MATERIAL INSTRUCTIONS

OFFSET/DIGITAL PRINTING

WHEN SUBMITTING PRINTABLE PDF MATERIALS, PLEASE CHECK THE FOLLOWING:

1. IMAGE RESOLUTION

Continuous-tone image resolution should follow the below-mentioned suggestions for 1:1 sized images.

- Digital Printing 200–300 ppi
- Offset 200 ppi

For **line art**, the recommended resolution is **1200 ppi** for all printing methods.

SUFFICIENT IMAGE RESOLUTION

2. BLEEDS 3 MM

All materials must come with 3 mm bleeds. Without bleed or with unsufficient bleeds, unwanted white areas on the edges of the printed product may appear.

3. FONTS

• Fonts must be complete and embedded entirely in the PDF.

• Fonts included in graphic files are most likely to work when converted into outlines.

• Negative type (white text on a coloured background) smaller than 10 points must be confirmed with the printer due to a possible misalignment affecting the readability of the text.

ALWAYS REMEMBER BLEEDS

4. STROKE WEIGHTS

The smallest recommended stroke weight is 0.25 pt. Thin lines should not be used for multi-colour, rasterised or negative printing.

IF YOU HAVE QUESTIONS, PLEASE ASK

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5. COLOURS

For four-colour materials, we recommend that you define the colours as process colours (CMYK), only additional colours are defined as SPOT/PANTONE colours. For digital printing, you can also use RGB colours in the images: our default profile for RGB images is SRGB.

Our recommended CMYK colour profiles
- coated paper: **IsoCoated_v2, Coated FOGRA 39**
- uncoated paper: **IsoUncoated, PSO Uncoated**

If you are using RGB materials, we recommend that you submit a layout package.

6. CREATING A PDF

When creating a pdf, please note the following:
- Always include **crop marks** in the PDF (with a 2 mm offset)
- The material must be **centred on the page**
- All pages must have the **same size** and **same orientation**

7. OVERPRINT

Please do not use overprinting for any other colour than black.
Ask for more information if you would like to use overprinting for other colours.

8. FOUR-COLOUR BLACK

Please do not use four-colour black (= Registration black of layout programmes).

9. DIE CUTTING

- Die cut materials must have cut lines with the **spot colour "Cut_1" (M100)** and **overprinting**. Ask for further instructions if necessary.
- The cut line must be **a single continuous line**, not several separate pieces.
- If possible, submit the material **with and without the cut line**, making it possible to use the material with as many different printing methods as possible.

10. MATERIAL SUBMISSION

Please submit the material as agreed beforehand. We recommend that you pack the material into one .zip file.

E-mail submission
- You can submit the material by e-mail. You can find city-specific material addresses on the contact page of our website. The recommended max. size is 10 MB.

FTP submission
- Works both with a web browser and an FTP programme.
- **Helsinki: ip.grano.fi** – for temporary material transfers, the user can log in with a public username. Both the username and the password are "vieras".
- **Other cities: ftp.grano.fi** – ask your contact person for a username and password.
- **After the transfer, please notify your contact person by e-mail.**

PLEASE NOTE THAT PDF PROOFING AND ANY ADDITIONAL WORK DUE TO IT IS INVOICEABLE WORK UNLESS OTHERWISE AGREED.

100 % BLACK 0/0/0/100

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