



Paragraph

INFO@PARAGRAPHINC.CA
T. 514 735-7770

TECHNICAL DATA SHEET FOR PRINT-INTENDED DOCUMENTS

The most recent version of this document is available on our website under the "Toolbox" tab

<https://paragraphinc.ca>



PREPARATION AND FORMATTING OF PRINT FILES



ADOBE ACROBAT (.PDF)



In most situations, PDF is the preferred format for fast and economical processing.

- Provide high resolution PDFs.
- Export books in single pages and foldouts in spreads.
- Include crop marks and bleed.
- Do not flatten transparencies.



ADOBE INDESIGN / ILLUSTRATOR



Sometimes it is preferable to send more complex projects in one of these two formats. Although they require more precautionary measures, the documents will be processed by our experienced team.

- Include the fonts or outline them.
- Provide or embed the pictures.
- If possible, identify layers and turn off any unused ones.
- Provide a visual for preview.



OTHER FORMATS



These types of software will certainly complicate or slow down the processing of your files :

- Adobe Photoshop (as page layout)
- Quark Express
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Publisher



Dear customers,

Significant changes are coming to Paragraph! To better serve you, we have updated our technical specifications datasheet and implemented new software to be more efficient processing your files. Additional information can be found on our website under the "Toolbox" tab.

This change is also in accordance with our mission "to continually strive to be a national leader in innovative and comprehensive solutions for integrated communications and document management".

Please communicate directly with your Sales representative for any questions.

Thank you for continuing to entrust your business to Paragraph.

- The Paragraph graphic studio team

**"TO IMPROVE IS TO
CHANGE; TO BE PERFECT
IS TO CHANGE OFTEN."**

- WINSTON CHURCHILL

FILE TRANSFER

It is suggested that you compress your files in .zip or .rar format to avoid corruption of certain images or fonts.

We also have a FTP server where you can safely upload your documents files:

address
user
password

<https://ftp.paragraphinc.ca>
ftpuser
para



GENERAL TECHNICAL SPECIFICATIONS TO BETTER ASSIST YOU WITH THE LAYOUTS OF YOUR PROJECTS.

It is recommended that you follow them to maximize your experience as well as to avoid any additional delays and costs. Should your project require additional specific needs, we will be happy to discuss them with you and propose alternate possibilities.



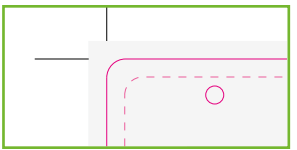
PAGE FORMAT

- Provide a document cropped to the final size.
- Place crop marks, fold marks and perforation marks outside the bleed.
- Provide a bleed of at least 1/8" to the final size.
- Allow a 1/8" safety margin within the visual.



TAILORING (CUTTING AND FOLDING)

- Identify the various elements by assigning them a spot colour (e.g.: cut, score, perf etc.)
- Place lines on top of the visual in overprint.
- Allow for shrinking for wraparound folds.
- Minimum rounded corner radius : 1/8"
- Minimum hole diameter : 1/8"



GRAPHICS

- Black graphics and text will be set to overprint.
- For large surface areas, it is suggested that you apply a rich black to cover the graphics underneath. (e.g.: C 40 / M 30 / Y 25 / K 100)
- Do not apply trapping for the colours.



COLOUR AND TRANSPARENCY

- Favour CMYK mode for the colour space of the document.
- RGB photos and graphics will be accepted, but will be converted to CMYK for printing. In these situations, it is strongly recommended to request an *Epson* proof, otherwise we cannot be held responsible for any color shift.
- Be sure to convert spot colours to CMYK if they are not intended for printing. Otherwise, the conversion will be done by our in-house systems.
- Avoid assigning transparencies to spot colours.



MINIMUM STROKE SIZE*

- Offset 0.5 pt
- Digital 0.5 pt
- Large Format..... 1 pt
- Hot Stamping 1 pt
- Embossing 1 pt



MINIMUM TEXT SIZE*

For regular sans serif fonts (e.g.: Arial, Helvetica)

- Offset 4 pt
- Digital 5 pt
- Large Format 6 pt
- Hot Stamping 6 pt
- Embossing..... 6 pt



OPTIMAL IMAGE RESOLUTION

Colour and grayscale images :

- Offset 300 dpi
- Digital 300 dpi
- Large Format 200 dpi

Bitmap images :

- Offset 600 dpi
- Digital 300 dpi
- Large Format 200 dpi



PREMIUM FINISHES

- Identify the various elements by assigning them a spot colour. (e.g.: matte varnish, hotstamp, emboss etc.)
- Place embellishment on top of the visual in overprint.
- Respect the minimum sizes.



FPO (FOR POSITION ONLY)

- Bar code; identify the position, number and, if possible, confirm the type of code required.
- FSC certification; specify the position and provide enough clearance to meet their standards.
<https://ca.fsc.org>

*For reference only, may vary depending on the material used.

*For reference only, may vary depending on the material used.

