

How to prepare and send electronic artwork

Please keep the following instructions to ensure the best end result in the agreed delivery time.

A. Mandatory requirements for printing parts and on body printing:

1. Color images using **CMYK color model (no RGB!)**
2. All spot colors defined by **Pantone color sheet (Matching system or Metallics)**
3. Resolution of color and grayscale images – **at least 300 dpi in real size!**
4. Resolution of black/white images and line art – **at least 800 dpi in real size!**
5. The document **MUST NOT CONTAIN:**
 - pictures in format DCS1 or DCS2 (separated EPS)
 - pictures in format EPS with PostScript colour management
 - ICC profiles
6. All printed materials need **3 mm trimming edge (bleed)** at all circumference sides.
7. All documents with 4 or more pages **must have V1 binding layout.**
8. **Trimming marks must** denote net format of the printed material.
9. CD / DVD labels have exact dimensions - **no trimming!**

B. We accept only the following file formats:

- 1) **PDF**
 - must be created from composite postscript (see. point 2)
 - must be Acrobat 4.0 compatible; "press optimised" must be set
 - **Do not use** OPI comments
- 2) **Postscript**
 - must be composite (**do not set separations!!!**) – we recommend postscript printer driver (Adobe) or postscript printer driver ScitexDolev4Press for our imagesetter (PC and MAC drivers are available from <http://www.gzcd.cz>, or by e-mail on request)
 - It **must not** be created using Linotronics printer driver that creates separated postscript
 - must include all used fonts
- 3) **TIFF**

C. Media and files transfer

You can send us the following media

- CD-R
- 3.5" floppies (1.4 MB)
- 3.5" Zip (100 MB)
- 3.5" Jaz (1–2 GB)
- Bernoulli 5.25" (230 MB) – PC
- SyQuest 3.5" (270 MB) – PC
- External HDD with SCSI interface

Electronic transfer

All files for MAC platform must be compressed (packed by program Stuffit). We recommend the compression also for files for the PC platform. Please compress both individual large files and whole directory structures into one file using ordinary compressing programs.

Transfer through E-mail

Send documents up to 5 MB by e-mail to: **dtp@gzcd.cz** It is necessary to write into the subject the Purchase Order Number. Please write the name of the customer, description of the order (file xxx = label print CD, file yyy = booklet etc.) and the name of your account manager in GZ into the body of the mail.

FTP server

Upon request, you will receive your own user name and password for access to the FTP server into your own directory for transmission of files. Please ask your account manager in GZ.

The server is accessible through any FTP client for Windows and also from the window of the command bar of MS DOS in Windows. Copy compressed files into the directory to which you have full access rights after logging in.

Attach a text file with basic information (Purchase Order Number, number of transferred files, their total size etc.). Inform your account manager in GZ after you sent files to the FTP server.

Technical specifications of FTP server:

Name of computer /hostname/address: ftp.gzcd.cz **or IP** 212.24.129.80

Transfer through ISDN

In special cases it is possible to use our ISDN-line. Please contact your account manager in GZ.

It is possible to use the transfer protocols **ISDN EUROFILE TRANSFER** and **Leonardo Pro**. After connection to our server a folder with the name of the customer (according to the configuration settings on his side) is created with access rights only for saving new files. After mutual agreement it is possible to create a folder for the customer with full access rights. Upon each further connection and upload a new sub-folder is created, indicated with the date and time. Inform your account manager in GZ after you transferred files by ISDN. Please send an e-mail with information about which file must be used for which order.

Phone number ISDN-line: **+420 311 673 900**.