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Guidelines for submitting printing files

Information about file delivery guidelines

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In order to ensure a reliable, seamless production process, we would like to inform you about a number of essential, mandatory on the following pages. They apply in addition to GGP's relevant delivery and payment terms.

You can obtain the current version of these guidelines from the *Service* section of our website.

You will also find presets for exporting PDF files from Adobe InDesign, which you can use to prepare your print-ready files.

Overview of key points

Below is a brief summary of the key points of the file delivery guidelines. A detailed, extensive summary can be found on the subsequent pages.

Print production parameters

File delivery	Via P3 (GGP's Printer's and Publisher's Platform)
File naming	<ul style="list-style-type: none"> In the following format: ISBN_EditionCount_DocumentCategory_Author_ShortTitle.pdf A reference list is required if a work page folio is used <p>See: <i>page 4</i></p>
Production using black Separation Versioning	<ul style="list-style-type: none"> One four-color (CMYK) file with all non-changing elements per page One unicolor file with all changing elements per page and version <p>See: <i>page 10</i></p>

Document properties of delivered files

File format	<p>One-page PDF files complying with the PDF/X-1a:2001 standard. If this is not possible, the following criteria in particular must be met:</p> <ul style="list-style-type: none"> For color production Individual PDF pages. For single-color production, please provide a multi-page PDF file containing the entire content. CMYK color space as well as special colors by agreement The correct color profile has been used (See: <i>page 11</i>) No transparencies Fonts are embedded Trim box corresponds to net page size Elements in 100% black set to <i>Overprint</i> White Elements set to leave <i>blank</i> Halftone images: minimum resolution of 300 dpi Line images: minimum resolution of 1200 dpi <p>See: <i>page 5-9 and 12</i></p>
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Print production parameters

File test before production

We can carry out a file test on request before production begins. Please send us **several representative pages** at least 10 working days in advance.

The files will be checked for technical processability only, and the results provided in a brief report.

Any deviations from our specifications must be corrected before production starts.

File delivery

We make a portal available to enable you to transmit your print files. Please contact your account manager in good time when you are ready to do so. You are responsible for ensuring your print files are transmitted on time without errors.

File naming

Delivered files must be named according to the following model:

ISBN_EditionCount_DocumentCategory_Author_ShortTitle.pdf

- **ISBN: 13-digit ISBN without hyphens**
- **Edition count: Edition 1 = 001 / Edition 2 = 002 / etc.**
- **Document category: e.g. contents = INH, brochure cover = BU, endpapers = VNS**
- **Author and short title**
- e.g. 9783641000000_001_INH_SampleAuthor_SampleTitle.pdf
- e.g. 9783641000000_002_SU_SampleAuthor_SampleTitle.pdf

File names cannot contain special characters or spaces.

If you use work page folios, we require a reference list for the sequence of pages in the final print product. This must match the impositioning scheme and must be provided no later than the delivery of the production files.

Supply of monochrome Text Files

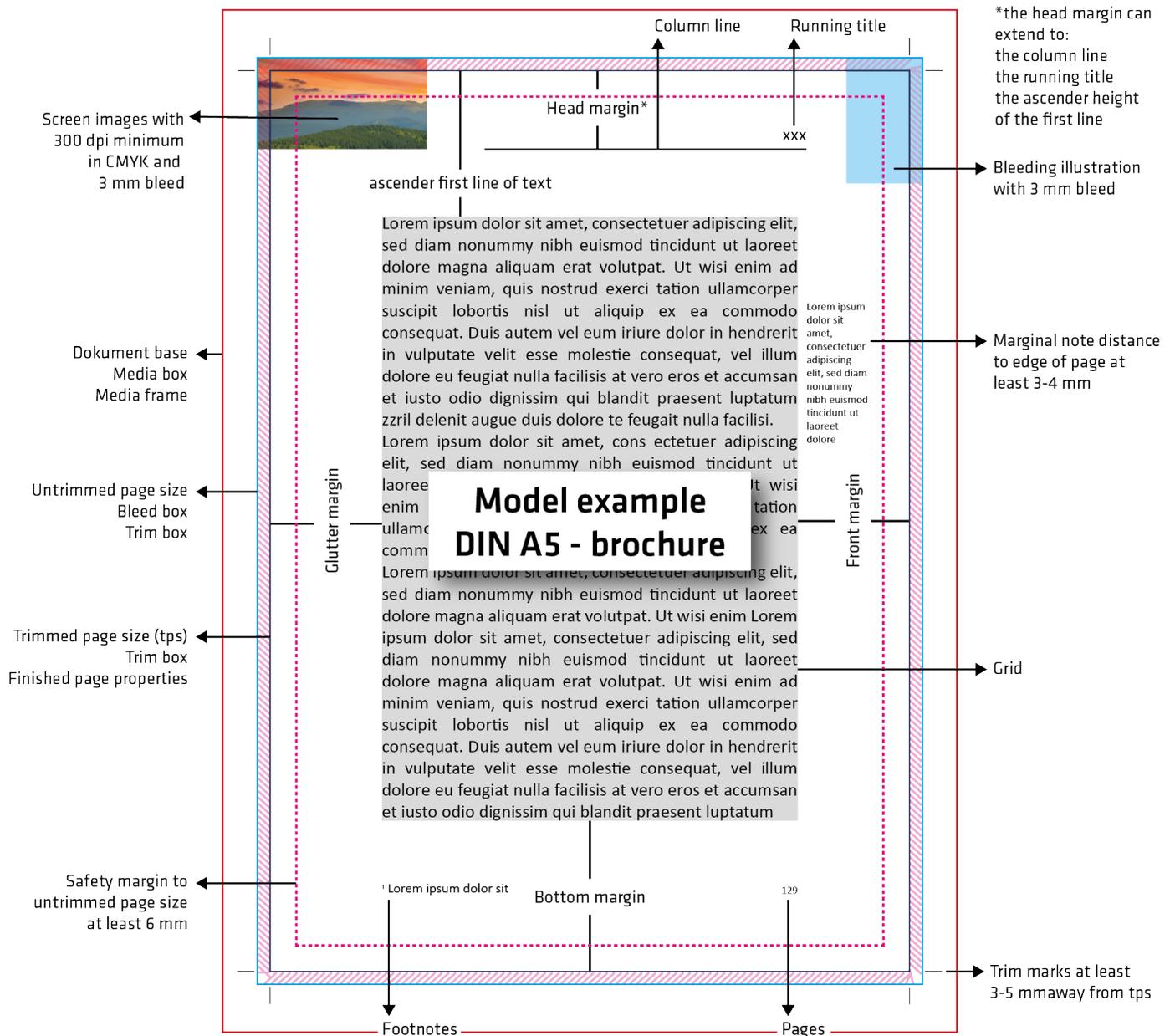
- Files have to be delivered as one single PDF document, containing all pages as continuous single pages.
- The pages have to be identical in size and position. This indicates that the size of media boxes and trim boxes have to be the same on all pages. Eventual shifts in X or Y direction should not differ from each other.
- All marks within the trim boxes are being interpreted as printed elements by our workflow. Wrongly placed trim marks and register marks are being printed as well.
- Bleed marks and non-printing page information are not required or must be at least 3 mm away from the final format (trim box). Full-bleed images must be created with a bleed of 3 mm.
- All elements have to be created as grayscale. Text is created in 100% black.
- RGB files will not be accepted.
- The files should not contain any ICC tags (color profiles).
- The files should not contain any layers.
- Logos of certificates (like FSC, PEFC) must be placed according to the relevant guidelines (distances, sizes).
- In case of production with special colors like Pantone or HKS, files can be created. Note that one color is required to have the same name throughout all of the files. Special colors need to be named as such. The exact color designation (according to the catalogue) must be used.

We recommend our Joboptions **GGP-Media-Standard-SW-Produktion.joboptions** for the PDF-export from InDesign with monochrome typesetting documents.

The joboptions GGP-Media-DotGain-20.joboptions have to be used for exporting colored typesetting documents that will be produced in greyscale from InDesign.

Download: <https://www.ggp-media.de/service>

On the following page you find an example of correct page-geometry and file creation.



Untrimmed page size: 154 mm x 216 mm

The format in which your print file is delivered. This format includes: 3 mm bleed. We remove the bleed during production. Please always place backgrounds and objects that fall off the edge of your untrimmed file format to avoid white margins.

Trimmed page size: 148 mm x 210 mm

This is the format in which you receive your finished product.

Safety margin: 6 mm (on all sides of the page)

The safety margin refers to the trimmed page size and is necessary to avoid trimming of text and other elements on the page during production.

Document properties of delivered files

File format

Our workflow supports all common PDF-X standards, but for optimal implementation of our requirements we recommend using the **PDF/X-1a:2001** standard and **PDF version 1.3**.

If the file format **PDF/X-1a:2001** cannot be delivered, the following properties in particular must be met:

- The file only contains **CMYK** elements. Special colors may be used if text format has been agreed beforehand
- All content is included in the correct color profile in accordance with the valid ISO 12647-2 norm. See paper classification in the *Delivery of proofs* section on *page 11*
- All fonts used are embedded
- The pages include a trim box in the same position as – and of an identical size to – the final trimmed format
- If not otherwise requested from a design point of view, elements that are colored 100% black are set to *Overprint*
- White elements set to *Knock out*
- Halftone images have a resolution of **at least 300 dpi**
- Line artwork has a resolution of at least 1200 dpi
- Barcodes are delivered in 100% depth as vectors or with a minimum resolution of 1200 dpi.
- Any trim marks must be included at a margin of at least 3 mm to the net page size.

Bleed

We require no less than **3 mm bleed** on all four sides. Relevant information must be placed at least 3mm from the edge of the page on all four sides.

Minimum font size

The minimum positive and negative line width is **0.05 mm when a solid color is used** and **0.25 mm for a half-tone line**.

Special colors

Special colors must be created in the print file as a separate color channel and with the correct naming convention.

Own color names or incorrect syntax are not permitted, and the basic colors CMYK are also not used as a color channel for assigning a special color.

Example: Printing with Pantone or HKS colors: PANTONE 108 C/U, HKS 13 N/K

A special color must always be created according to the same scheme:

PANTONE or HKS must always be capitalized, followed by a space, then the correct color number, another space and then the U for uncoated or C for coated (PANTONE), or K for coated or N for uncoated paper (HKS). The letters must always be capitalized.

Fonts

The following applies to the use of fonts:

- **Variable fonts** must not be used. We accept no liability for faulty print results resulting from their use, as correct reproduction in print cannot be guaranteed.
- Please ensure that the **font licenses** used expressly permit use in print.
- **Web fonts** or other fonts not licensed for printing should be avoided, as these are often optimized for screen display and may be interpreted incorrectly or displayed incompletely in print.

Screening

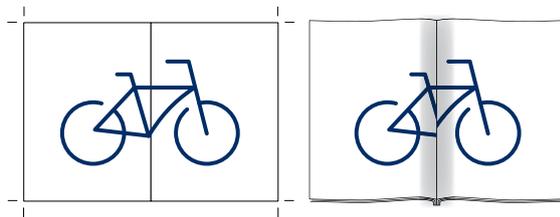
Pre-screened data is processed exclusively in AM screen, and we accept no liability for the error-free processing of FM screen. To avoid moiré effects and possible tone value distortions, we generally recommend that such files are descreened in advance.

For black-and-white only images (manga), the files must be created as a 1-bit bitmap between 1200dpi.

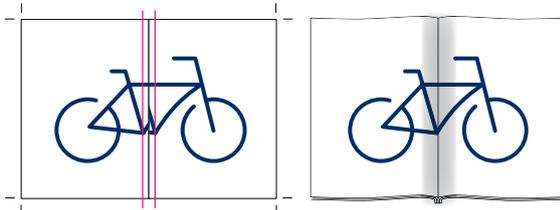
Glued cover margin adjustment

On brochures, the cover is glued to the spine with a narrow line of glue on both sides. This means that an area of **5 mm** is not visible on the spine. To ensure a correct image transition for a motif that extends over the front inside cover and the first page of the contents, the motifs on both sides must be moved 5mm out from the spine in the layout. The same applies to the transition from the last page of contents to the back inside cover.

A spread image on inside pages must also be adjusted, as an inner margin area would be concealed by the binding on both pages of the perfect-bound end product. Here we recommend shifting the motifs **5 mm** away from the inner margin on each page.



without margin adjustment



with margin adjustment

Visibility of graphics that extend across the inner margin of a perfect-bound product.

The left-hand images show the layout programme view in each case, with the finished product view on the right.

Version and language changes in black

For producing versions through changes only in the black plate, the cyan, magenta and yellow printing plates of the base version are combined with the black printing plates of the respective alternate versions.

For implementation, we require a 4-color composite file per page containing all non-changing elements as the basis.

In addition, for each page and for each version, a file containing all changing elements is required.

This file must meet the following requirements:

- All variable elements must be set in 100% black, configured to overprint and must not contain any transparency effects.
- Variable elements must not include any colored objects or reversed (negative) elements.

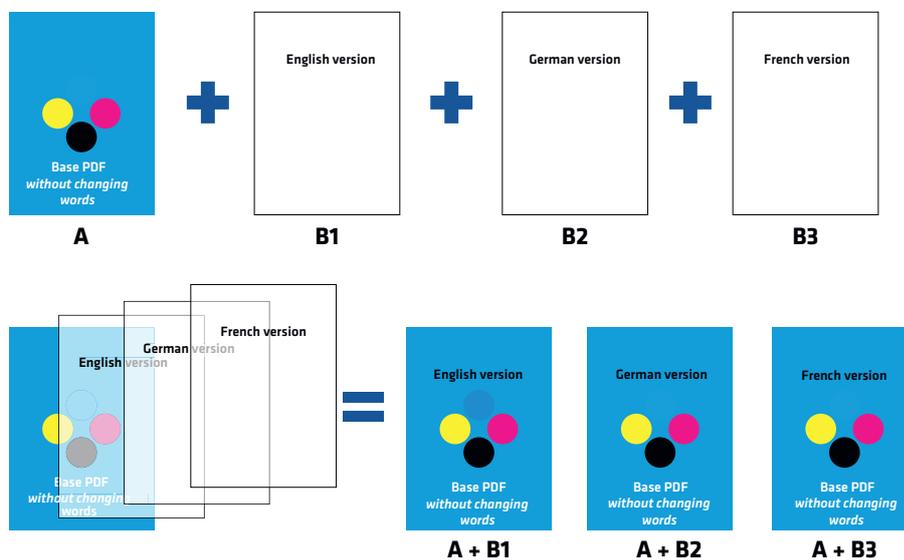
Language and version changes must be clearly identifiable from the file name.

Within a single alternate version, the file name should differ only by the page number.

Example:

9783641000000_001_INH_DE_SampleAuthor_SampleTitle.pdf

9783641000000_001_INH_GB_SampleAuthor_SampleTitle.pdf



Combination of 4c original version with purely black change versions

Supply of proofs

A valid proof provided by you must meet the following requirements:

The proof has been produced in accordance with the current **DIN-ISO 12647-2** norm for standardised offset printing. The **correct ICC profile** corresponding to the type of paper used for the end product is utilised to produce the proof. The proof profile and the file profile match. The proof has been produced using the same files that will be provided to the printing company for print production.

The following information must also be noted on a delivered proof:

- File name of the proofed file
- Type of proof equipment used
- Proof profile used
- Date and time of proof production
- Date and time of most recent calibration of proof equipment
- Control strips in the form of the current original-sized Ugra/Fogra media

The proof is tested using the control strip verification process. The result must be noted on the proof (e.g. using an adhesive label or overprint).

The tolerance specifications of the relevant **DIN-ISO 12647-7** apply. Mixed usage of soft proofs (approval on a color-consistent monitor) and delivered hard proofs is not permitted.

Papertype	ICC profile	Char file
Paper type 1	PSOcoated v3 (bright white with brightener) ISO Coated v2 (white without optical brighteners)	Fogra 51 Fogra 39
Paper type 2	PSO LWC Improved	Fogra 45
Paper type 3	PSO LWC Standard	Fogra 46
Paper type 4	PSO MFC Paper	Fogra 41
Paper type 5	PSOuncoated v3 (Offset with) PSO Uncoated ISO12647 (book paper) ISO Uncoated Yellowish (for yellowish book printing papers without optical brighteners)	Fogra 52 Fogra 47 Fogra 30
Paper type 6	SC Papier (for SC-A Paper) PSO SC-B Paper (for SC-B Paper)	Fogra 40 Fogra 54
Paper type 7	PSO INP Paper	Fogra 48
Paper type 8	PSO SNP Paper	Fogra 42

The classification corresponds to the current **DIN-ISO 12647-2** norm. The ICC profiles of the paper types can be downloaded from the following website: <http://www.eci.org>

Supply of finishing files

- Files for creating finishes must have the following properties:
- A separate PDF with a unique identifier must be created for each finishing process.
- All elements must be created as solid elements with 100% black. They must not contain any grayscale.
- Varnishes must not be placed in the trim or fold area, as it may crack in these areas. The only exception to this is high-gloss varnish.

For finishes with hot and cold foil the following rules apply:

Use of cold foil

Cold foil is printed first, with all other colors printed on top of it. Therefore, depending on the colors used, trapping must be applied to the files.

- Standard trapping: 0.2 pt
- Trapping for dark colors (dark blue, dark green, etc.): 0.3 pt
- Trapping for light colors (pastel shades, beige shades): 0.15 pt
- The elements for cold foil finishing are created as a special color in the normal print PDF file.
- The special color is clearly named.

Background areas printed on cold foil are worked 1:1, i.e. without any spread. Precise printing of small text sizes and line thicknesses is possible. For text sizes from 2.5 pt, for line thicknesses from 0.25 mm. Cold foil can be printed in halftone (e.g. in images or gradients). The minimum halftone value is 10%, the maximum 80%. Cold foil is treated as a special color and must be created as a fifth color in the print file. It must not be created separately, as this makes file checks impossible.

Example

- CFS = Cold Foil Silver (is displayed blue - as a solid color in 100% cyan)
- CFG = Cold Foil Gold (is displayed green - as a solid color in 100% cyan and 100% yellow)

Use of hot foil

The following requirements apply to the hot foil system:

- The slide hotfoil must be created as vector graphics (line drawings) or alternatively as bitmaps with a resolution of at least 1200 dpi.
- The areas must be created in 100% black.
- The file must only contain the hot foil elements (no other design or print elements).
- Elements must be set to overprint.

Use of matte and glossy lamination

The use of film lamination (matte or glossy) can lead to a significant color change in the printed image. By using the ECI finishing profiles for matte or glossy film, these color changes can be simulated in advance and the print file can be corrected accordingly.

Old finishing profiles for Fogra39 standard (yellowish image printing papers):

Matte film simulation profile: Fogra49 - PSO_Coated_v2_300_Matte_laminate_eci.icc

Glossy film simulation profile: Fogra50 - PSO_Coated_v2_300_Glossy_laminate_eci.icc

New finishing profiles for Fogra51 standard (image printing paper with optical brighteners):

Matt film simulation profile: Fogra56 - PSO_Coated_v2_300_Matte_laminate_eci.icc

Gloss film simulation profile: Fogra57 - PSO_Coated_v3_Glossy_laminate.icc

If you have any questions about the correct use of the finishing profiles, please contact our prepress specialists.

Delivery for printed edges

File supply

- single page PDFs
- portrait
- with trim box in trimmed page format
- without trim marks
- with 3 mm bleed all around the image
-

Example:

book block = 125 mm x 215 mm x 37 mm
 head and foot of printed edges = 131 mm x 43 mm
 front of printed edges = 221 mm x 43 mm

- image resolution at least 300 dpi
- we recommend 1,200 dpi for line images/ illustrations
- file profiles subject to text paper used
- (see table on *page 11*)

File name

head of printed edges = TitleName-head.pdf
 front of printed edges = TitleName-front.pdf
 foot of printed edges = TitleName-foot.pdf

Layout

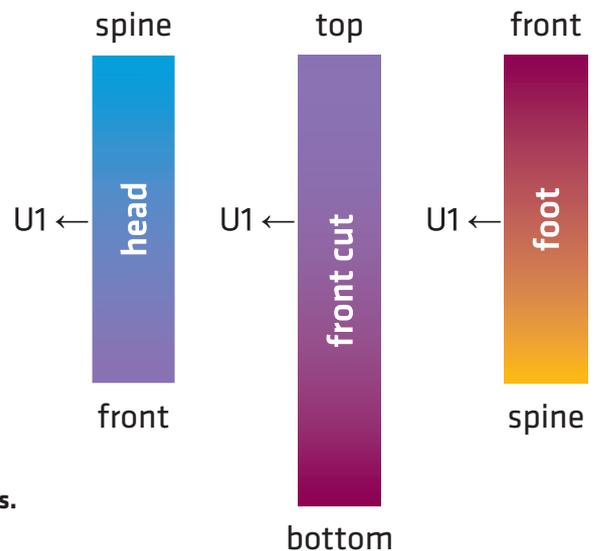
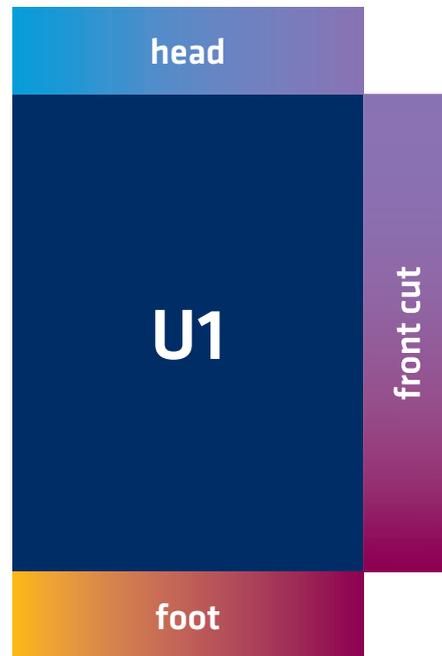
To rule out any errors, we also need a layout file.
 This must be delivered as a PDF.

Terminology:

For describing the position in detail please use the following terms:

- front cover (U1)
 - spine
 - front, head and foot
- } see sketch

Please note that an exact color match between cover and the printed edges is not possible due to the different materials.



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