I. REQUIREMENTS TO GIVEN INITIAL MATERIALS

1   Requirements to imposition and design of polygraphic production

1.1 The Size of production before cropping, allowances on cropping, and the size of sealed area, page size, fields, are mandatory for the coordination with the Executor. In case of change of these parameters, the recordation with the Executor is to approved by printer. Production format should correspond to technical parameters of the selected printing machine.

1.2 The Size of a product (page size) should be equal in a file to the size before cropping: the size of a finished article plus tolerance for cutting, except cases separately coordinated with the Executor. The size of a product before cropping, tolerance for cropping, the size of sealed area, page size, fields, band in a file of the customer should correspond to values in advance stipulated with the Executor. If at a file is present TrimBox not equal MediaBox, it should be equal to the edging size of a product. The sizes of a product in a file should correspond 100 %.

1.3 The Size of a product in a file should be adjusted precisely and multiple to millimeter. It is inadmissible to leave in a file or on films the objects which are not a part of a product. Change of scale of images in the imposition program is inadmissible. Scaling of images in the imposition program can lead to deterioration or image deformation.

1.4 In a layout each object cannot be closer than 5 mm to lines of cutting or creasing than significant elements and 10 mm are closer to an issuing back. The background and other elements printed on embarkation should quit for a cutting line on value of an allowance on cropping. Normally, this value is equal 5 mm.

1.5 Files should not contain scales, crosses, cutting labels, other technical information if it is not coordinated with the Executor.

1.6 It is not admitted by creation or record to implement the ICC profile and other color profiles or management systems, the image should be saved without Tranfer Function, Halfton Screen.

1.7 The File should be composite (not color-splitted).

1.8 If attribute Overprint is adjusted manually, please inform about Executor. In the course of manufacture the Executor uses the parameters adjusted by default. For white objects parameter Overprint should be disabled.

1.9 At creation of files it is necessary to consider binding processes and the additional technological operations connected to them.

1.10 Files for a stamping, selective varnishing; cutting down should contain only vectorial elements. Elements for a stamping and varnishing are necessary for allocating in a separate file of the same size, as the main file, to color Pantone, 100 %, also are given the combined file. Minimum

admissible thickness of an element for a stamping - 0,3 mm; for selective varnishing of 0,5 mm, for a varnish with glitter - 1 mm. Layout of elements for a stamping or varnishing in places of creasing, hatchings, on bends and flaps is not admitted. For qualitative providing of a finishing it is necessary to allocate elements for a stamping and varnishing on distance not less than 2 mm from lines creasing, hatchings, a bend, flaps. The executor reserves the right to itself to import to a breadboard model of the Customer respective alterations without the coordination with the Customer.

 1.11 At creation of breadboard models for products in a hard, soft and flexi cover it is necessary to leave not sealed 3 mm of an internal field in a place where the glue strip (on the first page of the first writing-book, the last page of the last writing-book, on the back of the sealed fly-leaf will be allocated). At a glue fastening on the back of a cover it is necessary to leave not sealed a back and on 3 mm from each side of a back. It is necessary to consider that the useful area of these pages decreases for 5-10 mm. The executor reserves the right to itself to import to a breadboard model of the Customer respective alterations without the coordination with the customer. The text height on a back should be less thickness of the unit not less than on 4 mm. Text printing on a cover back is admitted at a thickness of a back of the unit of 7 mm and more for a glue fastening, 9 mm and more for a solid and integral interlacing. Covers of products with a glue fastening in a solid and integral interlacing are given in the form of a turn.

 1.12 Files of multipart products are accepted only in the form of multipart files *.pdf which should correspond to following requirements:

 1.12.1   Pdf-files should be received by means of the program of adobe Acrobat Distiller from PS-files. The version of a pdf-file 1.3, files composite. The executor gives a file of adjustments for Adobe Acrobat Dictiller and a ppd-file of the output device. Usage of these files - is mandatory.

 1.12.2   All fonts used in a breadboard model should be completely built in a pdf-file. A format of fonts: PostScript Type1. Usage system and True Type fonts or font implementation as True Type is not admitted. If you want to use an not PostScript font, a firm font, a license font, this fonts for all text elements should be exported in curves (no more than 1200 nodes in a curve). The executor does not bear responsibility for incorrect playback of fonts distinct from PostScript Type1, system, not implemented or not completely implemented in a file, fonts True Type implemented as True Type, license, правленых or the fonts created by the Customer. Outlines of fonts should be defined by means of the font, instead of the imposition program.

 1.12.3   On one page of the multipart document should be allocated one page of a product. Files made a turn, except covers and fly-leaves are not admitted. Orientation of pages in a file should correspond to orientation of

pages in a finished article. Presence on pdf-file pages порезочных and other labels, scales of control of the press is not admitted.

1.12.4   The Sequence of pages in a file should correspond to sequence of pages in a finished article. If pages in the document are not enumerated, page number considers its serial number in a file. If in a product there are empty pages it is necessary to include them in a pdf-file.

1.12.5   Implementation in a pdf-file of the additional color information, parameters of an output, parameters of safety, notices, layers are inadmissible.

1.12.6   If in coordination with the Executor the Customer gives product files separately, the file (files) name should correspond to number of a band or issuing bands (for example: a band number 1 - 001.pdf, a band number 2 - 002.pdf, bands with 5 on 30 - 005-030.pdf) Look item 4.2.

1.13 Adobe Illustrator Files should correspond to following additional requirements:

1.13.1   Version 10-14. File type - AI or EPS not separated.

1.13.2   All text elements should be translated in curves (no more than 1200 nodes in a curve). Letters should not be broken off on some parts.

1.13.3   Should not be hidden, blocked, not edited or mute objects. All product should be grouped.

1.13.4   In a breadboard model should not be the built in effects and transparences.

1.14 Files Corel Draw are accepted only in coordination with the Executor. The general additional requirements to files Corel Draw the following:

1.14.1   Versions of the program 9-13, with all installed updates. File type - CDR.

1.14.2   Imported in Corel Draw bitmap images should be placed in a file completely, usage of communications is inadmissible. Placed bitmap images - only TIFF without layers, ways, Alpha channels.

1.14.3   Should not be hidden, blocked, not edited or mute objects. All product should be grouped.

1.14.4   In a breadboard model should not be the built in effects, the built in filling, gradients.

1.14.5   All text elements should be translated in curves (no more than 1200 nodes in a curve). Letters should not be broken off on some parts.

1.14.6   At export from Corel Draw in an eps-file, the received eps-file it is necessary to open Adobe Illustrator program, to check a correctness of export and пересохранять. Before export gradients, the transparences, the built in effects should be отрастрированы, fonts are translated in curves. It is recommended to produce export separately a vectorial and raster part, and then to unite them.

1.15 Images and illustrations

1.15.1   Admissible formats of files of illustrations and images are TIFF - and EPS-files, without compression, TIFF-files without layers. The location in a breadboard model of OLE objects and DDE is inadmissible. Usage of Alpha channels is not admitted.

1.15.2   Scaling and framing of illustrations is necessary for producing in the image processing program, instead of in the imposition program.

1.15.3   The Color model: CMYK, Grayscale.

1.15.4   At usage of additional colors Spot Color, in the breadboard model, the bound or implemented images, in a file complementary colors (Spot Color), corresponding to titles of colors in tables Pantone should be implemented. At usage of additional colors Pantone, use palette PANTONE MATCHING SYSTEM Colors. If printing of additional colors is not planned, they in a breadboard model should not be.

1.15.5   Minimum resolution raster CMYK or Gray images: at a lineature of an output 80-100 lpi - 150 dpi, at a lineature 150 lpi - 225 dpi, at a lineature 175 lpi - 265 dpi. Minimum resolution of bitmap images Bitmap - 600 dpi. Resolution of bitmap images CMYK or Gray should not exceed 450 dpi. Image resolution Bitmap should not exceed 1200 dpi. Is inadmissible to place images with resolution big, than recommended is leads to unjustified magnification of file size, time of its handling and failures at rasterization.

1.15.6   At creation of files for the role press on a newspaper and offset paper it is necessary to consider following parameters: color model CMYK or Grayscale, except colors printed by additional colors Spot Color. Dot gain - 30 %, Separation Type - GCR, Black Ink Limit 85 %. The total of colors of any image no more than 200 %. The total of colors of the image can be increased to 240 % only at the coordination with the Executor. A limit of playback of halftone images of 5-85 %. In светах in composite color each colourful component should not be less than 3 %, except Black; in shades any component should not be more than 85 %. In case of need the Executor at own discretion can convert files according to standard color profiles for the role press: ISOnewspaper30v4.icc, ISOnewspaper30v4_gr.icc or ISOnewspaper26v4_gr.icc, ISOnewspaper26v4.icc. Color profiles are given by the Executor of the on demand Customer.

1.15.7   At creation of files for the sheet press it is necessary to consider following parameters:

1.15.7.1 For covered it is more than paper in density 90 g/m: Dot gain - 16 %, Separation Type - GCR, Black Ink Limit 95 %; the total of colors of any image no more than 300 %; a limit of playback of halftone images of 3-95 %; in composite color each colourful component should not be less than 2 %, except Black; in shades any component should not be more than 98 %.

1.15.7.2 For coated 90 g/m and it is less than paper in density, for uncoated it is more than paper in density 80 g/m: Dot gain - 20 %,

Separation Type – GCR, Black Ink Limit 90 %, the total of colors of any image no more – 260 % (240 % for uncoated 80 g/m and are less a than paper); a limit of playback of halftone images of 5-95 %; in светах each colourful component should not be less than 2 %, except Black, in the total to make not less than 6 %; in shades any component should not be more than 95 %.

1.15.7.3 In case of need the Executor at own discretion can convert images according to standard color profiles for sheet press ISOcoated_v2_300_eci.icc or FORGA27L_260_GCR2.iicc.