



This guidebook is addressed to preprint competent operators and graphic designers to help them to create graphics for **CartoFM**. It allows us to reduce as much as possible the request for corrections and to grant a rapid and quality CTP output, thus avoiding errors and difficult placing operations in the printing dashboard.

This guidebook is composed of numbered PDF:

- 1 - **Guidebook** for preprint (it shortly points out the basics for preprint)
- 2 - **Guidebook for graphics and clear zone** (reduced illustration for the placing of the graphic part respecting the reserved spaces)
- 3 - **They are the official die cut outlines in 1:1 scale**  
to use in order to carry out the work (they can be imported into the graphic program – if you like)  
Working **directly inside** them, you can make a **simultaneous comparison** of the spaces **with no need for any measurements**
- 4 - **Measurements** of die cut if you like **manually setting** them in your own document.
- 5 - **Authorized** by Posta Target
- 6 – **Working scheme** in which you find **the working Principle** and the **final measurements** of the product when it is used.  
We hope to succeed in creating a fruitful collaboration.

Best regards

## ***specifications***

The PDF must be oriented to the preprint  
**compatible with ACROBAT 5 - vers. 1.4**

Create 2 separate PDF (Inner side and outer side)

To facilitate the alignment in the printing dashboard  
the PDF must be created **centring the work**  
in the format A3 (PDF no. 3)

## ***to be remembered***

### **FONT:**

Incorporate the fonts in the PDFs

### **COLOURS:**

Final work carried out in four-colour process: **convert possible pantoni in CYMK**  
**except the pantoni used as guidance (die cut, masks, references, etc.)**

Final work carried out in spot colours (Pantoni): **standardize the name of the colours of the various objects**

### **OVERPRINT:**

**Set the outlines used as guidance (die cut, masks, references, etc.) in OVERPRINT**  
**on the contrary remove THE UNNECESSARY OVERPRINT from all the other elements**

Inside the **graphic space** (except the backgrounds which exceed the **trapping space**) place  
the various objects (inscriptions, brands, etc.) at a **reasonable distance** from perforations, creases  
and  
fore-edge of at **least 3 mm**.

PDF files are preferred, only optionally, for possible easy last-minute changes.  
They can be accompanied by their native files, including FONTS and ELEMENTS  
connected to them (compatible with the plate and the software used by us).