GUIDELINES

FOR PRINT FILES PREPARATION

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UV, SOLVENT, SUBLIMATION

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LARGE FORMAT

UV, SOLVENT, SUBLIMATION, LATEX

01

FILE
TYPES

.pdf .tiff .eps

.ai .cdr .indd .psd

1.1 Only closed files are ACCEPTED, preferred formats: tiff

.pdf .tiff .eps

1.2 Open files are NOT ACCEPTED, i.e.

.ai .cdr .indd .psd

1.3 PDF files must be prepared:

- In composite
- Postscript level 1, 2 or 3
- PDF 1.6 (acrobat 7)
- PDF files cannot be password protected
- Cannot come from internet converters

GENERAL
INFO

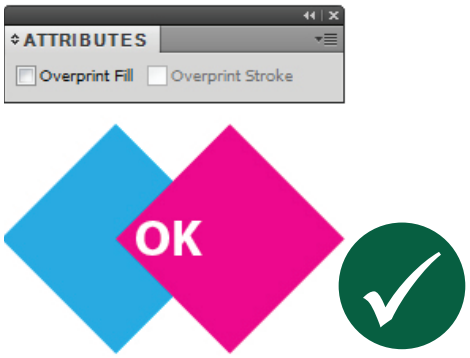
2.1 LaboPrint S.A. uses the metric system. LaboPrint S.A. is not responsible for any errors in conversion to the metric system. Rounding up of an artwork size is always to the nearest whole.

EXAMPLE 1:
40x60 inch = 102x153 cm
40*2,54 = 101,6 rounded up to 102 cm
60*2,54 = 152,4 rounded up to 153 cm

EXAMPLE 2:
6x11 stóp = 186x341 cm
6*30,48 = 182,88 rounded up to 183cm
11*30,48 = 335,28 rounded up to 336 cm

2.2 Overprints MUST NOT be used in files. Labo Print S.A. is not responsible for any errors in print caused by the use of overprints.

EXAMPLE:



2.3 Every order should be accompanied with a preview in the form of .jpg file in the display resolution. The preview file will make it possible to correctly verify the contents of the print file. Complaints to orders without the preview will not be considered valid.

2.4 Print file names must be as short as possible to enable fast and proper identification. Special marks and national characters (e.g. ą ć ł * < > ? : ; / \ etc.) must not be used in file names. You must name the print files PRINT. Preview files must be named PREV.

EXAMPLE:

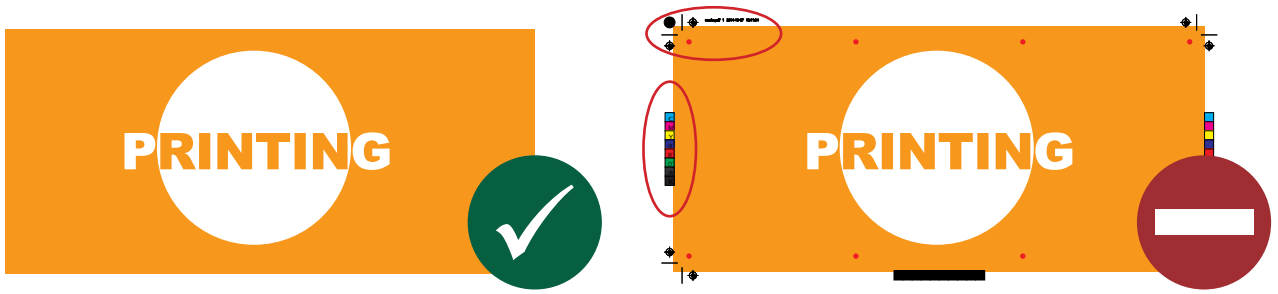
banner_st_stevens_PRINT.pdf
banner_st_stevens_PREV.jpg

17052014_SPF148799_banner_st_stevens_1570mmx6800mm_v3.1_._pdf
SPF148799_änschnitt.jpg

2.5 Print files with an artwork size under 5m must be prepared in a 1:1 scale.
Print files with an artwork exceeding 5m must be prepared in a 1:10 scale. LaboPrint S.A. will not accept files in any other scale. The resolution should be selected in accordance with the Table in pt 3.1

2.6 Print files must not have marked eyelets or include descriptions, file names, registration marks, cutting marks, densitometry scale or any other elements which are not the design.

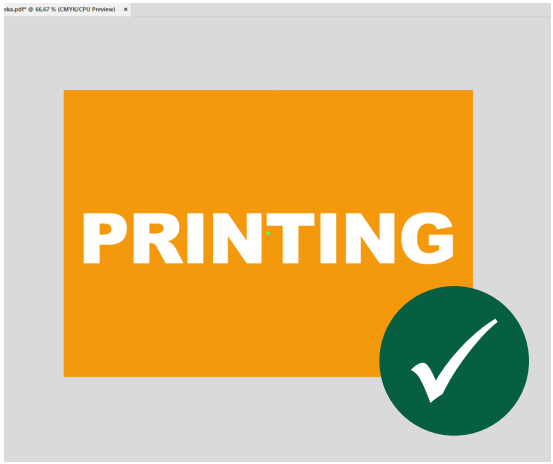
EXAMPLE:



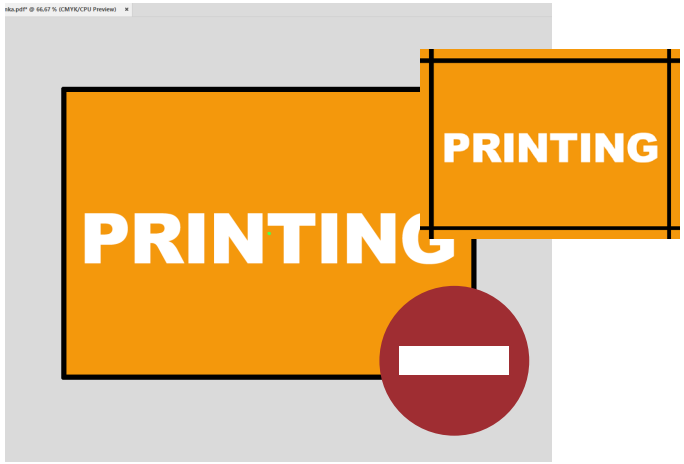
2.7 FRAMES IN THE PRINT FILES

Files shall be prepared for printing without frames placed close to the edges of the graphics.

EXAMPLE 1:



EXAMPLE 2:

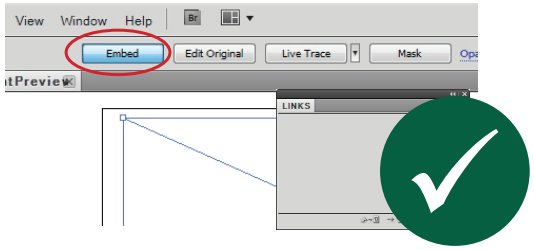


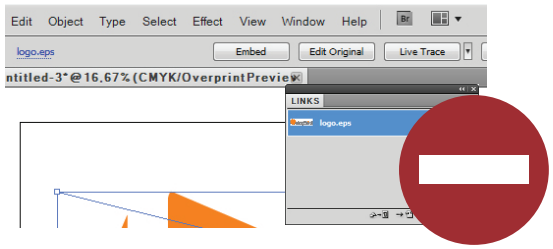
2.8 All texts in the files must be changed to curved / outlined.

EXAMPLE:

2.9 All bitmaps and other elements of the design must be embedded in the document.

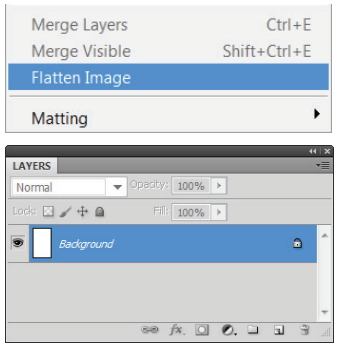
EXAMPLE:

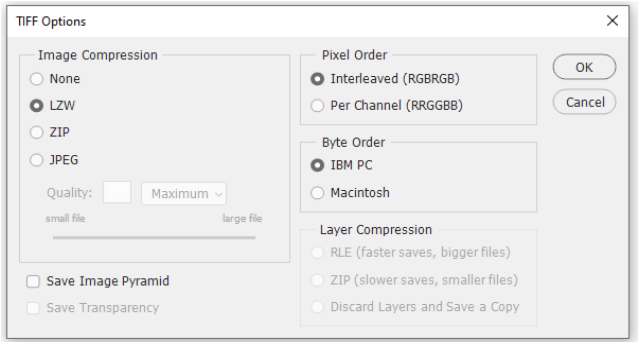




2.10 TIFF files must be flattened to the background and saved with LZW compression.

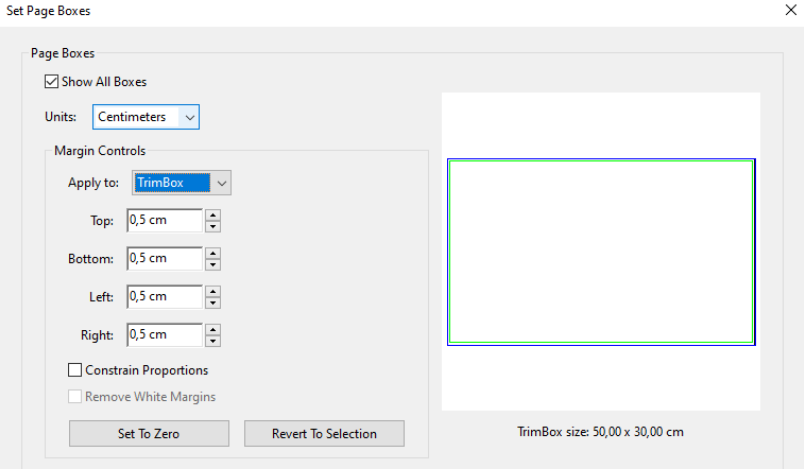
EXAMPLE:





2.11 Files must include Trim Box compatible with the target artwork format.

EXAMPLE:



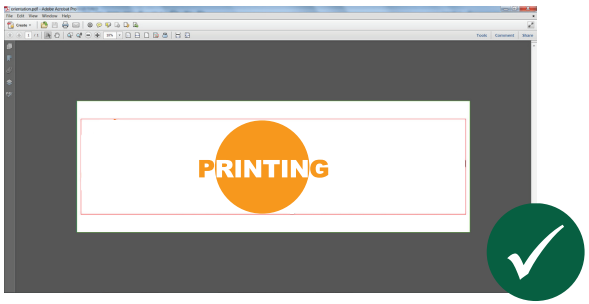
2.12 Each design must be saved as a separate file or on a separate page in a multi-page file. Multiple designs cannot be prepared as a single artwork.

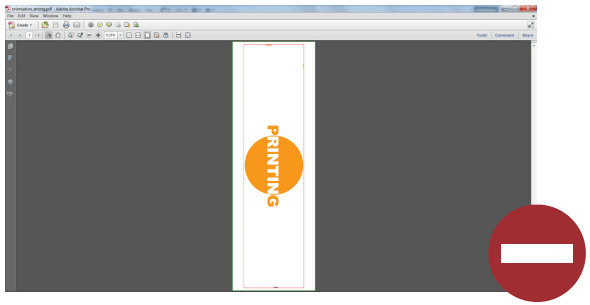
2.13 Files must not contain „OPI" comments.

2.14 The orientation of print files must match the orientation on the order. It is crucial due to the finishing processes (eyelets, welds, sleeves positioning and mounting of other accessories).

EXAMPLE:

Size of ordered print: Width 300cm x Height 100cm





FILE
RESOLUTION

3.1 Size vs resolution chart:

ARTWORK SIZE	RESOLUTION (FILE IN SCALE 1:1*)
Up to A4	300 ppi
Up to 2 m^2	150 ppi
2-5m^2	100 ppi
5-25 m^2	80 ppi
25-50m^2	50 ppi
over 50m^2	30 ppi

* In case of files in the scale of 1:10 the resolution must be 10 times higher than the one specified.

3.2 A file must not be bigger than 1GB.

BLEED
& SAFE AREA

4.1 Each file must contain bleed area. Proper use of bleed ensures that the finishing of a print will be done correctly.

FINISHING	BLEED
Standard	0,5cm

4.2 Each file must have a safe area for texts and other important design elements. The size of safe area depends on the finishing of the print. Using suggested safe areas guarantees that no text or important design element will be sewn over, welded, missing or deformed in any other way.

FINISHING	SAFE AREA (FILE IN 1:1 SCALE*)
BANERY Cutting to size + eyelets	5cm
Welding/sewing	5cm
Sleeve (double sided banner) Sleeve (flag)	5cm + tunnel
Plotting/milling/cutting to size	1cm
Polipropylen 10mm	2cm

SAFE AREA – TEXTILE PRINTS

4.3 When printing on textiles, it is very important to maintain safe areas appropriate to the size. Textiles are prone to stretching.

PRINT LENGTH	SAFE AREA per side
Up to 1m	3cm
Up to 5m	5cm
from 5m to 10m	10cm
from 10m to 20m	20cm
from 20m to 30m	35cm
from 30m to 40m	45cm

4.4 In case of textile prints, the safe area should be enlarged depending on the finish, e.g. sleeve size + safe area.

PANELLING

5.1 Works where short side is wider that the material are panelled. Division to panels is made by the Printing House.

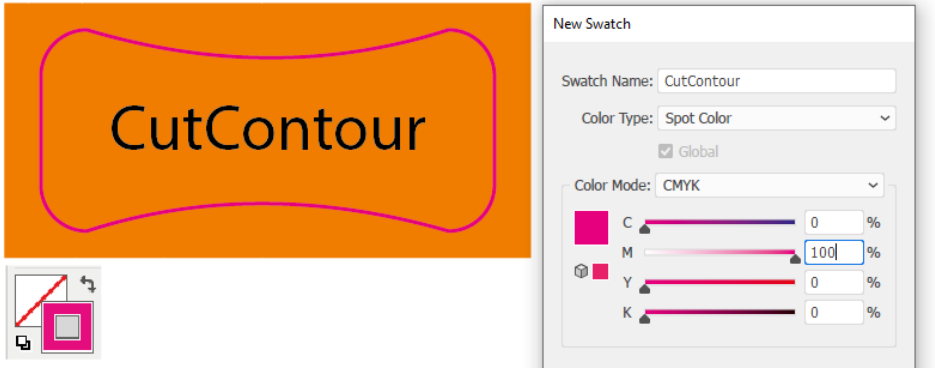
5.2 The Printing House discourages the Customers from panelling files themselves. In case of files panelled by the Customer, the Printing House shall not be held liable for any errors which might occur when compiling panels. Applicable especially in case of joined ZEN frames.

CONTOUR
CUT LINE

6.1 In case of an artwork cut to shape (foil, flags etc.) we require a cut contour to be attached to the file.

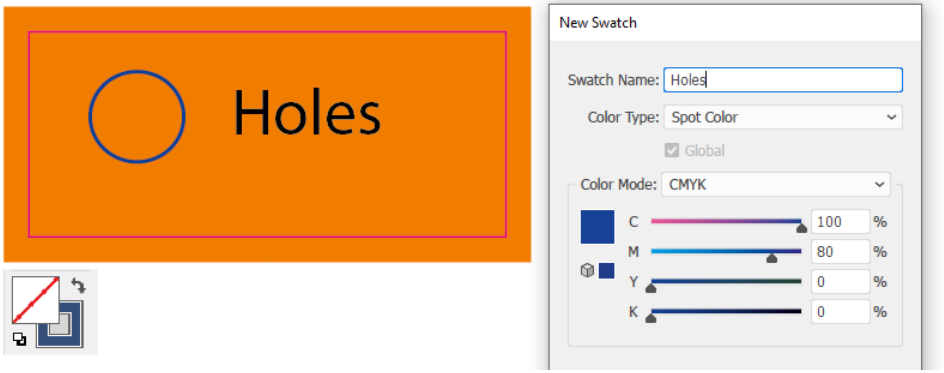
6.2 The cut contour should be prepared on additional layer as a stroke and saved in a PDF file. The colour of the stroke should be added to the library as a spot colour and named „CutContour" + OVERPRINT STROKE.

EXAMPLE:



6.3 The holes should be prepared on an additional layer as an outline and saved in a vector file. The color of the holes should be added to the library as a spot color and named „Holes" + OVERPRINT STROKE.

EXAMPLE:



6.4 The Printing House does not accept nestings.

6.5 Cut lines should always be closed paths with the outline aligned to the center.

6.6 The minimum size of the milled element is 10 cm for simple shapes (e.g. circle, rectangle) and 20 cm for complex shapes (e.g. letters).

6.7 The minimum distance between the cut lines for plotting foils is 3 mm (5 mm for foils with laminate).

TEMPLATE

In case of beachflags, windscreens, expo walls and other textile products, the designs must be prepared on printing house templates, which can be obtained from our sales representatives.

These mock-ups already contain a die made according to our specification. You only need to adapt the graphics to them paying attention to the safe area and the dimension with a bleed. Templates may be updated from time to time. Ask your consultant.

COLOUR
SEPARATION OF COLOURS

8.1 The same colour can have a different tone when printed on a different material or in a different technology.

8.2 All print files must be prepared in CMYK colour model with an 8-bit colour depth.

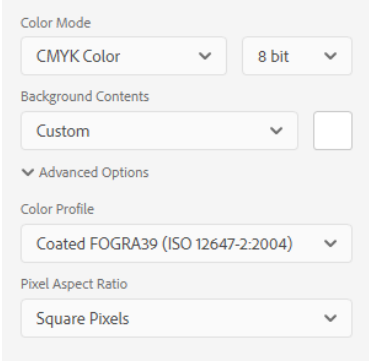
8.3 Files prepared in other colour spaces are automatically converted into CMYK colour space.

LaboPrint S.A. shall not be held responsible for colour differences occurring during the conversion.

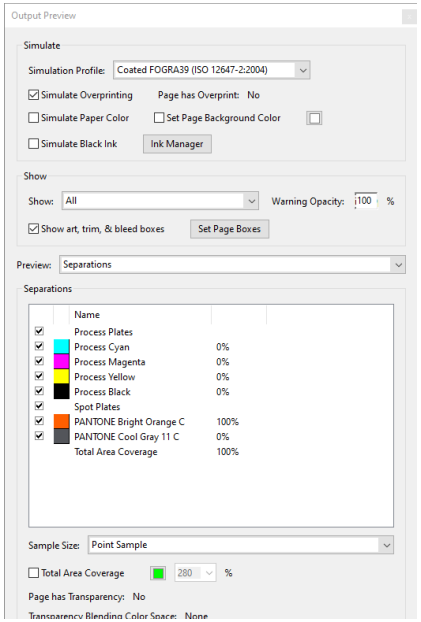
8.4 Print files MUST NOT contain ICC colour profiles.

8.5 An artwork with a spot PANTONE colour should be saved in a PDF/EPS file.

8.6 In case of spot PANTONE colours, the selected colours must be used in the file.



EXAMPLE:



COLOUR MATCHING

8.7 Printouts of PANTONE colours simulation in UV/UV Flat/Sublimation technology should be compared with PANTONE Solid Uncoated chart.

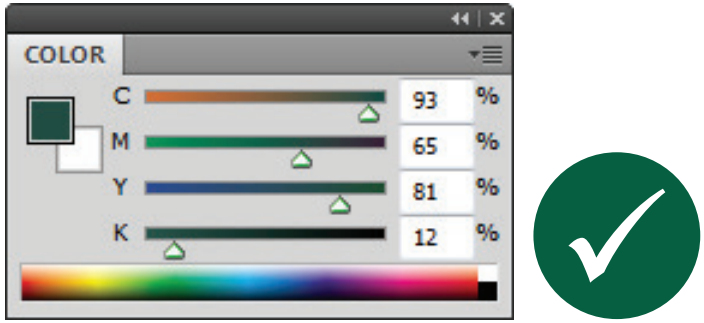
8.8 Prints of PANTONE simulation in Solvent/Latex technology should be compared with PANTONE Solid Coated chart.

8.9 It is not possible to ideally reproduce PANTONE colours in digital print. Colours on the printout may differ from the standard by one shade.

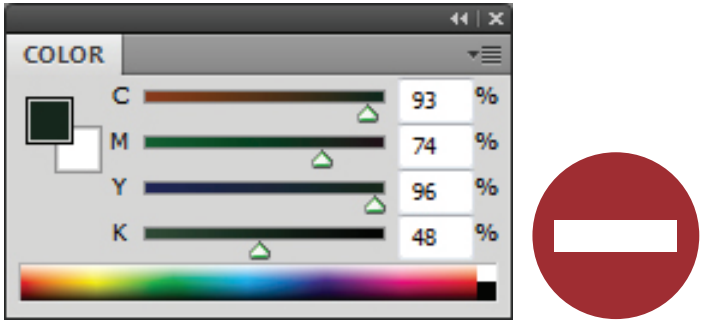
8.10 Metallic and fluorescent colours in digital printing are unattainable.

8.11 The total ink limit (TIL) cannot be higher than 300%.

EXAMPLE:



TIL = 251% < 300%



TIL = 311% > 300%

8.12 If accurate colour representation is necessary, a PROOF must be supplied.

8.13 PROOFs must be prepared after final verification of the print files.

8.14 In the absence of a colour model, the artwork is printed in accordance with CMYK colour values contained in the file.

8.15 With each resumption (reprint production) it is necessary to redo the colour matching.

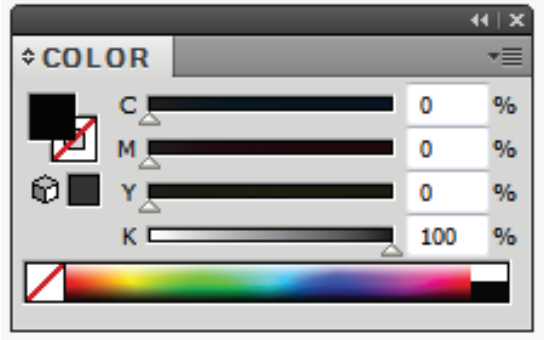
8.16 LaboPrint S.A. does not cross reference CMYK colours with RAL/HKS charts or coloured foils.

BLACK COLOUR

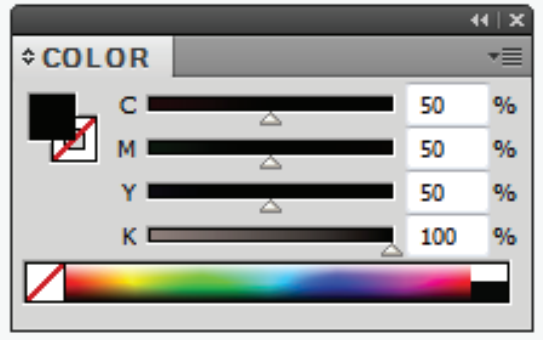
8.17 To obtain the right saturation of the black colour depth the following values must be used (depending on the technology):

CORRECT VALUES (DEPENDING ON THE TECHNOLOGY)

EXAMPLE:



SUBLIMATION

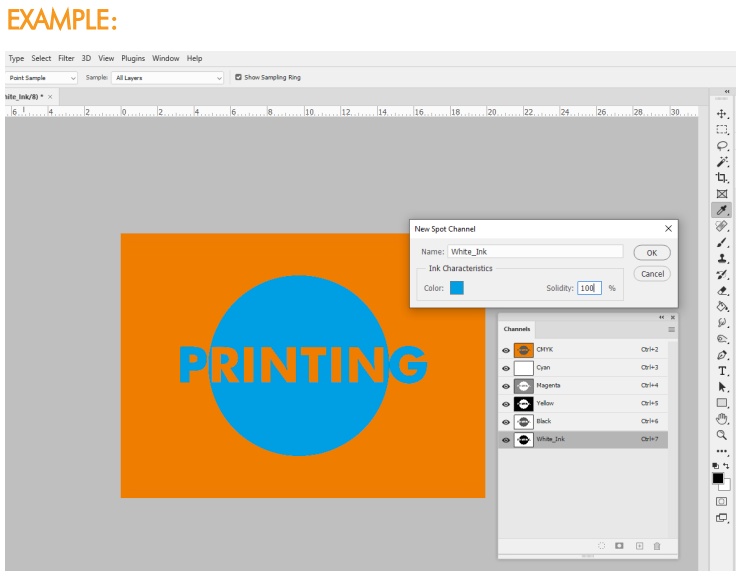


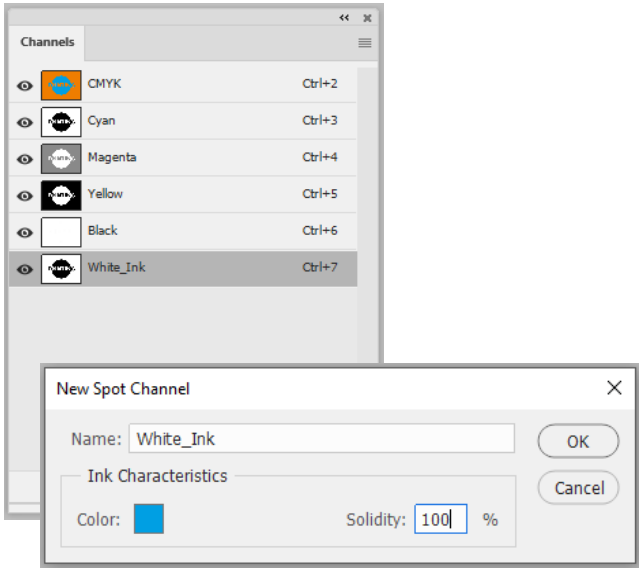
UV/SOLVENT

WHITE COLOUR

8.18 In case of a raster file, the white overprint under the part of the graphic should be prepared as a new channel of a spot colour with 100% saturation, CMYK 100/0/0/0 values and described as „White Ink".

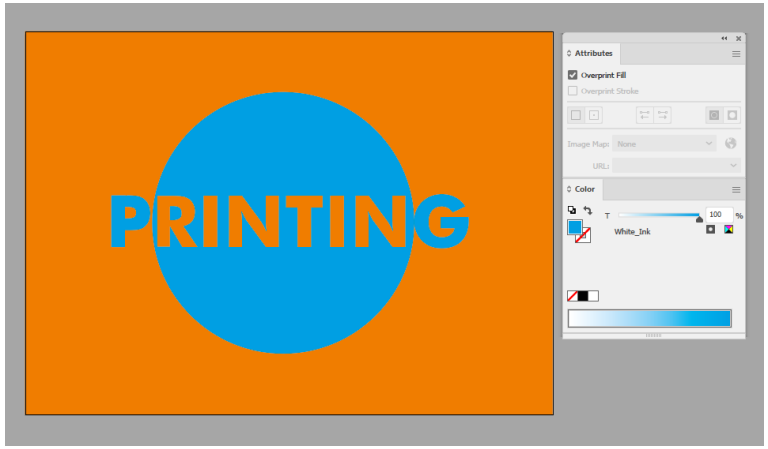
EXAMPLE:

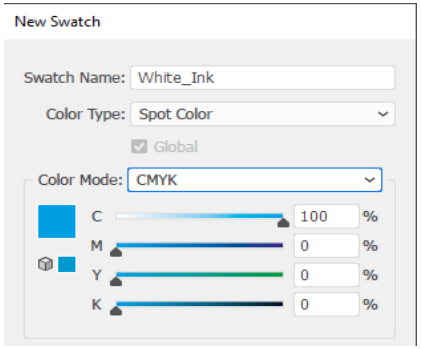




8.19 The white overprint under the part of the graphic must be prepared on a separate layer of the vector file. A new swatch of a spot colour with 100% saturation must be used and named „White_Ink" + OVERPRINT.

EXAMPLE:





DIGITAL
PRINTING LABELS

02

FILES
PREPARATION

.pdf

.ai .cdr .indd .psd

1.1 We ACCEPT finalised output files, saved in PDF format (up to 1.6 version).

1.2 Production files in other formats (CDR, AI, PSD, etc.) will NOT BE ACCEPTED.

1.3 The net size of the file should be consistent with the size given in the order (trimbox)

1.4 Bitmap resolution 300-360 dpi.

1.5 All fonts should be changed into curves - minimal font size 6pt. Minimal font height 1,2mm. (Jetrion 4900).

1.6 All graphic elements should be embedded in the file.

1.7 Please add 1mm of bleed per side in each file (bleedbox).

1.8 The minimum safe area is 1mm from the cut line.

1.9 The file should not contain any printing marks – colour scales, cutting marks and other.

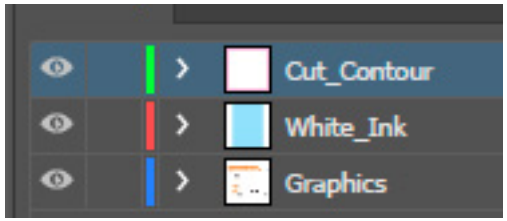
1.10 Cutting template should be saved as a separate layer defined with the **spot colour** previously saved in the colour library as CutContour – the layer has to be prepared as an overprint; in case of a missing cut contour, it will be automatically added to the net size of the file and with 2mm rounded corners.

CutContour colour should be set to CMYK 0/100/0/0 thickness 0,25pt

1.11 White underprint is used with transparent and metalic materials. Graphic elements printed with white ink should be saved as a separate layer defined with the **spot colour** previously saved in the colour library as White_Ink. **Remeber to turn overpint attribute on.**

White_Ink should be set to CMYK 30/0/0/0

Layers White_Ink and CutContour should be placed on separate layers.



1.12 Bar codes - should be saved as vector files with 100% black; otherwise, we cannot guarantee the code will be readable for the scanners. Minimal width of the code is 21mm. Black should be set as CMYK 0/0/0/100; turn off overprint on black colour.

COLOUR
SETTINGS

JETRION 4900

2.1 Black does not have to be enhanced with other CMYK colours; small texts and barcodes, must be prepared as **100%K, without other colour components.**

XEIKON 3500

2.2 Black should be set as **100%K**, it would be acceptable with other components only for works without white underprint (White_Ink).

2.3 All graphics should be converted into CMYK colour system (except for cut contour and white print elements).

2.4 Without embedded colour profiles

2.5 Spot colours (Pantone, HKS) converted to CMYK (except for cut contour and white print elements). Unconverted spot colours will be automatically converted to CMYK colour scale. Our CMS is based on ISO Coated_v2 reference profile, in accordance to which we adjust the colour profiles for our printing materials.

UPLOADING
PRINT FILES

3.1 The print files should be named in a similar manner, which also enables to easily discern each file.

3.2 The file names should not contain any special characters.

3.3 The file names ought to be in polish or English.

3.4 Files up to 15 MB can be sent via e-mail.

3.5 All files should be uploaded directly to our FTP server. Each customer has an individual access account to obtain the login information contact your advisor

3.5 **Files that are not prepared according to the Guidelines shall be printed at the customers responsibility or corrected upon the applicable fee.**

SPATIAL
LETTERS

03

FILES
PREPARATION

.pdf .eps .cdr .jpeg .ai .indd .psd

1.1 ACCEPTED closed files format .cdr, .pdf, .eps and supported by previews in .jpeg or .pdf.

NOT ACCEPTED open files formats:

1.2 Fonts should be changed to curves / outlined

1.3 Bitmaps must be embedded in the file.

1.4 Files should be saved in scale 1:1 or 1:10.

3D
SIGNS

2.1 The total size of a single object in a spatial sign (simple shapes: square, circle, rectangle, punctuation, accents, a dot above "i" etc.) can have minimum 2 cm x 2 cm for non-illuminated letters and 5 cm x 5 cm for illuminated letters.

2.2 Minimal distance between cut lines is 3mm (cutting tool size).

2.3 The minimum distance between the inner edges in a single sign is 1,5 cm (LED size).

LIGHTBOX

2.4 The size of milled elements of the lightbox should not be smaller than 10x10cm. Elements smaller than 10x10cm can be done prior to consultation.

2.5 Minimal distance between cut lines is 3mm (cutting tool size).

FONTS

2.6 Simple fonts, e.g. Arial – possible to make. Sample

2.7 Serif fonts e.g. Times New Roman – manufacturing prior to consultation. Sample

2.8 Decorative, complicated and non-standard fonts – manufacturing prior to consultation. *Sample*

MOST COMMON FILE ERRORS

TROUBLESHOOTING

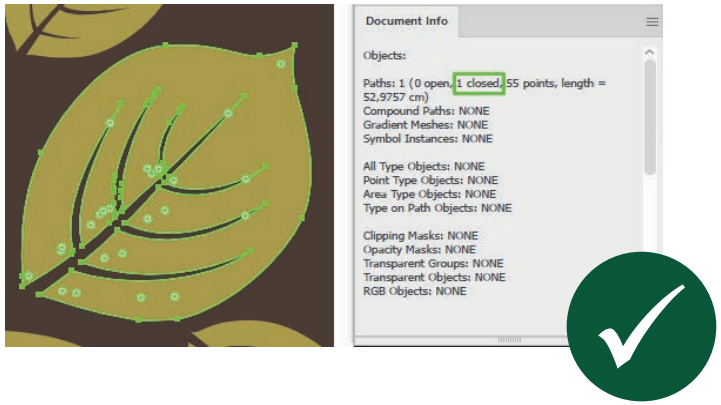
04

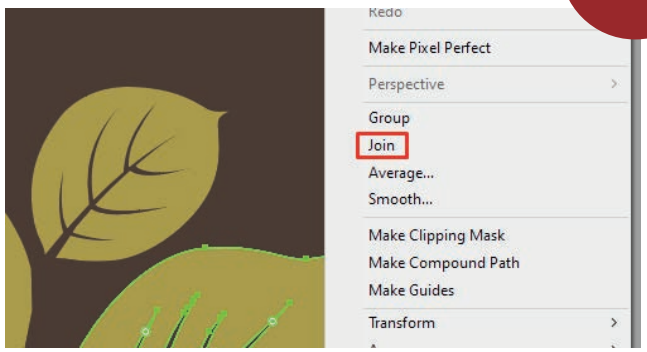
DIE-CUT

ERRORS

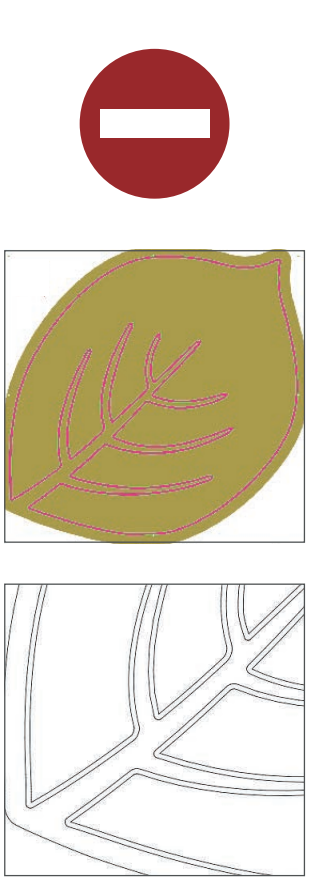
1.1 Open paths – connect separated anchor points
Make sure all cutting lines are closed. Open paths prevent the plotter from cutting the shape correctly.

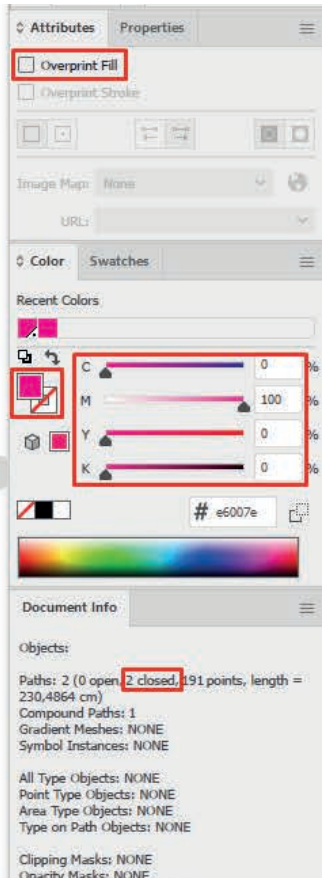
EXAMPLE:

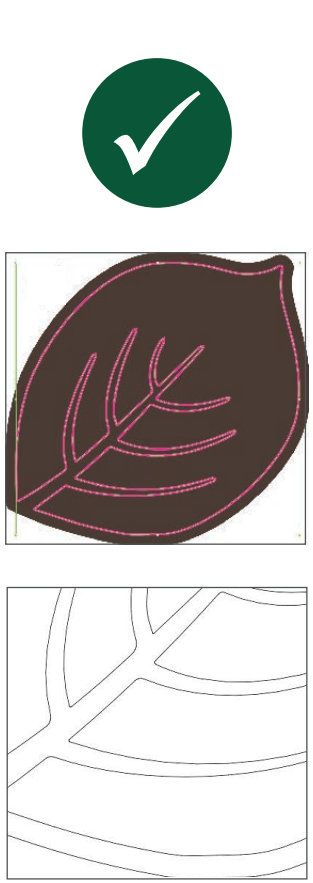


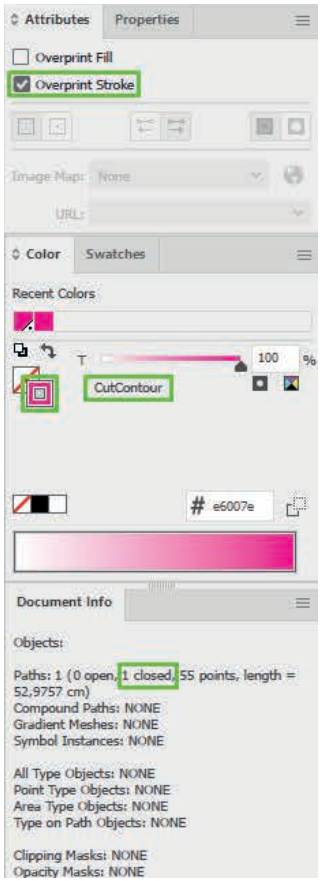


EXAMPLE:



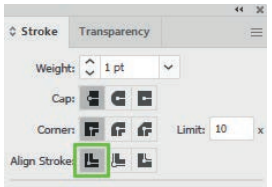






ATTENTION!

A double cut line often appears after saving the file when the die-cut line is not centered.
Check the settings, make sure the stroke is centered, and only then save the file.



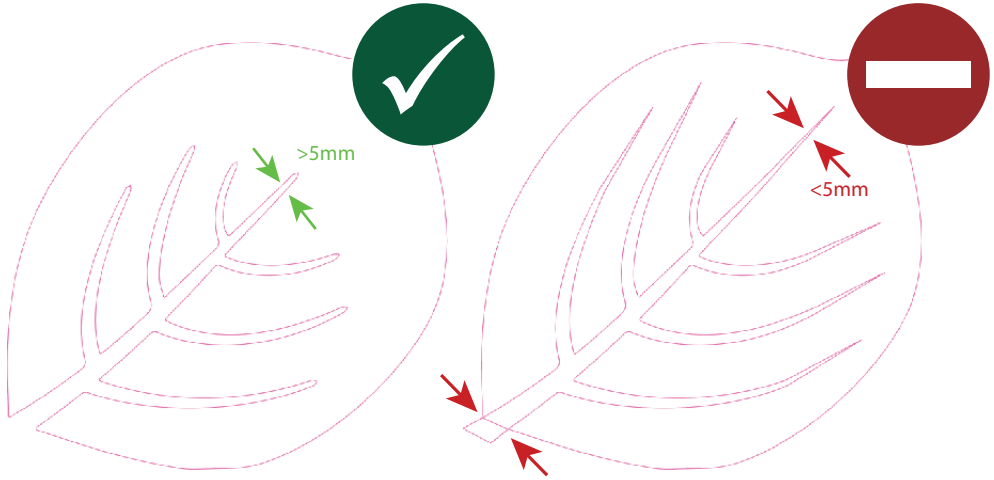
1.3 Intersecting cut lines

EXAMPLE:

Merge intersecting shapes into one object or separate them according to the specification.

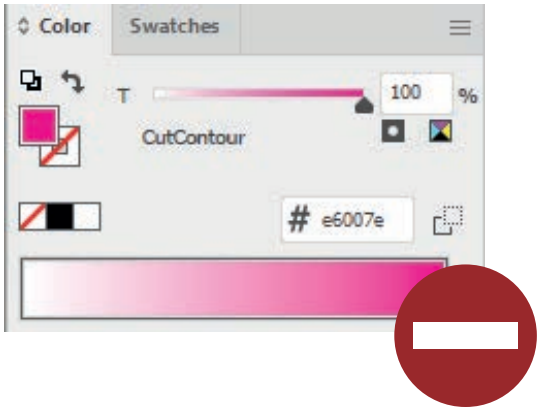
1.4 Cut lines placed too close to each other
Too small gaps between outlines may prevent proper cutting—especially in delicate fonts or intricate designs.
Widen the elements or choose a less delicate typeface.

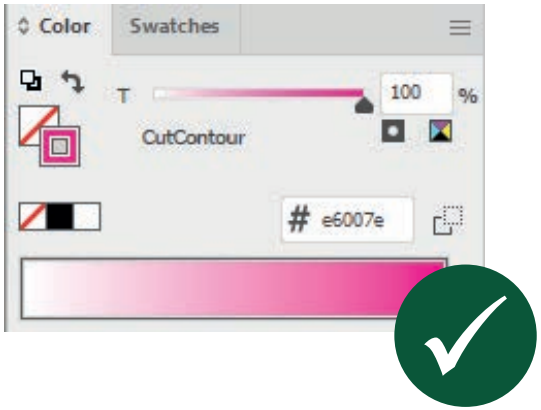
EXAMPLE:



1.5 The cut line is a fill, not a stroke
Make sure the cut line is created as a stroke, not a fill, and that it is centered.

EXAMPLE:





1.6 Missing die-cut path
To cut the print to shape, add a die-cut layer using the CutContour spot color.
Instructions for preparing this spot color are provided in the specification.

SAFE AREAS
NOT RESPECTED

2.1 Safe areas not respected
All important graphic elements (text, logos, QR codes) must be placed at a safe distance from the edges, according to the specification.

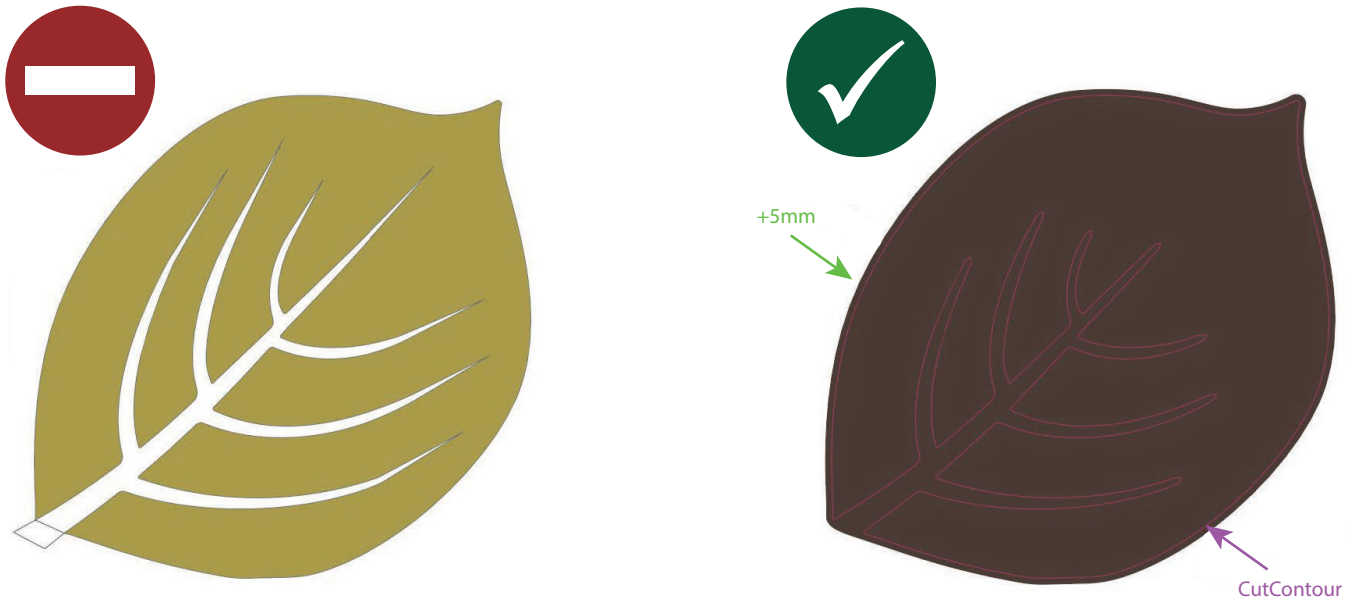
IMPORTANT!
Do not increase the file dimensions to fix this. Move the graphic elements inward so they do not touch the edges.

EXAMPLE:

2.2 Missing bleed

Bleeds must be 0.5 cm for all finishing types. This is the area extending beyond the final format and should contain a continuation or mirrored extension of the artwork.

EXAMPLE:



FONTS

NOT CONVERTED TO OUTLINES

3.1 Fonts not converted to outlines
All text must be converted to objects (outlines) to avoid issues with missing fonts.
– Illustrator: select all (Ctrl+A / Cmd+A), then Ctrl+Shift+O / Cmd+Shift+O
– Corel: select all (Ctrl+A / Cmd+A), then Ctrl+Q / Cmd+Q

EXAMPLE:

“Cutting marks”
(PDF slicing artifacts)

4.1 “Cutting marks” (PDF slicing artifacts)
Slicing artifacts may appear if the file was exported to PDF version 1.3.

IMPORTANT!
To fix this, open the source file (.ai, .cdr, etc.) and re-export the project to PDF version 1.0.

EXAMPLE:

OVERPRINT

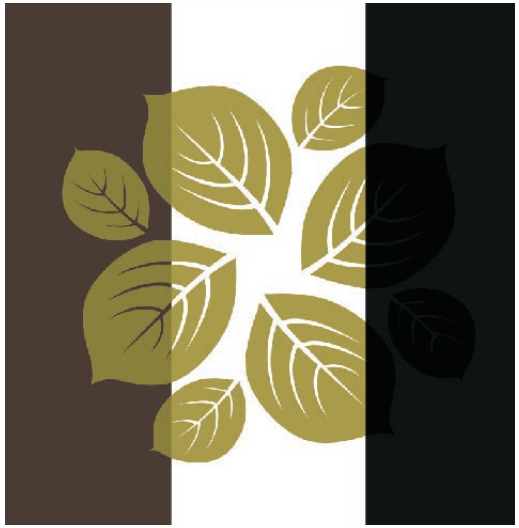
5.1 Overprint

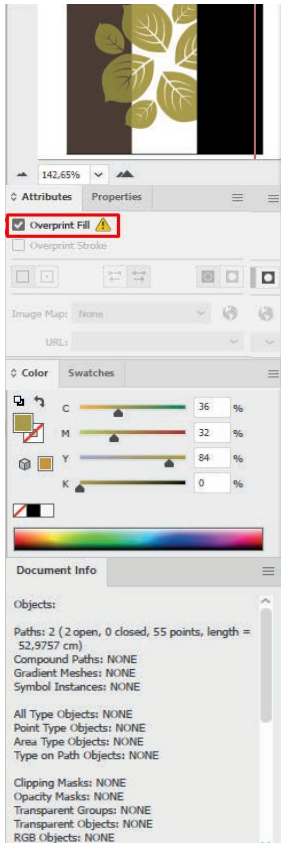
This function prints one color on top of another instead of knocking out the color below.
It can cause unexpected color changes in the final print.

Make sure that:

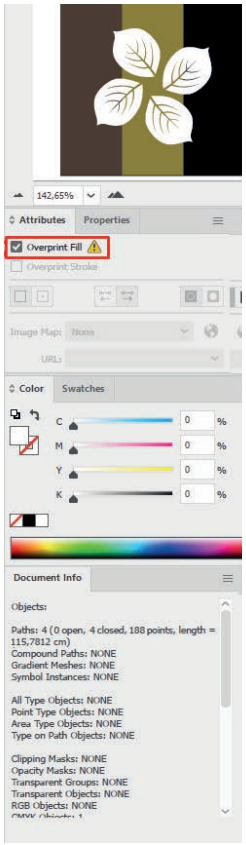
– Overprint is OFF for all printable graphics
– Overprint is ON for the die-cut line (CutContour) and all elements printed in white ink (White_Ink)

EXAMPLE:





(printing white CMYK 0/0/0/0
causes the elements to disappear)



COLOR

BLACK AND WHITE_INK

6.1 Incorrect black values
The print shop uses specific black color builds to ensure the highest print quality.
Correct black values for each technology can be found in the specification.

6.2 Missing White_Ink layer (spot color)
If the project requires printing with white ink, you must add a White_Ink layer.
Detailed instructions can be found in the specification.

OTHER

OTHER FILE ERRORS

7.1 Template errors
– Make sure you are using the latest templates downloaded from the print shop's website and that the chosen size (S, M, L, XL) matches the order.

7.2 Corrupted file
– Upload the file again and check if its size matches the original. Differences in file size may indicate corruption.

7.3 Missing scale
– The print shop accepts files only in scale 1:1 (final size) or 1:10 (reduced by factor 10).

IMPORTANT!
If you prepare raster files (tiff) in 1:10 scale, their resolution must be increased ×10.
After saving, check if the file size matches the source.

7.4 Incorrect dimensions
– Check if the trim box in the PDF is set correctly—it must match the dimensions stated in the order.

7.5 Poor quality
– Make sure the files are of sufficient quality for printing. The graphic designer does not report quality issues unless an additional material-verification service has been ordered.