



## Delivery Specifications

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## General specifications & instructions

In order to achieve perfect print quality and a fast order flow, it is important that the files are delivered as complete as possible. The guidelines below are leading. If the files supplied do not meet these criteria, this can cause delays in production and extra costs to make the visuals print-ready.

### Supplying files

You can supply files via the options below:

- USB memory stick / external hard disk
  - E-mail, files up to 20MB
  - Wetransfer
  - FTP ( place the file on FTP with the order number)
- Address : <http://ftp.tve.nl> Login data on request

If you place an order via the webshop, the file must be uploaded in the webshop.

### File types

We accept the following file types:

- PDF
- TIFF ( compressed with LZW )
- JPEG
- PNG

We also accept files created as open files with the following software packages:

- AI
- PSD ( if possible deliver your file as 1 layer )
- INDD ( packed as one package, this means including fonts / images / any extra parts of the file )

### Dimensions

You can deliver your files at 100% or at 10%.

If you deliver a PDF file, this can be formatted on a maximum of 5 x 5 m. If the file is larger than 5 metres, you should save it at 10%.

### Resolution

When does the file have sufficient resolution?

If the file is larger than 100 x 100 cm, it is best to deliver it at 72 DPI. If the file is less than 100 x 100 cm, we advise you to deliver it at 300 DPI

If you supply the file at 10%, please ensure that you increase the DPI value x10. To ensure that the resolution of the file is good at the desired format.

### Cut-text

Always deliver the file without cut-text.

### Colour references:

Always design the file in CMYK colours.

All other colour types are converted to CMYK. Because other colour types ( for example: RGB or LAB ) are converted to CMYK, colour deviations can occur compared to the desired result.

If you supply a PMS value, it will remain the same and we will approximate it as closely as possible.

### Deep black

In order to generate a deep black colour in your product you should follow the CMYK colour values below:

C:50 M:50 Y:50 K:100

### Font size

If you have small texts in the file we recommend a minimum font point size of 14.

The fonts in the file must be converted into letter contours. If this is not done, problems may arise where you get a different result.

### Lines

For lines, the minimum thickness is 0.25pt and for diapositive lines 0.5pt. If you keep to these line thicknesses, a line will remain visible.

### Does the image fall into the tunnel?

Would you like to know if an important part of the image will fall into the tunnel or the quilting seam?

At the section 'Indoor banners and tunnel fabrics' you can find the safety margins we apply to the various tunnel formats and materials. This section can be found on page 3 in our supply specifications. Do you still have questions or doubts? Please contact us and we will be happy to help.

## General specifications & instructions

### Transparencies

**Objects with a line/fill colour in overprint are recognised and then merged.**

The colours of file elements with overprint are added together. If overprint is on in an element, it may happen that other objects above it are suddenly no longer visible. This overprint can be simulated in Adobe Acrobat Pro.

To do this, navigate to 'Print production' > 'Output preview' > 'Simulate overprint'. To turn overprinting on or off, go to 'Window' > 'Characteristics' > 'Overprinting'. Fill or 'Line overprint' must be turned off in Adobe Illustrator and Adobe InDesign.

### Bleeds & margins

**Please deliver documents with bleed and without cut-text.**

Many of our products are delivered with a confection, e.g. hems or tunnels. If possible, the margins for the confection should be taken into account when formatting the file. In order to prevent logos, texts or other important parts from disappearing, please take the following margins into account:

- silicone strip banners should be delivered with a 2.5 cm bleed all round.
- PVC banners with 1 cm bleed all around.
- textile banners with a 4 cm bleed all around.
- deliver backlit PVC banners with 10 cm bleed all round
- sheet material with 3 mm bleed all around.
- deliver tunnel banners with a 2 cm bleed all around.
- flags with a 2.5cm bleed all around.
- deliver outdoor banners with 2.5cm bleed all around. ( Please note that for outdoor banners the top 6cm of the net image does not contain any essential elements )
- beach flags: request the template from your contact at TVE or order directly in our webshop and use the online editor.
- kiosk flags: request the template from your contact at TVE.

Make sure that the bleed box is set to the gross format and the net format to the trim box.

### Document names

**When delivering the files, the following must be stated in the file name :**

- the format
- the number of times the file must be produced.

### Embedded images

**If you lay out images in your file in Illustrator or InDesign, make sure you embed the images.**

If you place an image in the layout, make sure that it is embedded, you can do this by following the steps below.

In the programme, go to the 'Links' window > select the image > click 'Embed image' in the links window, once this is done, you can save the file.

This will prevent images from missing in the layout.

### Contour shape & drill holes

**Make sure that a file which has a contour shape be delivered including a contour line.**

The contour line should be named "Cutcontour" and make sure that this line is a supporting colour.

If the file contains drill holes, ensure that these drill holes are given the name "Drill hole". Give these lines a supporting colour too.

It is important that the line is a vector line.

If the above is not taken into account, the line will be printed on the image. This may result in a pink line on your ordered product.

### Specific colours

**Do you have a specific colour for your product?**

If you have a specific colour in which your product has to be printed, make sure that you that you indicate this in the file as a PMS colour. We will then match this colour as closely as possible.

**Is it not possible to specify a PMS colour?**

You can also supply us with a physical sample which we will try to match this as good as possible.

### Indoor banners and tunnel banners ( Textiles )

#### Different sizes of tunnels

**Indoor banners and tunnel banners are almost always finished off with a tunnel. This tunnel is often at the top and bottom.**

Please find attached the necessary information regarding the margins for different tunnels. If you use these margins, you will prevent your logo or text from being cut through. Below are a number of examples.

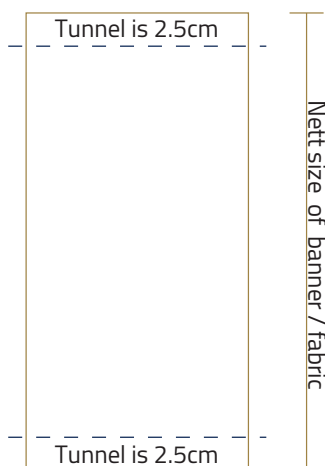
#### Important information!

**Make sure that you do not put any crucial parts and texts on the tunnel.**

If you do so, these crucial elements and texts may not be visible or may be barely visible. Make sure that the image in the tunnel continues.

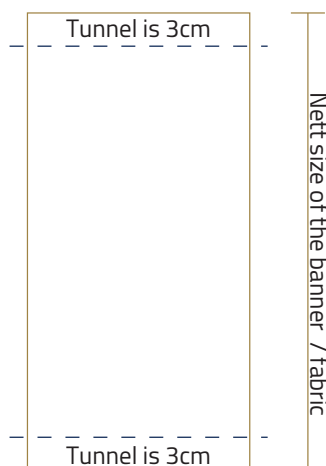
#### Tunnel size 10mm tunnel

Make sure that crucial parts are at least 3.5 cm from the bottom and top.



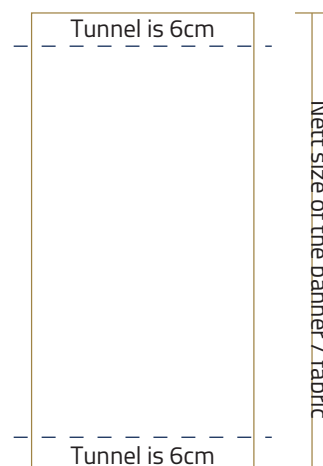
#### Tunnel size 12mm tunnel

Make sure that crucial parts are at least 4 cm from the bottom and top.



#### Tunnel size 30mm tunnel

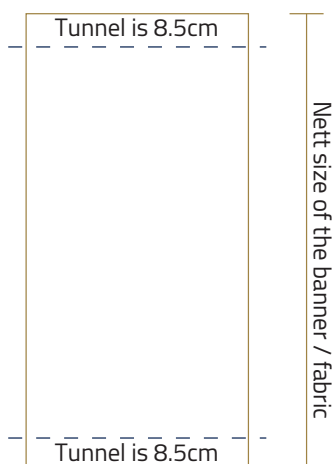
Make sure that crucial parts are at least 7.5 cm from the bottom and top.



### Indoor banners and tunnel banners ( PVC )

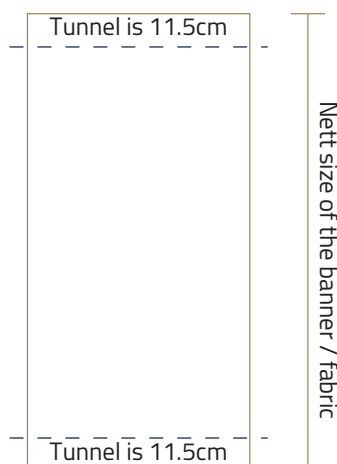
#### Tunnel size 30mm tunnel

Make sure that crucial parts are at least 9.5 cm from the bottom and top.



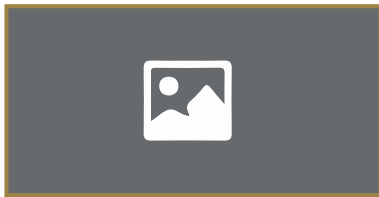
#### Tunnel size 48mm tunnel

Make sure that crucial parts are at least 12.5 cm from the bottom and top.





### Explanation of the editor in the webshop



#### Placing an image in the editor

Click on the image above to add an image in the editor. A new screen will open. Here you can drag in the desired image, or you can click on the "Add new image" button.

If the image is then loaded, you will see in the lower left-hand corner of the window that these are outlined in dark blue, these are the selected images.

At the bottom right of the window you will see 3 options:

- Deleting ( red button )

This deletes the uploaded image.

- Placing image(s)

This places the images you have uploaded on the same page.

- Placing images on empty pages This places the selected images across the number of empty pages.



#### Adding text in the editor

Click on the image above to add a text in the editor. in the editor. A text box will appear in the middle. On the left-hand side you will see a field with options for the text to be added. Here you can fill in everything according to the field. Once you have completed this, you can select the text box in the editor and then move it.

#### Do you agree with everything and want to see a preview?

Click on "View example" in the top right-hand corner.

Please note that you will see a low res example.

Click on "Approve" and the formatted file will be added to your product.

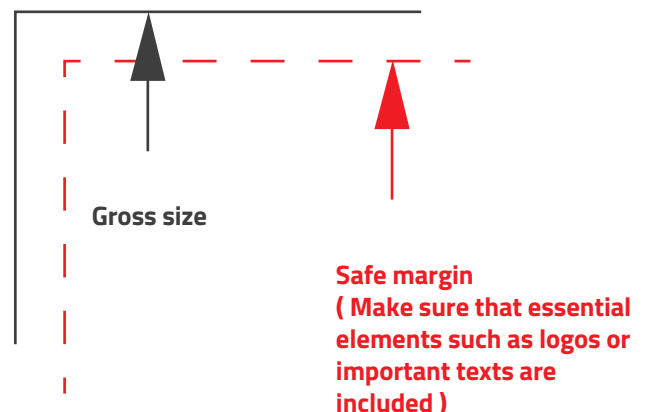
#### What does the red dotted line mean?

**In the editor, you will see a red dotted line for silicone strip banners.**

The red dotted line is the safe margin of your banner. Everything that falls within this red dotted line is visible when your banner is in the frame. The black line is the gross format and the file must be filled to the black line. This is because of the overlap required for the production and confection.

Make sure that all crucial parts and texts fall within the red dotted line to prevent these parts from being invisible later on.

So everything that falls within the red dotted line will be visible on the banner later.



## Delivery specifications

### File notifications in the editor

#### Notifications in the editor

**Your document has been drawn up smaller than the specified size.**

Your document does not have the size you ordered. Attention! There may be white edges on the sides.

**The document has been drawn up higher than the specified size.**

Your document does not have the correct height of the size you ordered. Attention! There may be white edges at the top and bottom.

**Your document has been drawn up narrower than the specified size.**

Your document does not have the correct width of the ordered format. Attention! There may be white edges on the sides.

**Your document has been drawn up wider than the specified size.**

Your document is not the correct width of the ordered size. Attention! White borders may appear at the top and bottom.

**Your document contains less bleed in the height, this may cause a white edge to appear on the image.**

Your document contains insufficient bleed.

**The document contains less bleed in width, this may result in a white border on the image.**

Your document contains insufficient bleed.

**Attention! Your files do not contain letter outlines. Make sure your fonts are converted to letter outlines. If this is not done you will not be able to continue entering the file.**

**The document contains RGB colours, these will be converted to CMYK.**

This may cause colour differences compared to the desired result.

**The resolution ... dpi is lower than our standards so the quality may be disappointing. We recommend a minimum resolution of 72 dpi.**

You can get this notification on different elements of your document. For example, if you have 2 photos in the document, it may be that the resolution of 1 photo is too low.

**The document contains PMS colours, these will be retained as supplied.**

PMS colours will be preserved and will be approximated as closely as possible.

**Please note that your document contains transparencies. This can give undesired effects in the print, if you do not want this make sure you smoothen the file and upload it again.**

**Do you still have questions or doubts? Please contact us and we will be happy to help.**



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