

DATA DELIVERY GUIDELINES

Your data are safe with us.

If you design your own printed materials, you may send us the data as a PDF or in the form of open data. We will provide you with a web-based upload solution. Of course, we will also accept a storage medium with your data.

We have a variety of certificates to demonstrate that we carefully check your images, texts and graphics and that they are safe with us.

By the way, as a regular partner you can easily log into our workflow at any time and release your data directly online.

A few guidelines to make a perfect data delivery.

For any questions you may have or detailed information you may need, please feel free to call your customer service representative. We'd be glad to assist you.

GENERAL

■ File name

Choose a short, simple name. Do not use any umlauts (ae=ä), spaces or special characters (\,.,:;!/*+), except for _ or - . (The file name must include the number of pages.)

■ Data carrier

CD-ROM, DVD, USB stick, external HD, etc.

■ Area coverage

Web offset: coated, matt and glossy calendered paper: max. 300%
Matt-coated and glossy calendered SC paper: max. 280%
Offset and recycled paper: max. 260%
Sheet-fed offset: coated, matt and glossy calendered paper: max. 300%
Offset and recycled paper: max. 280%

■ Data transfer

FTP or common web transfer methods are good options. Please consult the project manager. Another possibility is to obtain data from an external FTP server via web link.

■ Color definitions

Scale colors (process colors), spot colors (special colors) according to FOGRA

■ Area coverage

Web offset: Coated, matt and glossy satined papers: max 300%
Matt coated and glossy satin SC papers: max. 280%
Offset and recycling papers: max. 260%
Sheetfed offset: Coated, matt and glossy satined papers: max 300%
Offset and recycling papers: max. 280%

■ Page format

We expect single pages or actual double pages, as agreed (2/3, 4/5, etc.). Imposed double pages are not accepted. The document name must correspond to the number of pages.
The provided PDFs must contain a bleed of at least 3 mm on all four sides. The print area must be within 5 mm of the net format.

■ Author corrections

Any corrections in the provided data are subject to a separate charge based on cost (hourly rate CHF 140.00)

■ Data Protection

Handling your personal data responsibly and transparently is a particular priority for us. We handle your personal data (e.g. name, address, date of birth) and your production data with great care and strictly in accordance with the guidelines described in Document no. 3213. For any questions or concerns you may have, we would be pleased to provide you with the above-mentioned document.

OPEN DATA

■ Layout program

Adobe InDesign CC

■ Image resolution

The actual resolution should be at least 300 dpi.

■ Linked elements

All images, graphics, other elements and fonts must be provided.

■ Tip for data delivery

Adobe InDesign: "packaging documents"

■ Link

Please note our references at www.swissprinters.ch

CLOSED DATA

■ Provided print data /PDF

Provided print data must be created as a PDF according to the requirements of PDFX-ready (PDFX-3 or PDFX-4). You can find help about generating PDF files according to the PDFX standart at www.pdfx-ready.ch

The data must be checked by you for overprinting, correct CMYK color separation, color density, image resolution, retouching and image corrections prior to delivery. We do not review provided PDFs for orthographic or stylistic accuracy.

For a fee, we will process data which would lead to an unsatisfactory print result. Without "Good for execution" or other special instructions, we consider the provided PDF as "Ready for print".