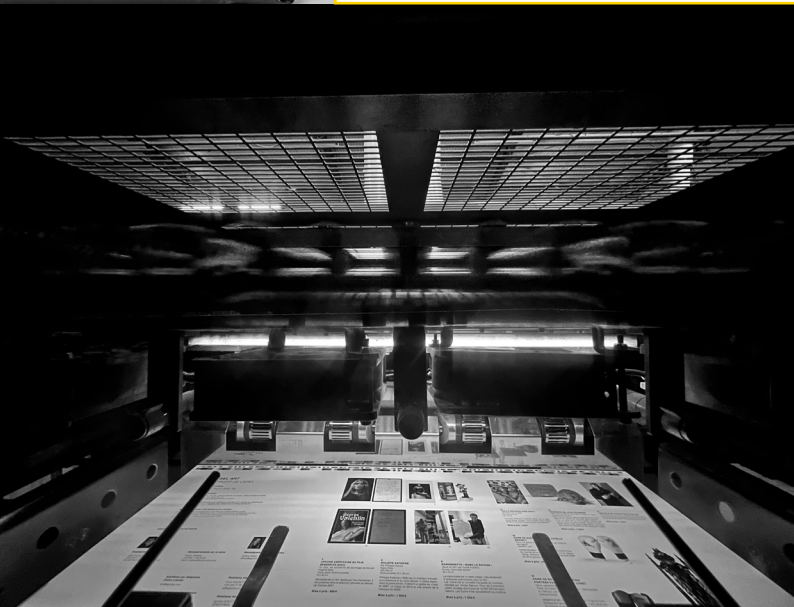




CORLET
Imprimeur 360°
imprimer | façonner | diffuser

TECHNICAL SPECIFICATIONS

For quality printed products
in all circumstances.



CONTENTS



1 INFORMATION

INTRODUCTION

Corlet Imprimeur 360° Group processes your files to produce your products. They are therefore technically checked before being printed.

Nevertheless, in order to facilitate this stage for our staff, we ask you to carry out a few checks and adjustments before sending your files to make it easier for them to be processed.

To assist you in this process, we have created this specification sheet listing all our technical constraints and useful information.

This PDF is interactive. Click on the category that interests you in the table of contents to access it. At any time, return to it by clicking on the group logo at the bottom of the page.

TUTOS FILE TITLE **OVERPRINTING**
THICKNESS OF THE SPINE **LEAFLETS SCHEMATICS** **NOMENCLATURE**
DELIVERY BLEEDING EDGE FOLDING GMG **CMYK**
NOTCHES **CUTTING MARKS**

1 INFORMATION

ABOUT CORLET IMPRIMEUR 360°

Corlet Imprimeur 360° prints, distributes and stores your printed products. We therefore offer you a complete service from the start of your project to its final destination.

With a presence on 6 geographical sites, 302 employees work together on 15 presses to provide all the services. No less than 150 orders are placed, 50 tons of paper are used and 2 million prints are produced on our printing machines every day.

Committed to the environment, our printing facilities have the Imprim'Vert label, are PEFC certified and recycle the paper and waste generated.

SHEET-FED OFFSET PRINTING
REEL OFFSET PRINTING
NUMERIC PRINTING
LOGISTICS
ROUTING

CORLET IMPRIMEUR

Specialising in printing for small to large quantities, Corlet Imprimeur is a historical reference in the printing field and offers its customers a wide choice of printing solutions and finishes.

CORLET ROTO

Equipped with the latest in rotary printing technology, Corlet Roto is the expert in high-volume printing. With its highly competitive output, it provides its customers with solutions at the right price/quality ratio.

CORLET LOGISTIC

Specialising in the preparation of orders and the dispatch of parcels, Corlet Logistic ensures perfect traceability and offers storage with the provision of a dedicated space.

CORLET ROUTAGE

An expert in distribution for direct marketing and periodicals, Corlet Routage ensures the volume dispatch of your communication media and documents by managing the filming and enveloping as well as the inserting of your printed products.

IN NEED OF HELP OR ADVICE

In order to be put in touch with the requested service, you can contact our switchboard which will guide you in the best way.

The telephone reception is open from 8.30 a.m. to noon and from 1.30 to 5.30 p.m.



02 31 59 53 00

You can also contact us by e-mail:

- for any information: corlet@corlet.fr
- marketing department: service.marketing@corlet.fr

Get remote help from one of our staff by downloading a dedicated remote help software:

[TÉLÉCHARGER LES RÉGLAGES](#)



STAY IN TOUCH WITH US



On Facebook
Corlet Imprimeur 360°



On LinkedIn
@Groupe CORLET

OR ON OUR WEBSITE



1 INFORMATION

CPE TRANSPORTS

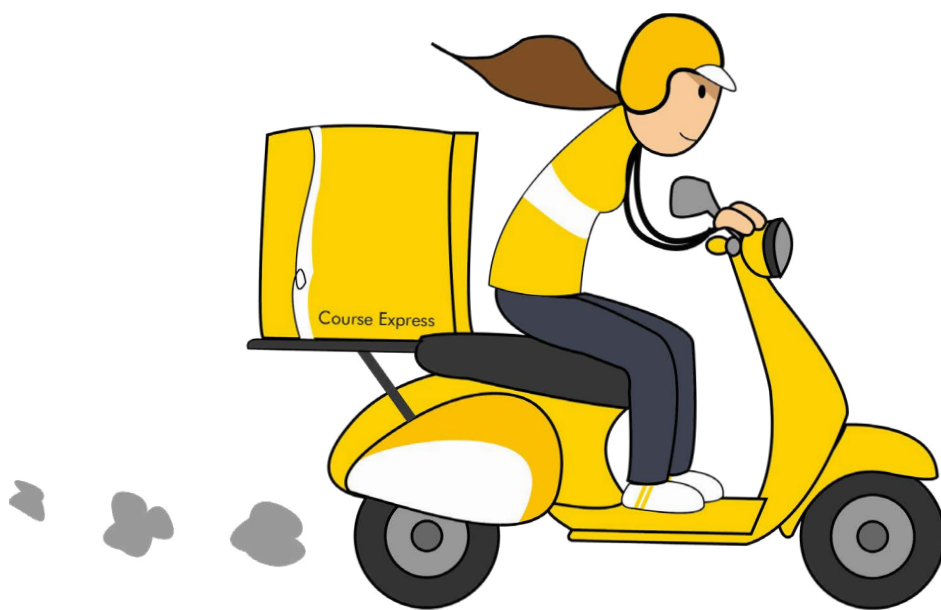
A courier company, with whom we work, can come and collect the proofs from your premises until 3.30 pm (Paris and Grande Couronne only).

Please remember to indicate the name of Corlet on the envelope, we will collect the envelope the next morning from the printing works.

Do not hesitate to contact them directly on the telephone number below.



+33 1 77 67 04 70



1 INFORMATION

FILE UPLOAD

At Corlet, it's very simple, there's only one place to deposit your files.

Three days before the expected arrival date or on the day of your order, you will receive a unique link to upload your items. The order number required for the print run will also be included in the link.

If you are reprinting a product that has already been produced on our presses, you will still receive a link. Don't panic! This is perfectly normal. This link will be useful for submitting any corrections to your pages.

EMAIL EXAMPLE

Objet : Lien pour dépôt des fichiers - MODÈLE DÉPÔT FICHER - Référence : DI2204.0143

Bonjour,

Votre commande a bien été prise en compte sous la référence DI2204.0143

Order number

Votre contact en fabrication, pour tout renseignement concernant le suivi de votre commande :
Votre contact en fabrication - Tél. : 02.31.59.53.00

Votre référence imprimeur : 22040143 (à utiliser si besoin pour votre achevé d'imprimer)

Ce message peut être transféré aux destinataires de votre choix si vous n'avez pas accès aux fichiers à déposer.

Merci d'utiliser le lien sécurisé ci-dessous pour le dépôt de vos fichiers.

La réception de vos éléments est prévue au plus tard le lundi 30 mai 2022 avant midi, si cette date est à revoir, merci de vous rapprocher de votre contact en fabrication pour ajuster le planning de votre commande.

Travail : [MODÈLE DÉPÔT FICHER \(22040143\)](#)

Deposit link


cliquez


Cordialement,
PREPRESSED CORLET

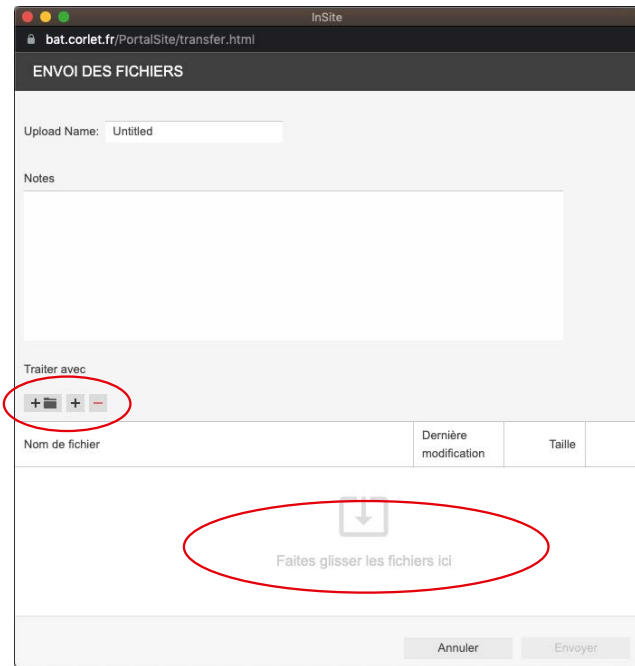
Click on the deposit link



Click on « Envoi des fichiers »

Drag files into the window or click  to add a file or folder.

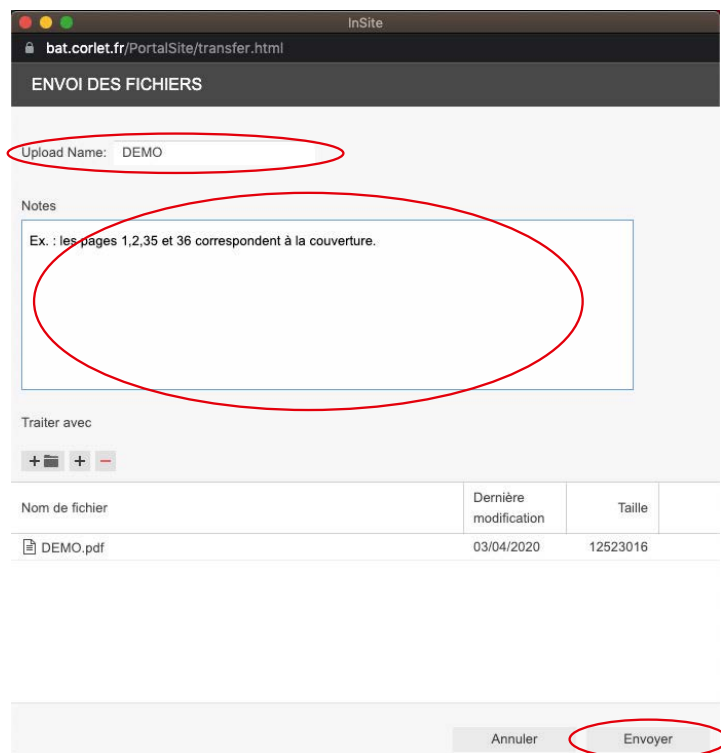
The sign  allows you to remove a file from the list.



The «Upload name» field allows you to name the folder containing the files on our server (optional, as the files are copied in the order).

The «Notes» field appears on the deposit email received by the manufacturer and the prepress. This is where you must sign your deposit by filling in your name and contact details.

ATTENTION, this space must only contain information relating to the file. The information on the order must be communicated directly to the manufacturer or sales representative (print run number, delivery address, etc.). When the deposit is complete, click on «Envoyer».



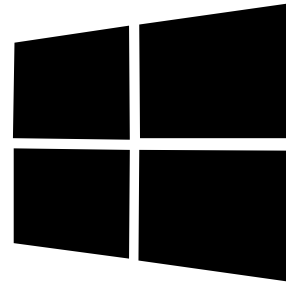
An acknowledgement of the file submission will be sent to you automatically at the end of the upload. Your manufacturing contact will also be informed of the upload.

Please note that when uploading files, please do not use the characters listed here in the «Upload Name» field or the «Notes» field when entering the names of the files or folders containing the files.

Below you will find the link to download all the necessary settings to export your PDF to both MAC and PC.



[TÉLÉCHARGER LES RÉGLAGES](#)



A few advices:

- Supply of page-by-page files except for flyers to be supplied assembled
- 150 dpi files minimum for the covers
- 100 dpi files for interiors
- No RGB elements
- Lean Fillets minimum 0.3 points

Our imaging service is at your disposal to help you with your settings:

Monsieur Stéphane DESHAYES : +33 2 31 59 53 77

We do not accept files in Word format, so you need to convert it to PDF. You can do this by following the instructions in the video and using the conversion link below.

[TÉLÉCHARGER LES RÉGLAGES](#)



1 INFORMATION

IMPACT OF LAMINATION ON PRINTING

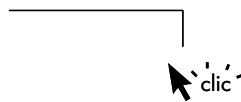
A lamination can impact the chromia of your document.

In order to minimize this impact, we recommend using the settings available by clicking on the button below.



Thanks to the profile that can be downloaded via the button on the left, you can limit the impact of lamination on your document.

This profile allows you to take into account the possible chromatic modification when finishing your work so that the colours you have chosen remain faithful to your initial file.



Here is how to install the profiles:



Download the profiles



Right click on the profile > select install a profile
You can now copie the profiles in the file `WINDOWS\system32\spool\drivers\color`.



Copy the profiles in the file

Adobe > Color > Profiles

Restart the application Acrobat before use






2 RULES TO FOLLOW

BLEEDING EDGES

We recommend 5 mm bleed for all elements.
Your file should be formatted so that the visuals extend beyond the trim line.

The rotating blank area ensures that no text or visuals are obscured during binding or cutting. It is therefore preferable to leave 3 mm between the trim and your contents.



-  Bleeding edges
-  Trimming (finished format)
-  Rotating blank area

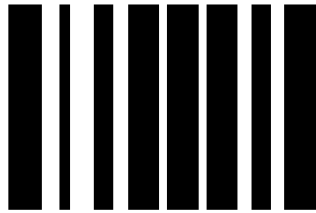
2 RULES TO FOLLOW



BARCODES

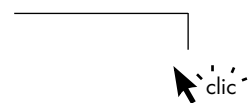
To generate the barcode on your cover:

It must be in black 100 %



C 0 M 0 Y 0 K 100

For those who do not have access to InDesign and therefor to the script, you can use an online utility.



2 RULES TO FOLLOW



BARCODES

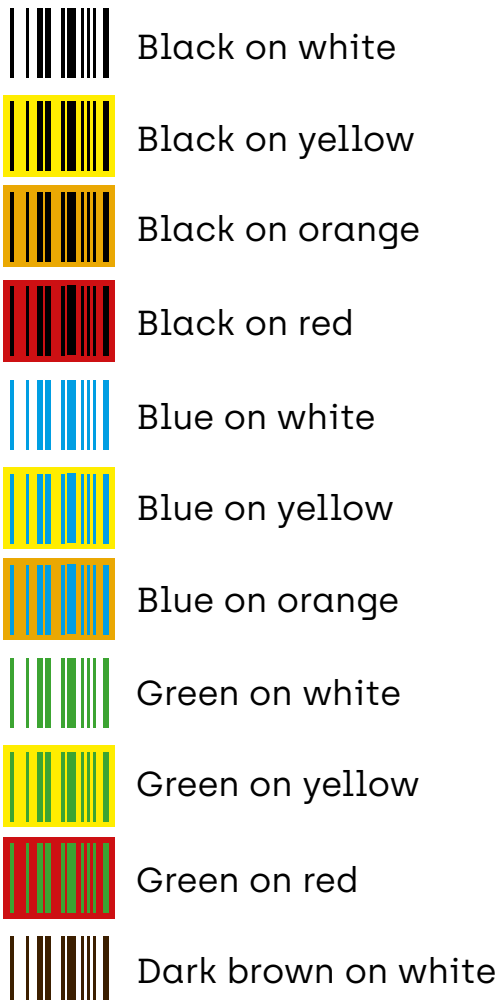
COLORS

The colors which can be used for « dark bars » and « light spaces » are referenced in the table below.

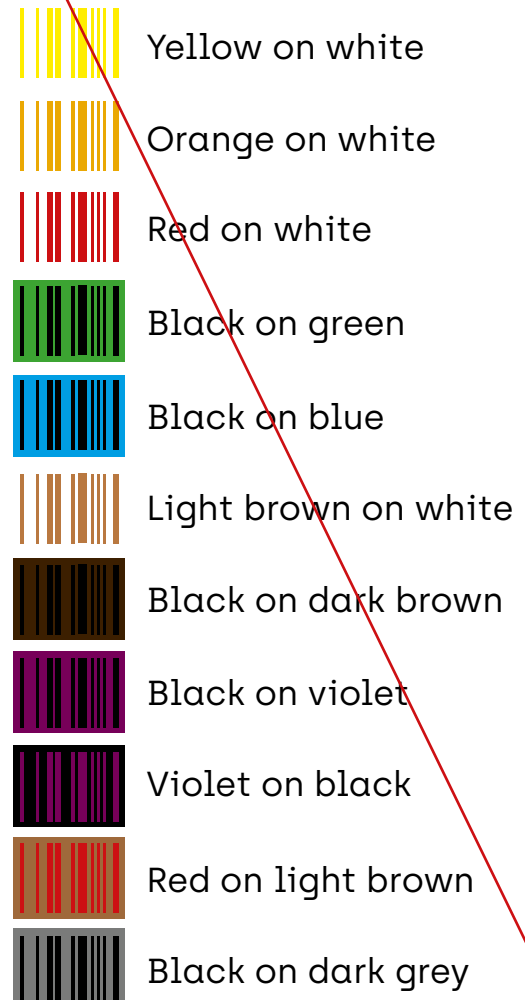
Dark colors	Light colors
Black	White
Blue	Yellow
Dark green	Red

As an indication, the contrast gauge below allows a first approach of what it is possible to do and what should not be done.

What can be done



What can't be done



2 RULES TO FOLLOW

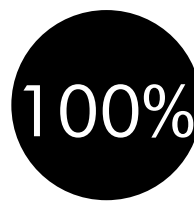
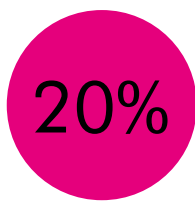
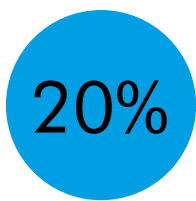


BLACK SOLIDS

In case of black solids we recommend:

For a dense black, use a support :
20% Cyan + 20% Magenta + 20% Yellow + 100% Black.

Be careful, however, not to put all four colours at 100 %.



This solution only concerns black solids. Text should always remain in black only.

RGB :

Files should be supplied in CMYK.

In the event of a file being supplied in RGB, a conversion will be performed automatically which does not guarantee the accuracy of your colours. A bad conversion may make the colours « dull » or not correspond to the result you wanted.

LOW DEFINITION IMAGE :

At Corlet, an image is considered low definition when its resolution is less than 150 dpi for the cover and 100 dpi for the interior.

2 RULES TO FOLLOW



FRAME RATIO

When an image is printed as a double page between the back cover and the first inside page, there is a frame ratio to be respected.

Gluing the cover to the inside block requires a 5 mm glue line. This operation will therefore mask 5 mm of the image on the cover and the inside.

If this technical constraint is not anticipated by shifting the image at the fold, the final result will not be correct.

Here are the steps to take to ensure that your image is correctly printed:

On your back cover, move the second cover by - 5 mm using the direct selection tool [on Indesign]:

- Select the image and enter « - 5 mm » in x then validate.

Shift the **third cover by + 5 mm** :

- Select the image and enter « + 5 mm » in x then validate.
- Go to the **first inside page** and shift the image by + 5 mm in x.
- Go to the **last inside page** and shift the image by - 5 mm in x.

Your frame ratios are now correct.



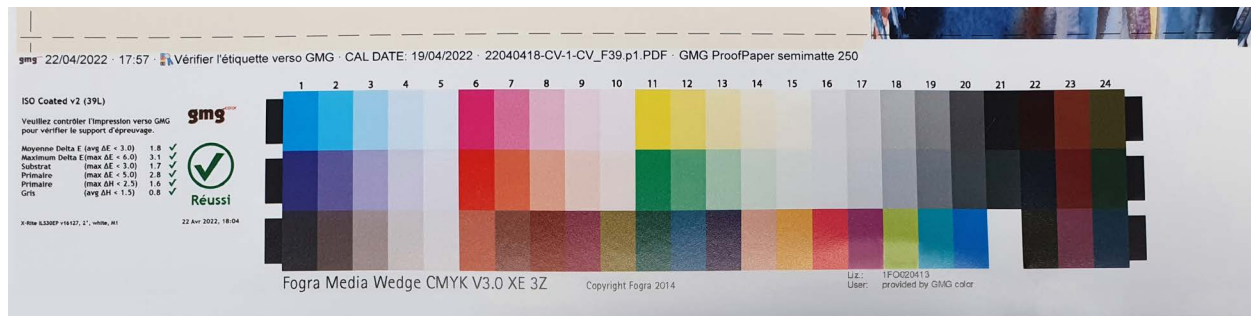
2 RULES TO FOLLOW

COLOUR PROOFING AND GMG

If required, we will produce a colour proof for the offset printing of the cover of your brochure/booklet (for full colour only). This will serve as a colour reference for the press operator.

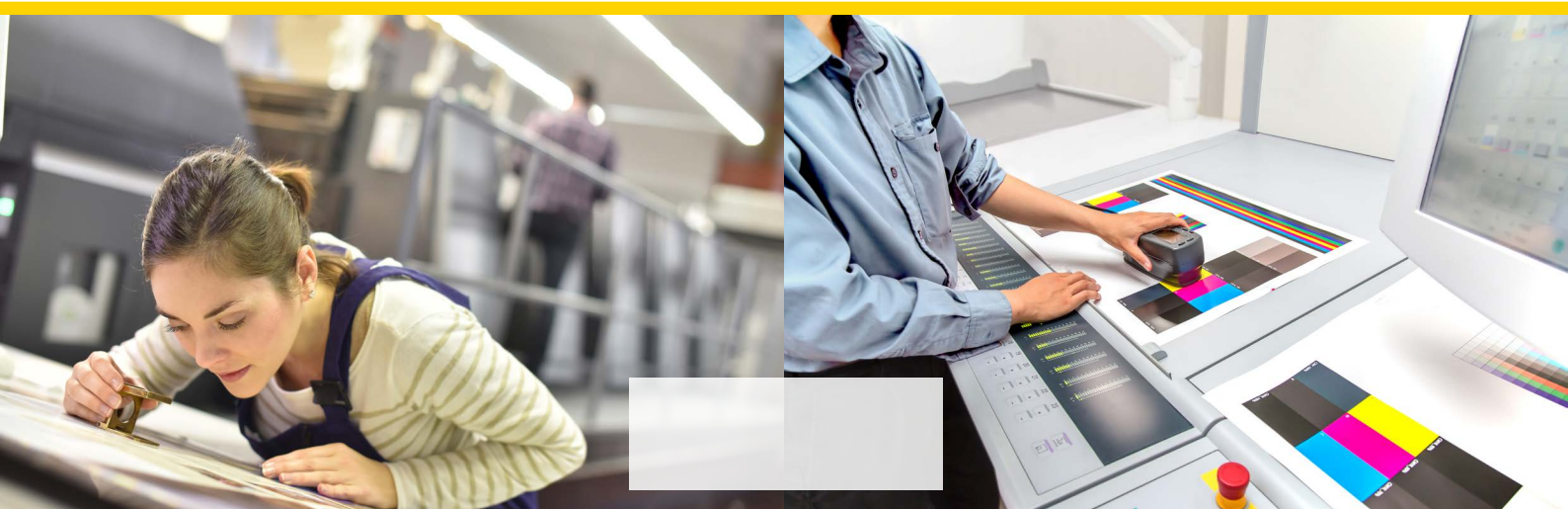
This proof is not valid for a numeric printing.

The GMG colour proof used by Corlet is a certified colour proof in accordance with standard 12647-7.



When you provide a colour proofing we analyse it for compliance.

In case of non-conformity, your contact in manufacturing will get back to you to discuss the procedure to follow.



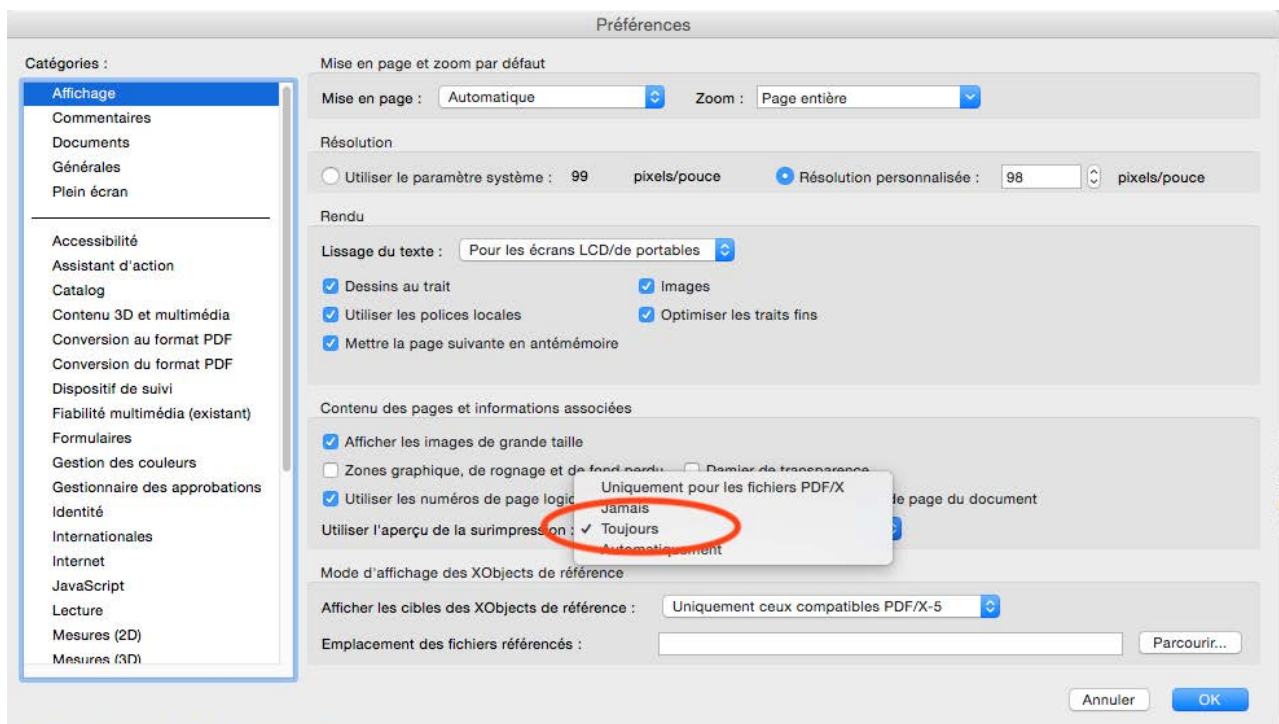
2 RULES TO FOLLOW

OVERPRINTING VIEW

When checking your PDF, if the overprint preview is incorrectly set, some visuals may be displayed incorrectly.

To avoid unwanted rendering, select «Always» in the display preferences of your PDF.

Remember to use Acrobat reader to view your PDFs. If you use the «preview» application or open the PDF in your browser, you may see an incorrect layout because not all settings are taken into account.



To change this setting on MAC or PC, follow the corresponding path below:



Acrobat > Preferences > General > Display



Edit > Preferences > Display

2 RULES TO FOLLOW



FILE NOMENCLATURE

In order to maintain full compatibility with computer systems, please respect the following nomenclature:

PROHIBITED CHARACTERS:



.	Item .
:	Two full stops :
,	Comma ,
;	Semi-colon ;
!	Exclamation point !
?	Question mark ?
	Space
()	Parentheses []
[]	Square brackets []
<>	Upper and lower signs < >
/\	Slashes / \slashes
	Vertical bar
+=	Plus and equal + =
%	Percentage
€	Currency signs \$ € ¥ £ € etc.
*	Asterisk *
@	Arobase @
#	Pound #
&	Ampersand &
' ^ "	Accents ' ^ "

CHARACTERS TO BE USED :



Unaccented upper and lower case letters

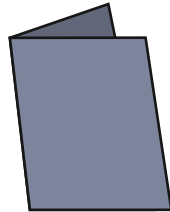
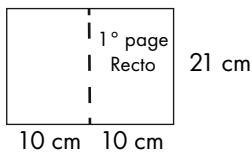
Numbers

Dashes - _

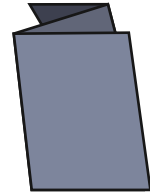
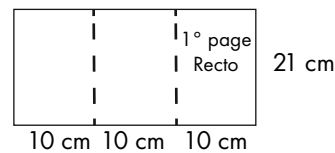
3 LEAFLETS

Some tips on how to best put together your leaflets, the PDF should be supplied mounted.

2 FOLDS

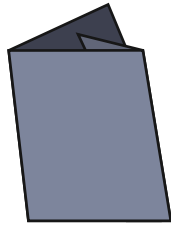
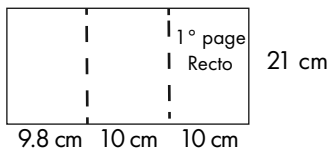


W FOLD - 2 FOLDS



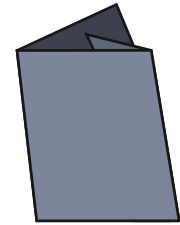
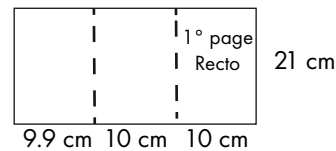
ROLL FOLD - 2 FOLDS

from 90 to 250 gr

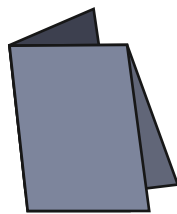
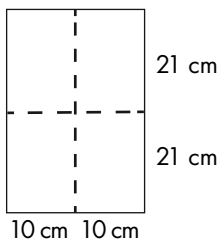


ROLL FOLD - 2 FOLDS

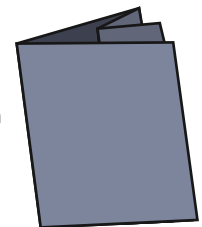
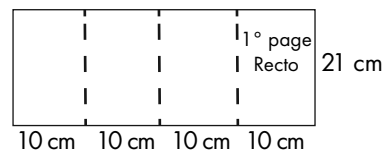
more than 250 gr



2 CROSS FOLDS

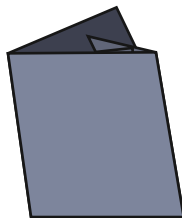
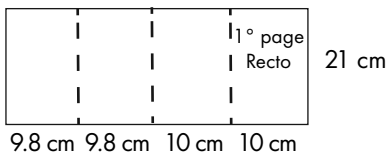


HALF FOLD - 2 FOLDS



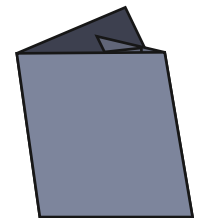
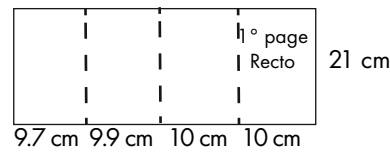
ROLL FOLD - 3 FOLDS

from 90 to 170 gr

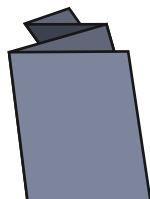
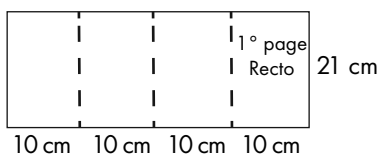


ROLL FOLD - 3 FOLDS

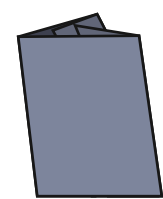
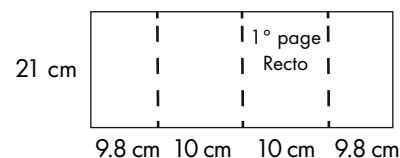
more than 170 gr



W FOLD - 3 FOLDS



GATEFOLD - 3 FOLDS



4 PAPERBACKS

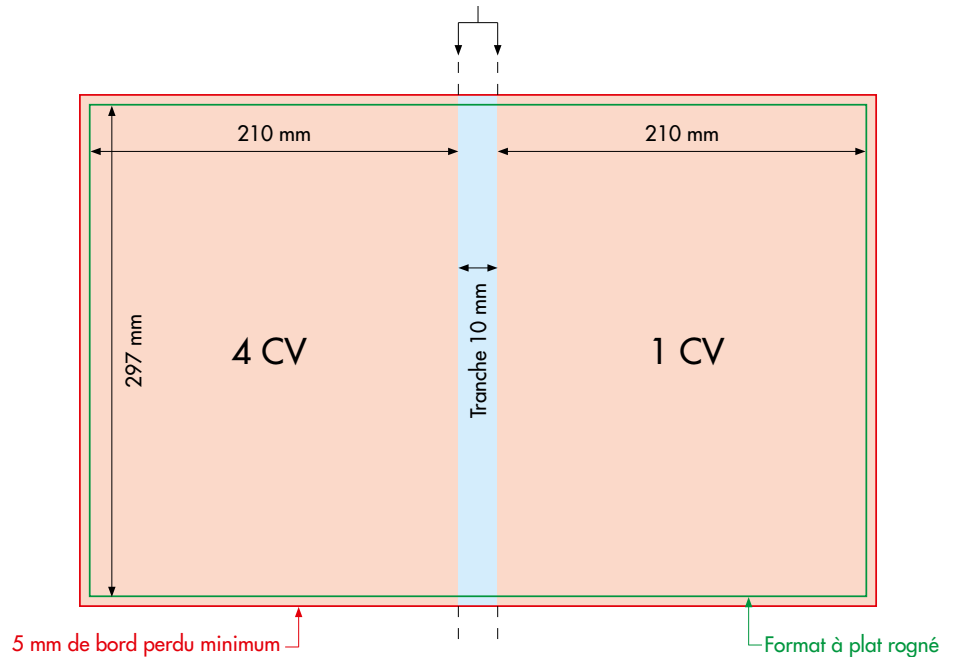
COVER ASSEMBLY

Example of assembly for a cover with a trimmed format 210 x 297 mm and a 10 mm spine. Do not hesitate to contact your manufacturer before mounting your cover to find out the thickness of the spine.

FRONT COVER

- Trimmed flat format
- 5 mm minimum bleed

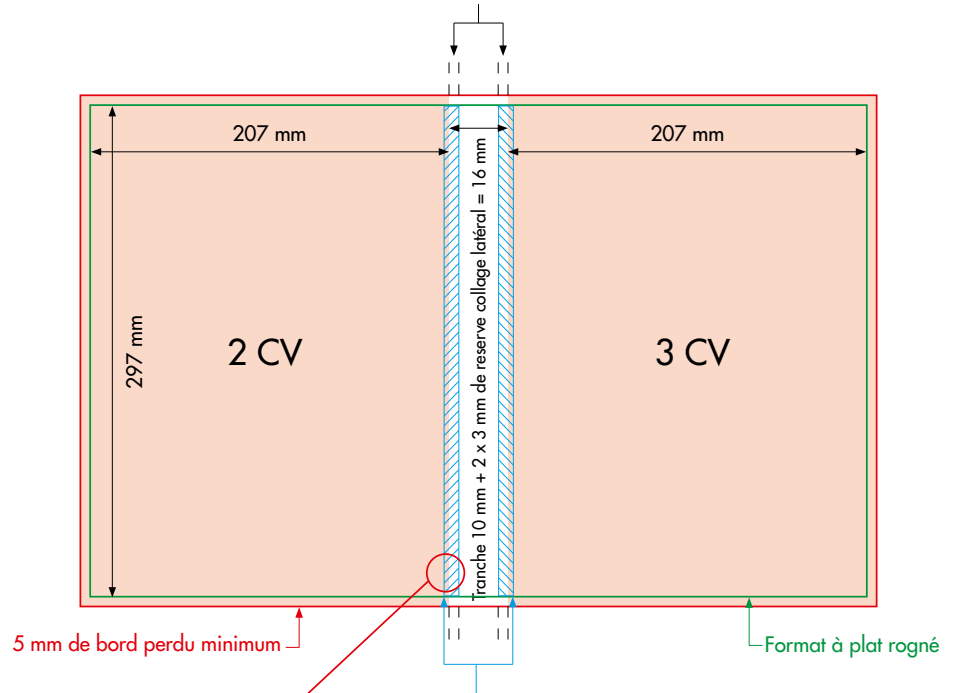
Crease marks with a 3 mm offset from the trimmed format to mark the spine.



BACK COVER

For the reverse side, 3 mm should be left on flats 2 and 3 at the edge to facilitate gluing of the cover to the inner block.

Crease marks with a 3 mm adjustment to the trimmed format to mark the spine.
+ 2 x 3 mm for side gluing
= 16 mm white reserve



As the side gluing is about 5 mm, no element that is to appear should be closer than 8 mm to the edge.

As the reserve is 3 mm and the lateral gluing 5 mm, 2 mm of material will be masked, in order to avoid the appearance of a white line when finishing.

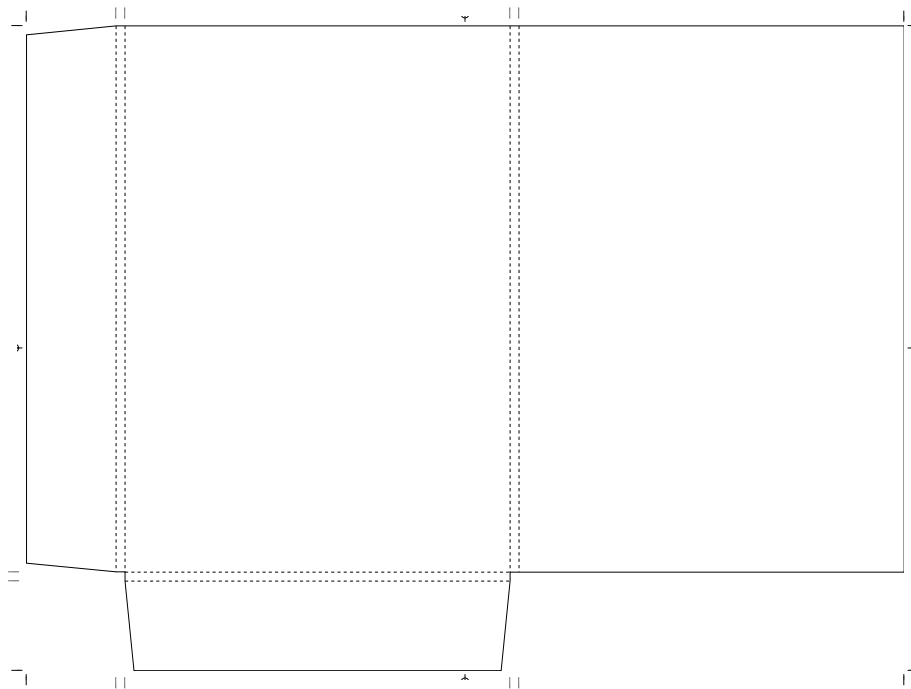
4 PAPERBACKS

FOLDER AND POUCH ASSEMBLY

For the finishing of your folder or pouch, we need a cutting file.

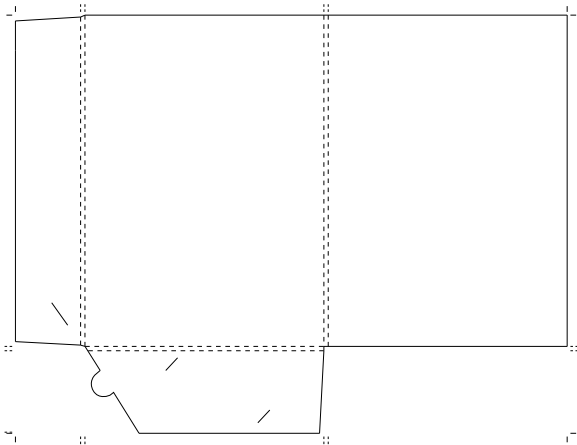
Be careful not to confuse creasing and cutting files. The creasing lines are used to mark the folding of your folder, whereas the cutting lines are used to mark the cutting lines.

Please also provide separate PDFs for the cutting form and the print form. Your files must be created in Adobe Illustrator and supplied as vectorised HD PDFs.



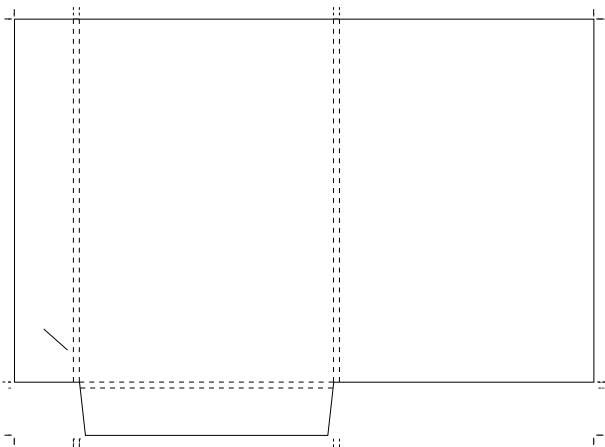
- - - - Groove net

———— Cutting thread



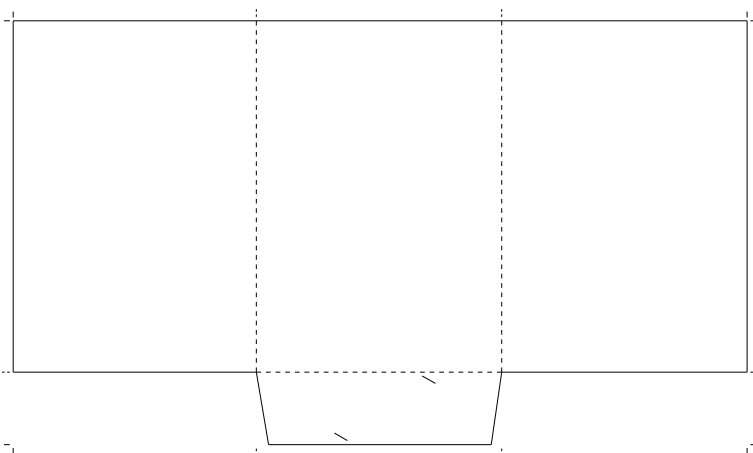
- - - - Groove net

——— Cutting thread



- - - - Groove net

——— Cutting thread

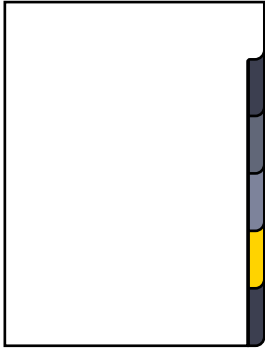


- - - - Groove net

——— Cutting thread

4 PAPERBACKS

NOTCHED FILES

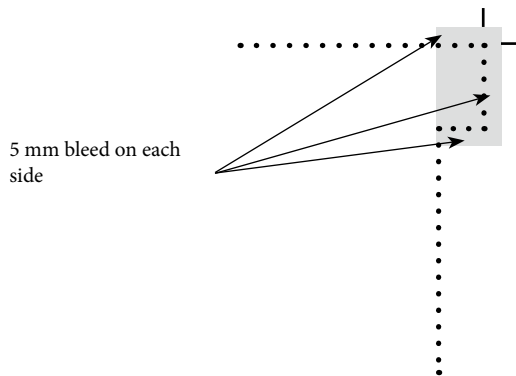


It is necessary to have a precise description of the details of your notches. This document should be returned to your manufacturing contact.

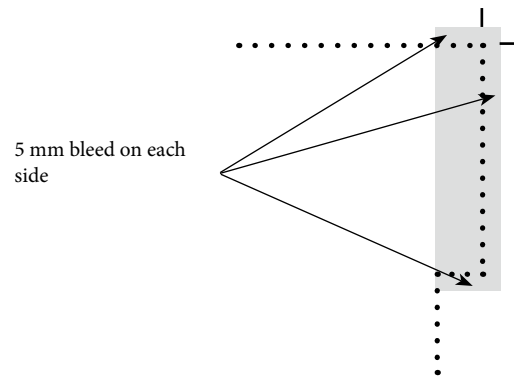
You can download the file using the button below and complete the necessary information.

Un filet de découpe devra être ajouté en ton direct ou 5^e couleur en surimpression sur toutes les pages afin de visualiser qu'aucun élément de la mise en page ne soit coupé lors du façonnage.

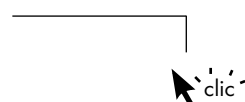
TAB 1



TAB 2



	A	B	C	D	E	F
1						
2	N° CLIENT - NOM CLIENT - NOM DOCUMENT					
3						
4	ENCOCHES	Folios réels	Folios Impo	Profondeur encoches	Hauteur onglet	Titres Chapitres
6	encoche totale n°1	I à VIII	p 1 à 8	12 mm	59.4	Titre 1
7	encoche n°2	1 à 2	p 9 à 10	12 mm	118.8	Titre 2
8	encoche n°3	3 à 4	p 11 à 12	12 mm	178.2	Titre 3
9	encoche n°4	5 à 6	p 13 à 14	12 mm	237.6	Titre 4
10	sans encoches	7 à 12	p 15 à 20		-	Titre 5
11						



5 LOGOS

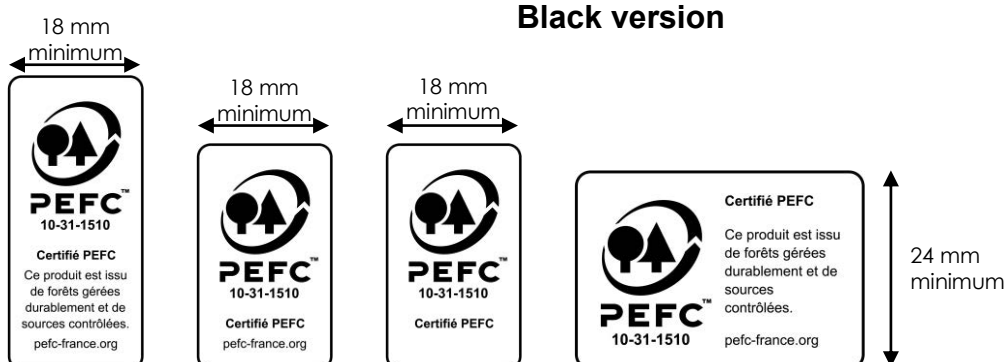
PEFC

The Corlet Group is PEFC certified. As such, if your document complies with the PEFC charter, you can affix this logo to your printed material.

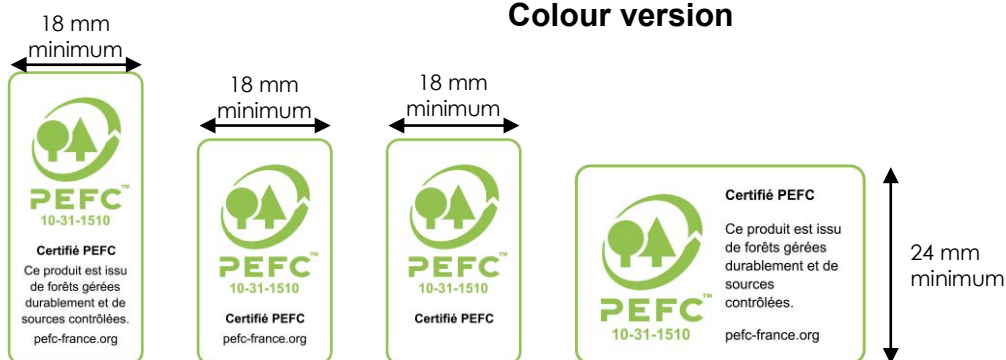
The PEFC brand logos provide information on the origin of the paper, which comes from sustainably managed forests. Each company has its own chain number.

Corlet will send you all PEFC logos on request. Please find below the possible configurations of the logos.

Black version



Colour version



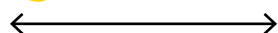
5 LOGOS

CORLET IMPRIMEUR 360°

The CORLET Imprimeur 360° logo consists of an acronym and the name « CORLET IMPRIMEUR 360° » underlined by a base-line « imprimer, façonner, diffuser » which means « print, shape, distribute ».

The logo can be used without its base-line. The acronym may be used independently. These elements and their correlation must never be changed or modified.

OFFICIAL VERSION
colour white background



minimum size: 35 mm



colour blue background



Black and white
white background



Black and white
black background

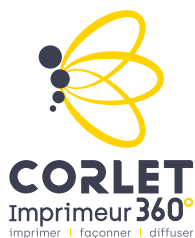


two-colour
white background

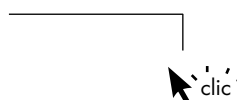
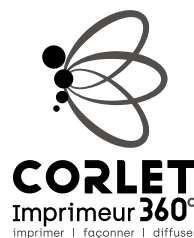
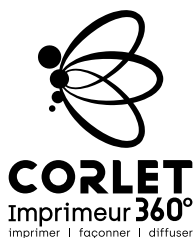


two-colour
black background

On some communication materials, the logo will have to fit vertically.



minimum size: 35 mm



5 LOGOS

IMPRIM'VERT

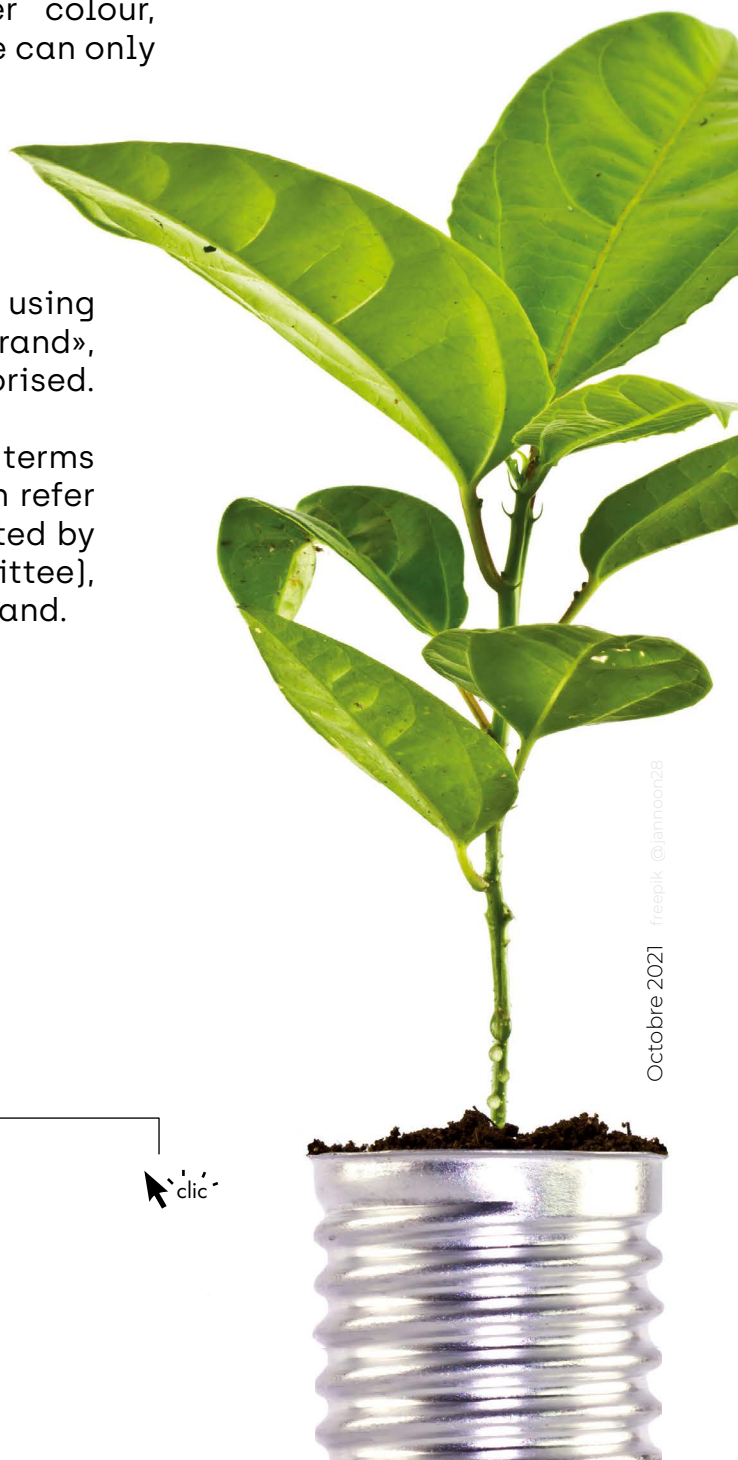
The Corlet Group is Imprim'Vert certified. As such, this logo can be used on your printed matter.

The Imprim'Vert® brand is a simple collective brand registered at the INPI by AMIGRAF and created by the Loir-et-Cher Chamber of Trades and Crafts and the Centre Regional Chamber of Trades. The use of the logos is strictly reserved for companies on the official list of certified companies.

The logo exists in two versions. It can be printed in small size. They can be reproduced in four-colour process, pantone [ref 362] or any other colour, depending on printing constraints. Their size can only be modified in a homothetic way.

In order to promote your company by using the Imprim'vert logo, the terms «brand», «label» or «labelled company» are authorised.

On the other hand, you cannot use the terms «certification» or «certified company» which refer to recognitions delivered by a body accredited by the COFRAC [French Accreditation Committee], which is not the case for the Imprim'Vert® brand.



5 LOGOS

PRINTED IN FRANCE AND TRIMAN (RECYCLING)



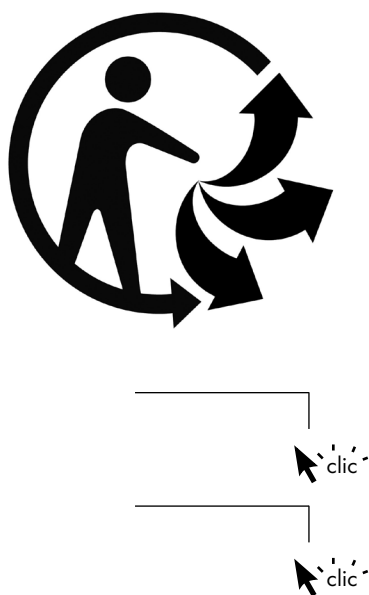
You have chosen to print in France by working with the Corlet Imprimeur 360° Group. Claim it by affixing this logo to your book and inform your readers of the origin of your book.

Printing in France means :

Choosing a quality product, Made in France is recognised in France but also internationally. CORLET Imprimeur 360° has been recognised in the printing world for 60 years.

Printing in France means :

Supporting the French industry but also choosing an eco-responsible printing while ensuring a quality product but also the assurance of a shorter time to market for your product.



The Triman is a sign that meets a regulatory obligation and is distributed to consumers.

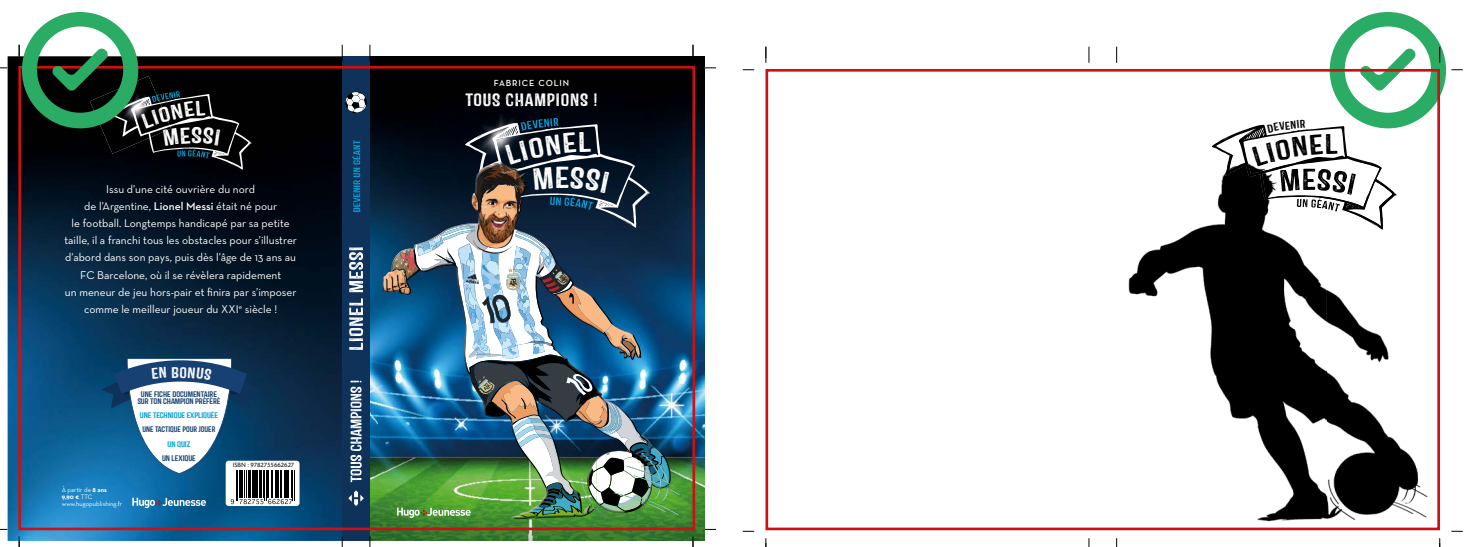
In accordance with the implementation decree on the common signage for recyclable products that are subject to a specific sorting instruction, any producer of recyclable products subject to an extended producer responsibility scheme must affix a common signage on its products, or failing that, on the packaging, the leaflet or any other medium, including dematerialised, informing the consumer that they are subject to a sorting instruction.

Put the Triman on your book to raise your customers' awareness and show them that you comply with environmental regulations.

VARNISH AND GILDING

The areas to be varnished or to gilded must be in 100 % black and in a separate PDF.

- 2D varnish: no elements too thin, not in the double crease
- 3D varnish: no elements too thin, not in the double crease, no cut elements
- 3D gilding: gold or silver gloss available + 3D varnish specifications.

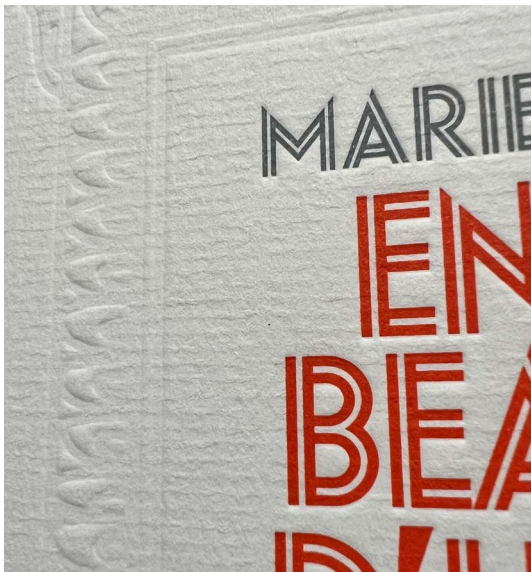


MARKINGS

Stamping (in depth)
Embossing (elevation)
Hot stamping (please indicate ref.)

STAMPING

(in depth)

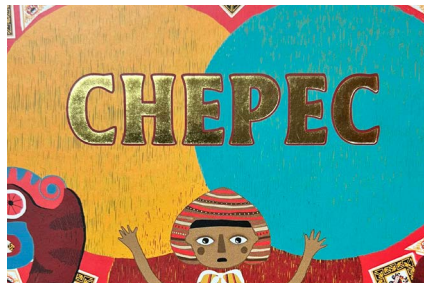


EMBOSSING

(elevation)



HOT STAMPING



For this type of finishing, we need a 100% black PDF separated from the print PDF.

The texts and graphics must be vectorised.

TYPES OF TRUCK

To fill in the attached delivery form, here are pictures of the most used vehicles:

UTILITIES

- 3 pallets
- Up to 1300 kg
- Height: 2,50 m
- Length: 5,55 m
- Width: 2,07 m



2 TON CARRIER + TAILGATE

- 12 pallets 80 x 120 cm
- Up to 5,5 tons
- Height: 3,50 m
- Length: 7,50 m
- Width: 2,55 m



26 TONS CARRIER + TAILGATE

- 21 pallets 80 x 120 cm
- Up to 15 tons
- Height: 3,60 m
- Length: 11,42 m
- Width: 2,55 m



TRAILER WITHOUT TAILGATE

- 33 pallets 80 x 120 cm
- Up to 23 tons
- Height: 4 m
- Length: 20 m
- width: 2,50 m





CORLET

Imprimeur 360°

imprimer | façonner | diffuser

On Facebook
Corlet Imprimeur 360°



On LinkedIn
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