

Pro:

Pracoviště CTP

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e-mail: [ctp@severotisk.cz](mailto:ctp@severotisk.cz)**Creating and sending CTP data – basic recommendations.****Only PDF format data can be processed by pre-press system.**

1. Separation:
  - 1.1. Prepare your data in composite postscript format, then convert it into PDF (separation off).
  - 1.2. Pre-separated images in DCS1 format cannot be used for composite postscript preparation.
2. Colour scheme:
  - 2.1. All objects (vectors and bitmaps) must be in CMYK colour model.
  - 2.2. We cannot guarantee the quality of separation with objects in RGB.
  - 2.3. Switch off loading ICC profiles into EPS and TIFF images.
3. Page size:
  - 3.1. For printing, the page must be set up so that the resulting image is centered in both axes.
  - 3.2. Trim marks indentation from the trim box is 4mm min.
  - 3.3. Set the page size with a 5 mm bleed definition (from all sides).
  - 3.3. Always observe 3 mm min. (from all sides) for live area (safe type area).
  - 3.4. Save all fonts to the file.
4. Images :
  - 4.1. The real image resolution is 300 dpi.
5. Proof sheets :
  - 5.1. Colour binding proofs must be acquired from the data supplied to the printing house for processing.
6. Files :
  - 6.1. Pages have to be stored in separate files (1 page = 1 file).
  - 6.2. Supply only files intended for printing.
  - 6.3. If two identical pages are submitted, the file with the most recent save time is considered the current.
  - 6.4. We recommend using only English alphabet characters, numbers and underscore for file naming.  
  
Example: SVT01\_001.pdf : SVT - name(Severotisk)  
01 – issue number  
001 – page number
  - 6.5. If you're sending page corrections, there has to be „N“(for New, Neu) in the file name, to indicate it's a correction.

Example: SVT01\_001\_N.pdf

Pro:

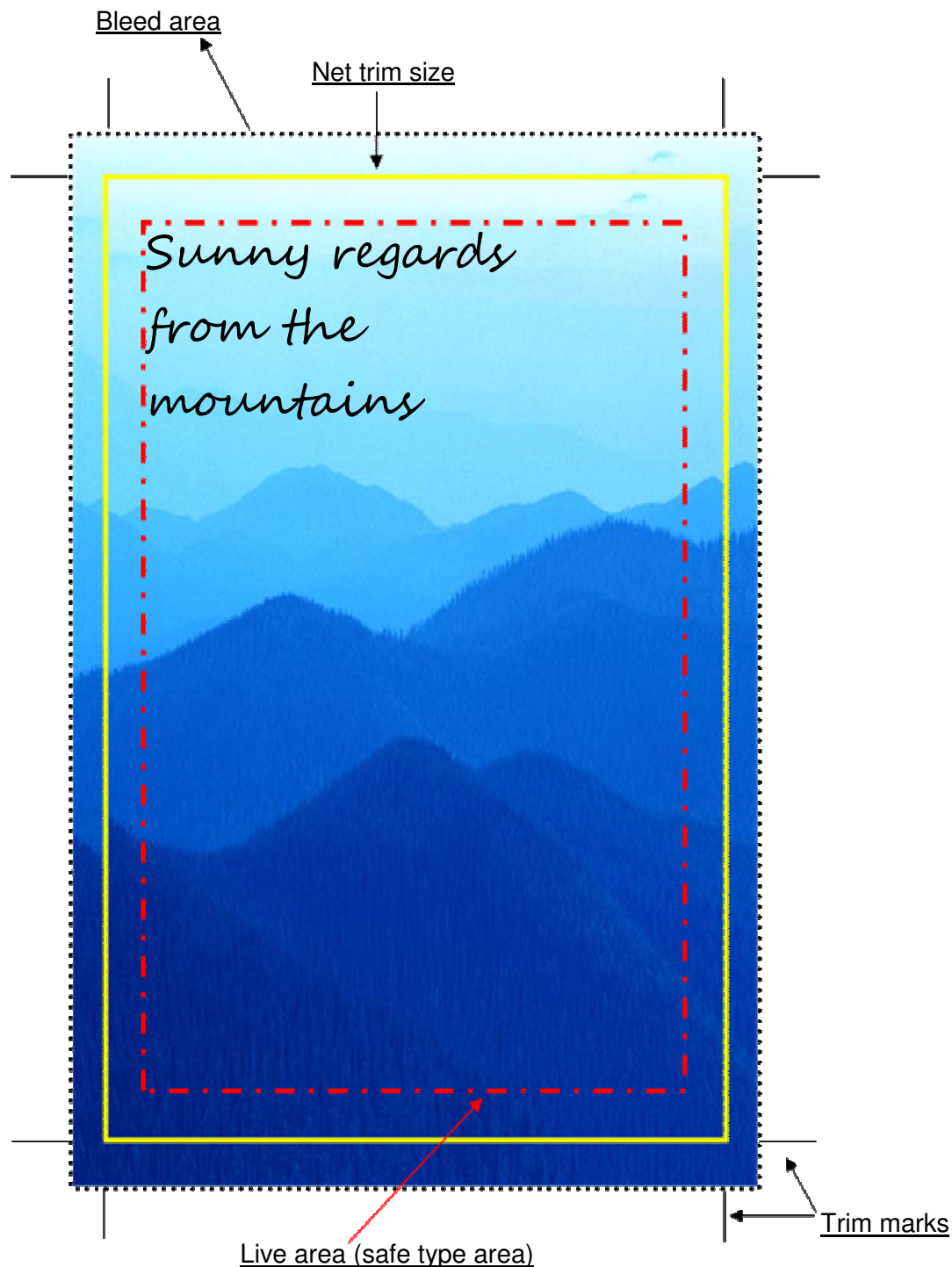
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**Optimum page geometry for A4 / 210x297 mm format - example**



\_\_\_\_\_ : trim size (trim box):210x297mm;    .-.-.: live area(safe type area):204x 291mm

.....: bleed area (size error):220x307mm

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Data in composite PDF format (version 1.3 recommended) is accepted via our FTP server or on portable media CD/DVD/USB flash.

**Important notices:**

Document transmission (PDF files to FTP server of the printing house) means not only initiating the upload of the files, but also verifying the total number of pages in the destination directory after the transfer (ideally verifying that none of the data files are zero in size). In the case of sending data changes after transmission end, it is necessary to inform our CTP department by phone or e-mail immediately.

**Contact:**

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