

Documents

- Covers, endpapers and contents should be delivered as separate files, except for integrated endpapers.
- Later corrections should be made in the version prepared by the printing press.

Bleed and safe zones

- The bleed area for images that touch the edges of the page should be at least 3 mm; for endpapers this should be at least 5 mm.
- Text, borders and strokes should be placed at least 3 mm from the edges of the page, and images at least 7 mm.
- Soft covers need a bleed area of 5 mm, while printed paper case covers need 15-20 mm, depending on board thickness, spine type, etc. Please note that graphics should extend over the entire bleed area.
- Avoid lines across spreads – especially diagonal lines.
- Avoid images continuing from cover to matter.

Layers

- Comments should always be placed in a separate layer.
- Layers not needed for printing should be deleted, or named clearly and defined as *Nonprinting*.

Covers

- You can calculate the spine width [here](#), and learn how to use the measurements in practice [here](#). Your project manager will be also be happy to send you either a PDF or an IDML file in the correct size, ready to add your design, see more [here](#).
- If there are several text versions or elements to be embossed or varnished, please place these versions in separate layers rather than on separate pages.
- Avoid printing on areas to be glued, such as the spine on the inside of a cover. Four creases and adhesive side glue need 3 mm more on both sides of the spine.
- *Embossing and partial varnish* must be 100% Black. Text must be outlined, and graphics vectorized.
- *Embossing* should as a rule be placed at least 15 mm from the edge of the cover.
- Text for *foiling and embossing* should not be too small or with thin details, especially on structured fabric.
- Text for *blind embossing* should have a line thickness of at least 1 mm, and at least 1 mm between strokes.

Colors

- Please note that 100% Black will overprint any other color.
- Always inform the printer if other colors than CMYK are used. See tips on finding and converting colors [here](#).
- Text or strokes in white or more than two colors should not be very thin. Generally, 3-colored or negative text should not be less than 8 pt, and 4-color text (especially page numbers) not less than 10 pt. Typefaces with very fine details should be even larger.

Illustrations

- An effective resolution of 260-400 ppi is preferred for images, and 600-1200 ppi for line art.
- Image names must be unique and end with an extension such as tif or jpg. Special characters such as æ, ø, å, ä, é, ã, ç etc. should be avoided.
- Please avoid clipping images using InDesign's *Detect Edges* – our scanner department will be happy to create a proper mask in Photoshop instead.
- Illustrator files should use *Document Color Mode* → *CMYK Color*, and should not contain RGB or “rich black” text consisting of all four CMYK colors.
- Strokes should be at least 0,2 punkt.
- Photos etc. in Illustrator files must be embedded.

Preflight

- Narayana Press will always check your files before printing, and notify you in case anything needs changing. [Here](#) you can learn how to do this yourself, e.g. using InDesign's *Live Preflight*.

Packaging files

- Documents, illustrations and fonts should be collected using the *Package* function (see more [here](#)). Lores images for layout do not have to be included.
- Please always supply a lores PDF for the printer to compare with the print version.

PDF

- Book matter should be exported as single pages, never as spreads.
- Please place Crop Marks etc. at least 3 mm from the page edges. Do not use Bleed Marks, Registration Marks or Color Bars. You can download Narayana Press settings [here](#).
- Covers should be exported with about 12 mm Bleed, to make sure that all marks are included.
- The file size must not exceed 2 GB.
- Fonts must be embedded.
- Corrections should be supplied as a single PDF for each page, named with the page number. This can be easily done by selecting *Create Separate PDF Files* before exporting.

Transfer

Before transferring, please compress the files using Zip, Rar, 7z or similar. The size of each compressed file should not exceed 2 GB.

Files can be transferred using your preferred service, or to narayanas file server.

If you have any questions or doubts, feel free to contact us [here](#).