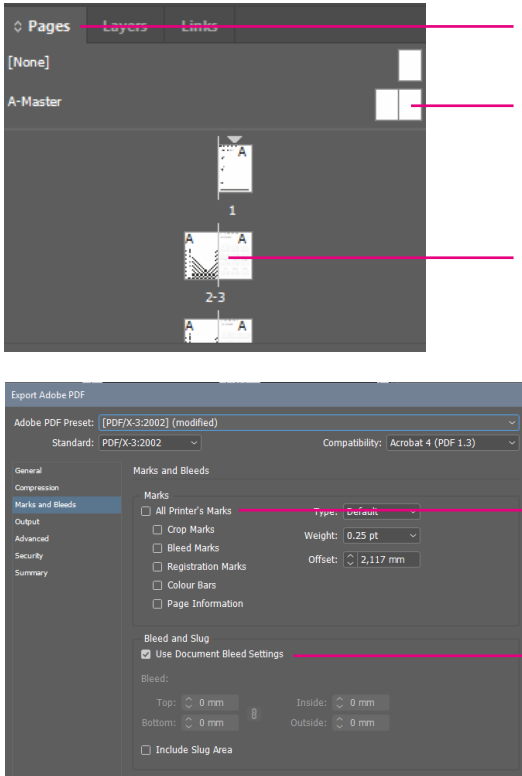
### 5 TEMPLATE

Always download **the template** for your product from the website and use it as the basis for creating your diary. This will make it easier to create a print-ready file.

The template can be fully customised: you can change the fonts, add images and move the various elements. Only **the number of pages, the file dimensions 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.

If you have selected the 'customisable cover and inside pages' option, 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) that are covered by the master page. A 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

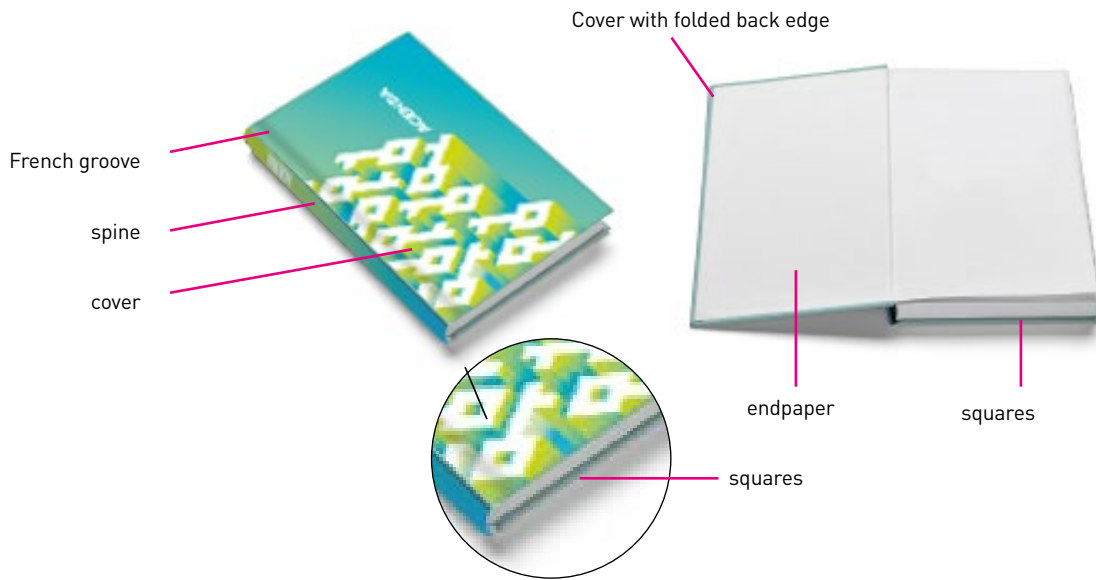
Right-click on the master page and select "Apply Master to Pages"

Do not include printer's marks ✓

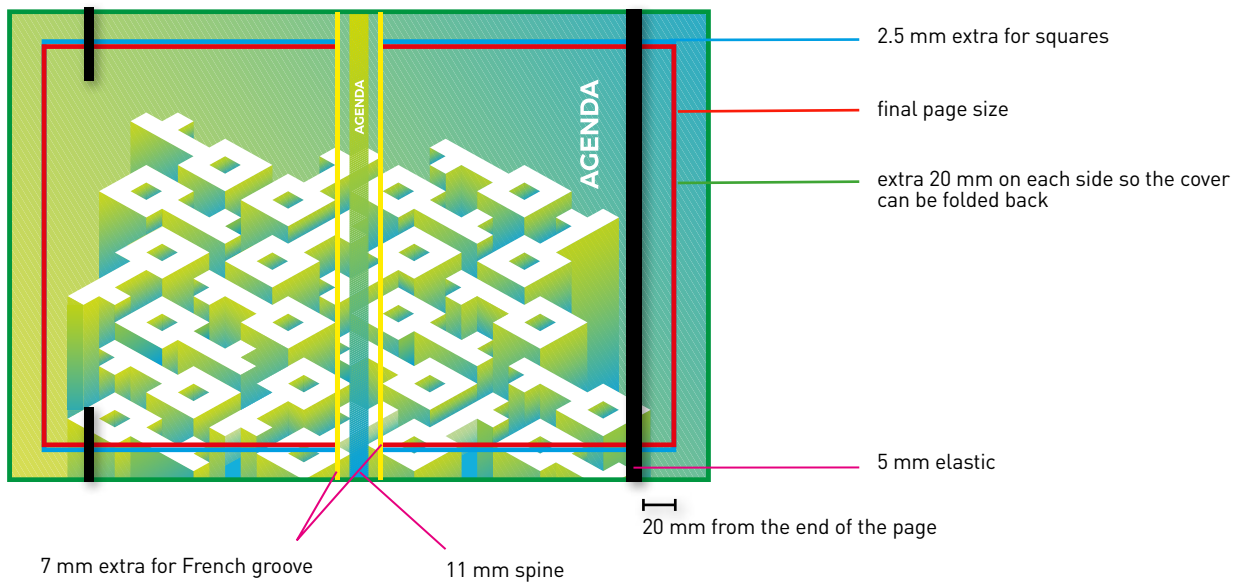
Use document bleed settings ✓

**6 CREATING THE COVER**

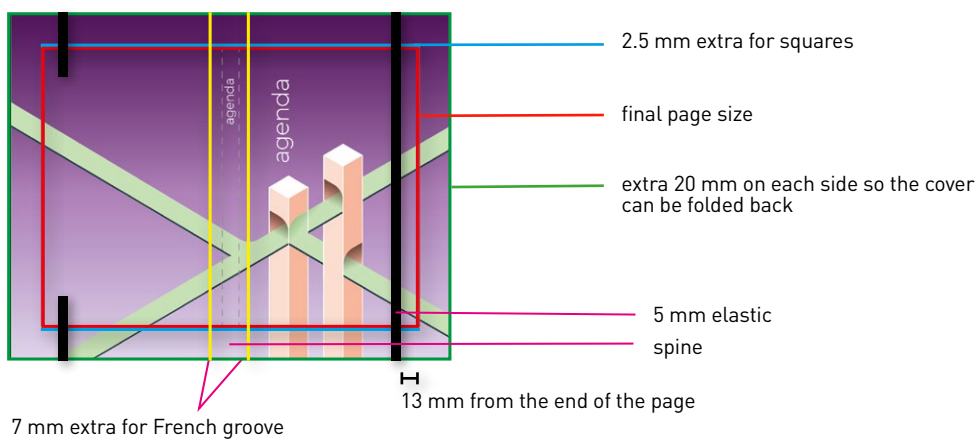
**Download the template**, add your artwork on the **Artwork** layer and save it in PDF format.  
Remember that the endpapers and the inside front and back covers of this product cannot be printed.



**Cover with square spine, 17 x 14 cm**



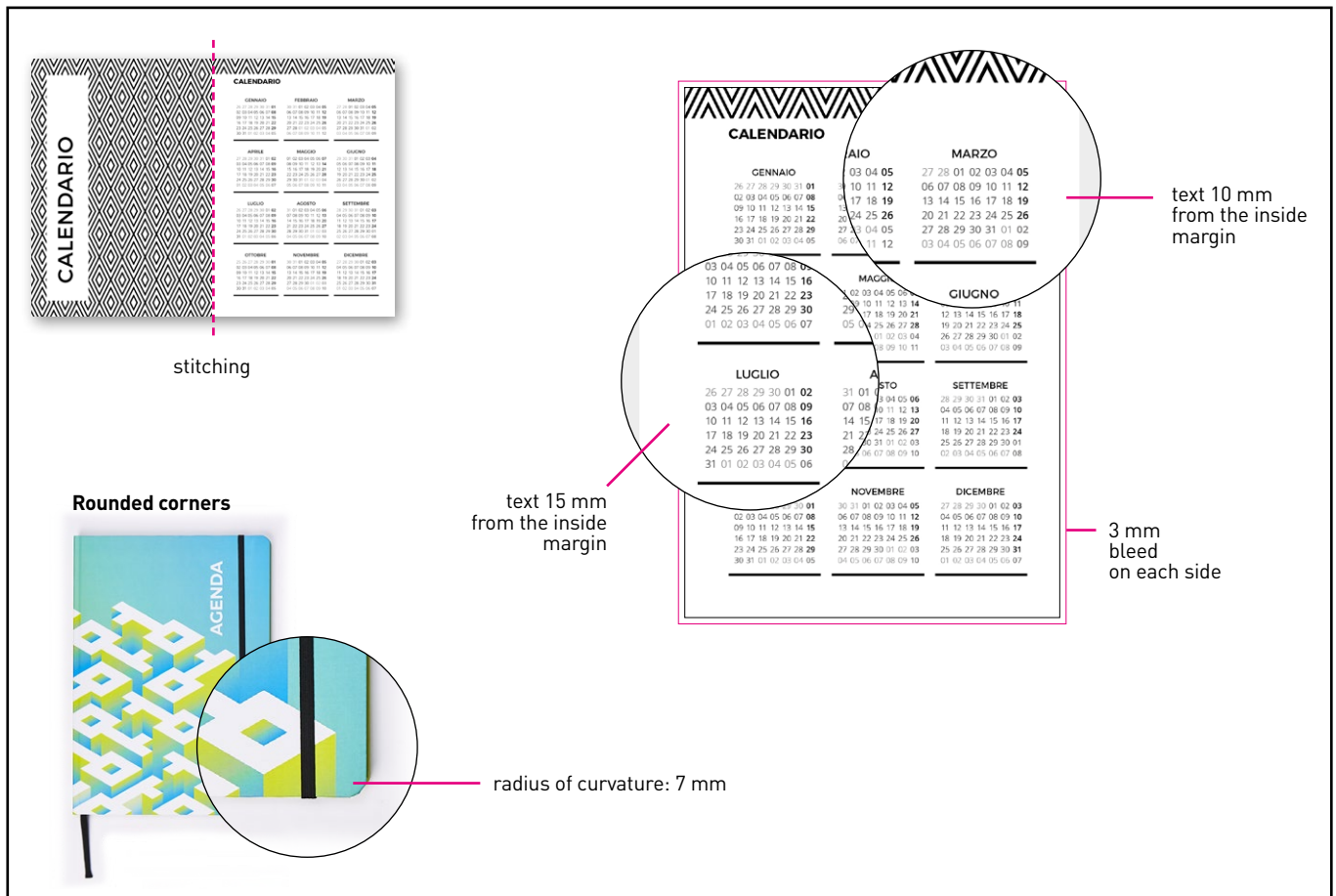
**Cover with square spine, 11 x 18 cm**



## 7 MARGINS AND BLEEDS

Each page must have a **3 mm bleed on each side**. In addition, we recommend that all text is positioned at least 10 mm from the outside margins and 15 mm from the inside margins, to avoid it being difficult to read or too close to the binding.

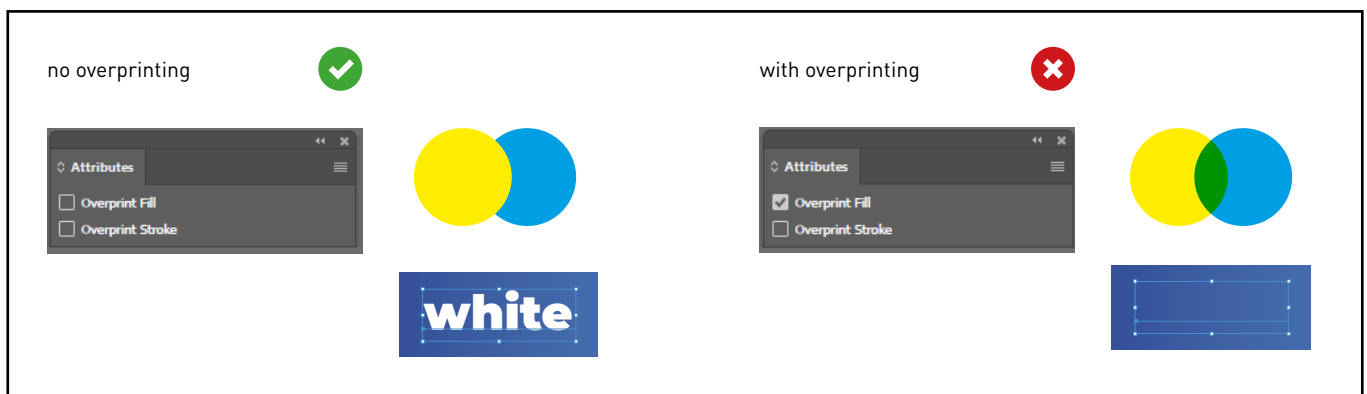
The Hardback Diaries have rounded corners. Remember that the radius of curvature is 7 mm: bear this in mind when positioning artwork or text near the corners.




## 8 ADDITIONAL INFORMATION

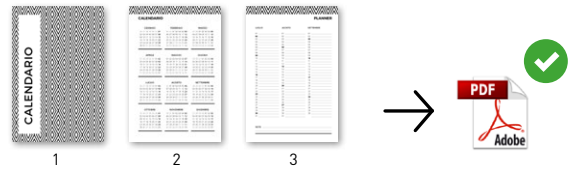
**We do not advise placing frames and passepartouts too close to the edges**, to avoid any inaccuracy due to the cutting tolerances.


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**.

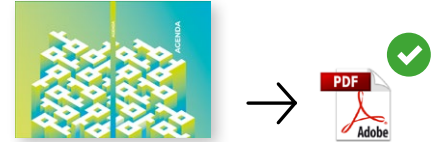



## GOOD TO KNOW - HARBACK DIARIES

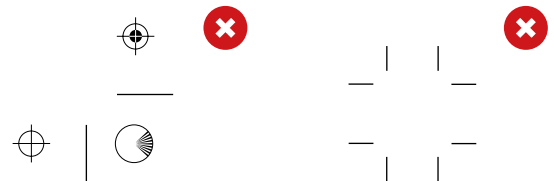
 Inside pages: send a PDF file containing single pages in reading order.




 Cover: send a single-page PDF for the whole cover spread.



 The PDF must be exported without crop marks or registration marks.



 The radius of curvature of the rounded corners is 7 mm.

 PDF

 300 dpi

 CMYK

 FOGRA 39