



## TJ BOOKS FILE SUPPLY GUIDE

*To ensure a smooth workflow with your PDF files and minimize any potential issues, please adhere to the guidelines below for both text and cover file supply.*

### TEXT FILES

- Text files should always be supplied as print ready PDF files.
- Text should be supplied as one composite file set up as single pages, not as double page spreads.
- Integrated plate sections that are to be printed on the same paper stock should be placed in position in the main text file.
- Our recommendation for image resolution for reproduction is over 180dpi for greyscale or CMYK bitmap images, ideally 300dpi and a minimum of 600dpi for 1 bit line art, ideally 1200dpi.
- The position of prelims, chapter drops and part titles should be correct and consistent, and a consistent page setup should be used throughout the file.
- Head and Back margins are assumed to be correct in the document.
- Text should ideally be no closer than 9 mm from trim edges.
- Please ensure any blank pages required are present in the final document and in the correct position.
- Text Pages are to be supplied at the final trim size.
- Bleeds should be set at 3mm. Please ensure that all elements that should bleed extend beyond the trim area by 3mm.
- All fonts must be embedded.
- Please ensure any fonts used in imported illustrations are embedded or converted to outlines.
- Avoid specifying rules below 0.25pt / 0.1mm in weight.
- Please ensure Pantone Colours are correctly specified in the document and defined as Spot Colours.
- If Pantone or spot colours are used in the design but are to print as CMYK, please convert to CMYK before exporting to PDF.

### COVER FILES

- Cover files should always be supplied as CMYK print ready PDF files.
- Covers, Jackets and PPC's should carry trim, fold and spine marks.
- A 3mm bleed is required for covers and jackets and 15mm wrap around allowance is required for PPC's. If required, a guide can be provided by your account manager.
- All trim marks should be set 2mm outside the trim area.
- Spot UV, foiling and embossing/debossing artwork should be vectors or live type and submitted as separate files.
- Please ensure Pantone colours are correctly specified in the document and defined as Spot Colours.

- If Pantone or spot colours are used in the design but are to print as CMYK, please convert to CMYK before exporting to PDF.
- Any files that require Pantone colours must only contain the required colours.
- Please remove any unused colours from the document before exporting to PDF.
- Any RGB or LAB colour images should be converted to CMYK or Greyscale as appropriate before exporting to PDF.
- If you are unsure which PDF preset to use for Exporting to PDF for InDesign you can download a preset file from the link below. Or use either PDF/X-1a:2001 or PDF/X4:2008.

If you are using non-industry standard software to create your documents we advise sending in a test file ahead of your order for checking for suitability.

Our preferred settings preset for creating PDF's from InDesign can be downloaded from the following link: <http://bit.ly/acrojoptions>

Please contact your Account Manager or Technical Services if you have any technical enquiries, or any issues following our guidelines. We would be pleased to test any files from you in advance.

We reserve the right to charge for any extra work incurred by incorrectly supplied files.

### RECOMMENDED CMYK COLOUR SETTINGS

We advise using the Europe Prepress 3 colour settings in your Adobe software. We run to FOGRA 39L for coated stock & FOGRA 29L on uncoated stocks.

Maximum ink coverage should not exceed 300%.

The screenshot shows the Adobe Color Settings dialog box with the following configuration:

- Settings:** Europe Prepress 3
- Working Spaces:**
  - RGB: Adobe RGB (1998)
  - CMYK: Coated FOGRA39 (ISO 12647-2:2004)
  - Gray: Dot Gain 15%
  - Spot: Dot Gain 15%
- Conversion Options:**
  - Engine: Adobe (ACE)
  - Intent: Relative Colorimetric
  - Use Black Point Compensation
  - Use Dither (8-bit/channel images)
  - Compensate for Scene-referred Profiles
- Color Management Policies:**
  - RGB: Preserve Embedded Profiles
  - CMYK: Preserve Embedded Profiles
  - Gray: Preserve Embedded Profiles
  - Profile Mismatches:  Ask When Opening  Ask When Pasting
  - Missing Profiles:  Ask When Opening
- Advanced Controls:**
  - Desaturate Monitor Colors By: 20 %
  - Blend RGB Colors Using Gamma: 1.00
  - Blend Text Colors Using Gamma: 1.45
- Description:** Europe Prepress 3: Preparation of content for common printing conditions in Europe. CMYK values are preserved. Profile warnings are enabled. Uses updated CMYK ICC profile for offset printing on coated paper (FOGRA39).

Buttons on the right: OK, Cancel, Load..., Save...,  Preview

## **SENDING FILES TO TJ BOOKS**

By WeTransfer for files up to 2Gb at: <https://wetransfer.com>

By FTP please contact the Client Services Department for an account URL, Username and Password.

TJ Books can collect files from your own FTP site, please remember to supply the URL, Username and Password and ensure we have sufficient permissions.

You may also supply files as email attachments which do not exceed 8mb in total size.

### **WHAT WE CHECK FOR ON YOUR FILES**

*As part of the preflight procedure TJ Books will undertake to explicitly check the following:*

- Spine widths on covers, PPC's and jackets.
- Trim size matches purchase order.
- Fonts are correctly embedded.
- Consistent page sizes.
- Bleed allowances are present.
- Adequate image resolution for reproduction. (Over 180dpi for greyscale or CMYK bitmap images, ideally 300dpi. And a minimum of 600dpi for 1 bit line art ideally 1200dpi).
- That files are CMYK or greyscale.

### **WHAT WE DO NOT CHECK FOR**

- Editorial content.
- Inclusion of blank pages in the prelims or throughout the document.
- Margins in text files.
- Knockouts and overprints setup in the document and in any imported graphic elements. (e.g. that there are no white elements set to overprint).
- Halftone contrast and scan quality.
- Descreening of halftones scanned from previously printed content has been carried out to prevent moiré effect.

Page layout software programs such as InDesign, Quark & Affinity Publisher have a built in preflight capability that scans the document for potential problems. We advise that document creators use this to check for potential issues before exporting to PDF. Additionally there are comprehensive preflighting capabilities in Acrobat Professional which can be run before the PDF is sent for print.

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