

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.
- 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

- Please place comments in a separate layer.
- Please delete layers not needed for printing, or make them *Nonprinting*.

Covers

- You can calculate the spine width [here](#). Your project manager will be also be happy to send you either a PDF or an open document (IDML) in the correct size, ready to add your design.
- 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.
- 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 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, 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

- Export contents as single pages, never as spreads.
- Place Crop Marks etc. at least 3 mm from the page edges. Avoid Bleed Marks, Registration Marks and Color Bars. You can download Narayana Press settings [here](#).
- Covers need about 12 mm Bleed.
- The file size must not exceed 2 GB.
- Fonts must be embedded.
- Corrections should be supplied as a PDF for each page, named with the page number.

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](#).