LUDO FACT USA

SPECIFICATIONS

YOU NEED TO PLAY TO WIN.

INTRODUCTION

INTRODUCTION

Why the LUDO FACT data manual helps you

On the following pages you will receive all information necessary to ensure that your documents can be ideally processed by Ludo Fact. **The better you follow the rules, the less time it will take to check and complete your order. Not compliant print files can lead to delivery delays, extra time, effort and additional costs.** Please understand that we can only accept ready-to-print PDF files. **Please read our guidelines carefully as all files must be compliant.**

Best regards

Your LUDO FACT team

We recommend using **Adobe software** to create files and PDF print files.

Adobe InDesign

If possible, use InDesign for the final layout, especially for the placing of text(s). Please create your final PDF in InDesign. An export profile is available on our website.

Adobe Illustrator

If possible, use Illustrator for producing vector graphics and illustrations.

Adobe Photoshop

Use Photoshop or other image editing software exclusively to process pictures and **not to produce PDFs** under any circumstances. If you use Photoshop for the production of PDFs and the delivery of final print files, please expect extra time and effort and additional costs for data verification.

GENERAL REQUIREMENTS

Document preparation at a glance

Your print-ready PDF/X files must be compliant with the following guidelines:

- The content must be checked for errors before data delivery; an approval PDF serves only to check the data was transfered correctly to the printer print shop, not to check for errors of content.
- We only accept PDF files created with our **LF_PDF job options** or in standard **PDF/ X4:2008**.
- Image resolutions of 300 pixels per inch (dpi)
- Printing preferences **Coated GraCoL 2006 (ISO 12647-2:2004)** Black text must be set up in pure black (C: 0 %, M: 0 %, Y: 0 %, K: 100 %).
- At least 3 mm safety margin between important elements and the final format or the outline
- Bleed at least 3 mm
- A dieline must be placed for tableaus, stickers and box inserts

Picture resolution: All illustrations/images must have a resolution of at least **300 dpi**; line art and bitmaps with at least **1200 dpi**. Images can appear blurred or pixelated at lower resolutions.

Colour: All files must be delivered in CMYK format and the **Coated GraCoL 2006 (ISO 12647-2:2004)** profile. Do **not use RGB format** for colour files as these do not print correctly. Please also note the maximum area coverage of **300 %**, as otherwise the products cannot be processed.

Pure black: If your texts are coloured black, please ensure that it is pure black (C: 0 %, M: 0 %, Y: 0 %, K: 100 %).

File names: please give print files a clearly understandable name.

This reduces the risk of possible confusion during processing. Please name files as follows:
Game Title_Component_Language.pdf

LINKS WITH FURTHER INFORMATION AND RESOURCES

- **Information: http://www.prepress.ludofact.de**
- **PDF-settings: http://www.prepress.ludofact.de**

BLEED & SAFETY MARGINS

Important information on bleed and safety margins

Missing bleed or insufficient safety margins are the most frequent problems. This can be easily avoided following the guidelines below:

All documents require at least **3 mm** bleed on every page with the following exceptions:

- **Game boards & game boxes:** These two components are wrapped around the edges of the box or game board and require extra bleed. **15 mm for wrapping + 3 mm bleed**
- **Punched boards:** Every single item needs **3 mm safety margin and 3 mm bleed.**
- **Sticker sheets:** Every single sticker needs **1.5 mm safety margin and 3 mm bleed.**

Safety margin: This is the area between the main content and the edge of a page. The saftey margin area is needed to make sure pictures or text is not cut of unintentionally during production.

Trim/gross format (bleed)

End format/net format

Safety margin

Bleed is a printing term and describes the area added to the format, generally 3 mm. Bleed is necessary for production reasons. It is added to compensate for technically related inaccuracies when cutting a printed sheet to the final format.

COLOURS & RESOLUTION

Important information on colour quality and image resolution

Incorrect colour spaces and low image resolutions are frequently occurring problems when we check your files.

- **Image resolution:** Photos, images and graphics 300 dpi, line art/bitmaps with 1200 dpi. These specifications are based on an image size of 100 %.
- **Special colours e.g HKS/Pantone ("spot colours"):** Please create special colours as spot channels/colours and label them correctly (e.g. HKS 15 K).
- **Deep black background:** Is achieved with 100 % black (k) + 40-60 % cyan.
- **Black text:** Do not use mixed colours (CMYK) for black texts /lines. Always use 100 % black (k) and set this to "overprint".
- **Black surfaces:** Black surfaces (100 % black) which are placed over objects of different colours must be set to "leave blank" instead "overprint".
- **Colour profile:** Please use **Coated GraCoL 2006 (ISO 12647-2:2004)** as option. Please use the export settings shown below. It is important to select "Keep values" when colours are converted in order to avoid color variations.

LINES, FONTS AND DIELINES

Please follow the additional guidance below

To prevent any issues in print and production, please always follow the guidelines below.

Lines:
- Do not use hair lines (they cannot be printed properly).
- Positive line thickness at least **0.15 Pt (0.06 mm)**.
- Negative line thickness at least **0.25 Pt (0.1 mm)**.
- Do not use any frames as a layout border as these might be partially cut off.

Fonts
- Fonts must be fully embedded in the PDF document.
- Positive single-colour text no smaller than: **5 Pt.**
- Positive multi-colour text no smaller than: **6 Pt.**
- Negative single-colour text no smaller than: **6 Pt.**
- Negative multi-colour text no smaller than: **6 Pt.**
- Ensure there is sufficient contrast between the background and the text colour.

Dielines:
- Dielines must **NEVER** be placed as an image but only as a vector graphic with a format frame and must be supplied accordingly.
- Please create dielines as a **spot colour** with the label **DIE-CUT** and the graphic attribute **"Attributes -> Overprint Contour".**
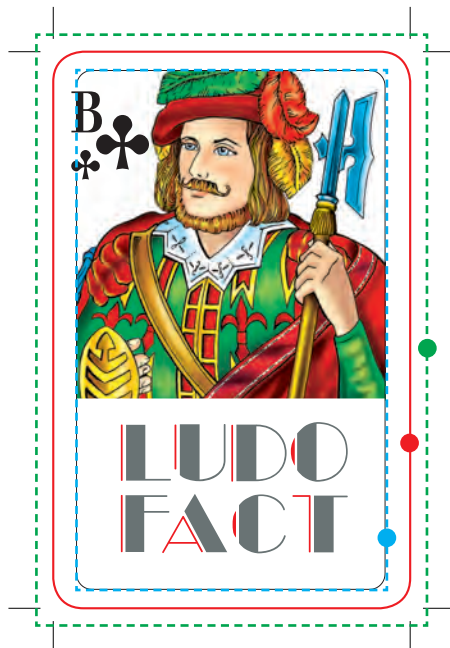
We only check your data for technical errors which could influence production. We do not check content-related inconsistencies. **Please check all content before sending us your print files.**

PLAYING CARDS

Specifics in data creation for playing cards

The file structure of playing cards is relatively simple, but there are a few specifics which need to be observed.

1. Trimming/gross format (bleed)

All files must must be supplied with **3 mm bleed.** **This also applies to cards with white or black borders.**

Trimming/gross format **(Bleed 3 mm)**

Final format/net format

Safety margin **(Margin 4 mm)**

2. Inner edge distance (margin)

Should your card have white borders or a background of the same colour then please maintain a **safety margin** of **4 mm**. **We are using a corner radius of 5 mm.**

Trimming/gross format **(Bleed 3 mm)**

Final format/net format

Safety margin **(Margin 4 mm)**

PLAYING CARDS

Specifics relating to file creation for playing cards

3. Dieline

Please supply your data without a **dielines** or **contour frames.** To be on the safe side, we superimpose dielines in the approval process which precisely coincides with the cutting die shape.

### 4. Black borders on cards should be in edge black/deep black

For deep black "Rich Black", do not use any mixed CMYK colours where possible but preferably colouring C: 40 % M: 0 % Y: 0 % K: 100 %). Should you wish an intensive colour on the back of the card, please contact our sales department directly. **Please note the general maximum area coverage of 300 %.**

If your cards have **different colours, bled-off graphic or image files at the edge of the card**, these cards must be produced with an insert. This is much more complicated and therefore more expensive. **Please speak to your in-house contact in advance.**

PLAYING CARDS

Specifics in file creation for playing cards
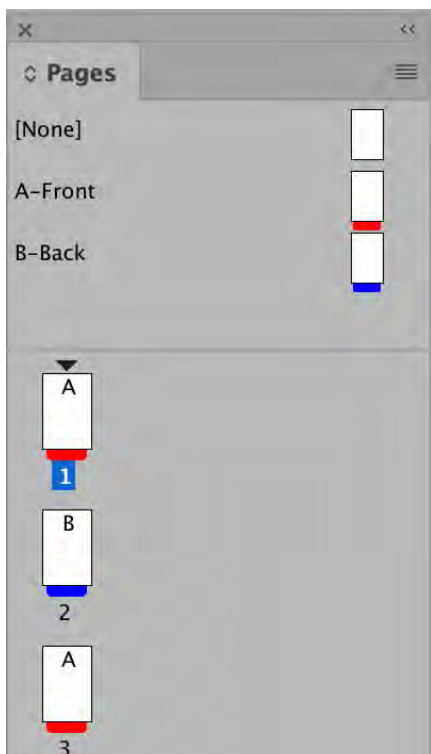
5. Data structure   NEW

We only need **one file per deck of card. Face and reverse sides should be placed alternately.** In the past it was necessary to supply these in separate files. **Please note this change in the file structure.** Please name your print files for decks of cards as follows:

Game Title_Component_Language.pdf
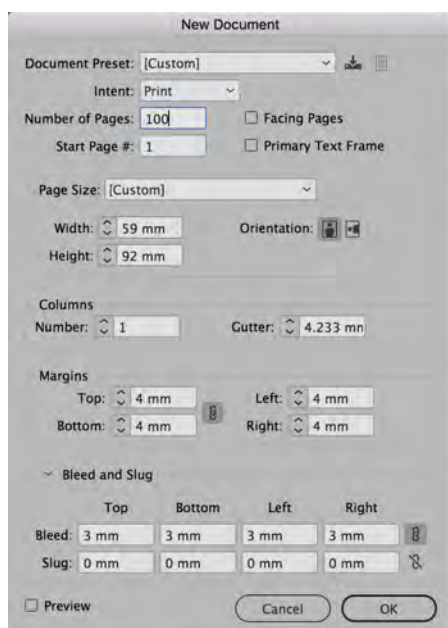
6. Document format

To create the card files we recommend using **Adobe InDesign**. If your card deck contains 33 cards, this corresponds to a document with 66 pages. For optimum placement, specify the card net format for the width and height. You specify the inner edge distance (margin) of 4 mm in "Margins" and the bleed of 3 mm in "Bleed".

- **Number of pages:** Number of cards x2
- **Width x Height:** Final format/net format
- **Edges (margin):** min. 4 mm
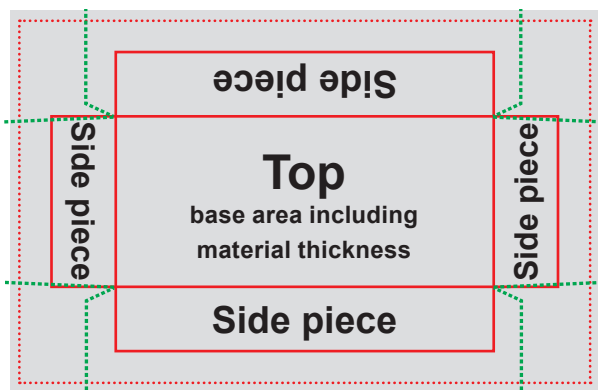- **Bleed:** 3 mm

LINKS WITH FURTHER INFORMATION AND RESOURCES

- **Information: http://www.prepress.ludofact.de**
- **InDesign-Settings: http://www.prepress.ludofact.de**

TWO-PART GAME BOXES

Production-relevant information for file creation

A number of peculiarities must be observed in the structure of print data for game boxes.


1. Dielines

To create files you need the **original die-lines** from us. Please request them from our sales team **before** you start. We will provide you with the necessary .ai or .indd files.

Two documents are required:

• Bottom
• Top

In order to compensate for the box thickness it is necessary to make the base area of the top and the base 2 mm larger than the size of the box. This ensures that the edges and side design elements in the final product are placed correctly. **We take this already in account when we supply the dielines.**
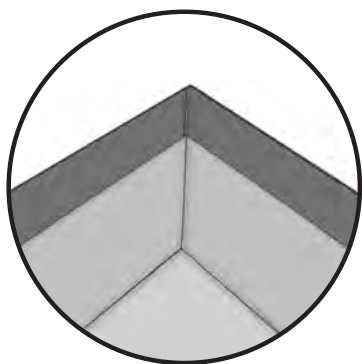

2. Wrap and bleed

The four corners of the box and the 15 mm wrap need to be filled completely with graphics or colour. On top of it the file needs the usual 3 mm bleed.

LINKS WITH FURTHER INFORMATION AND RESOURCES

• **Information: http://www.prepress.ludofact.de**
• **InDesign-settings: http://www.prepress.ludofact.de**
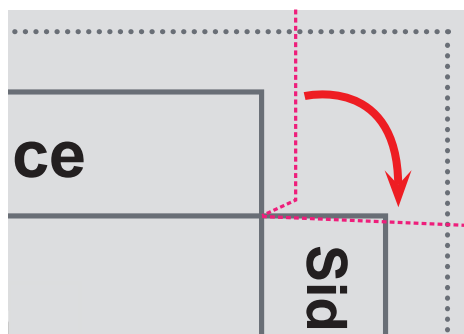
TWO-PART GAME BOXES

Production-relevant information for file creation
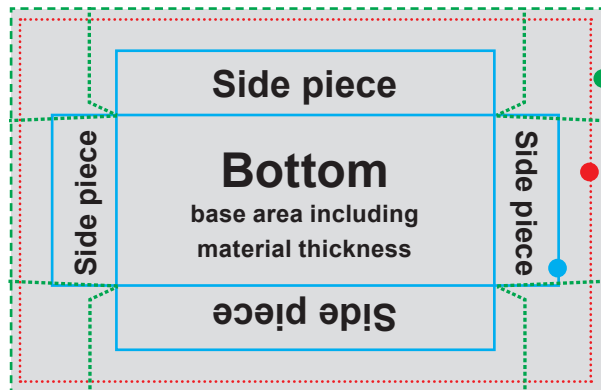
Trimming/gross format **(Bleed 3 mm)**

Folding over **(15 mm)**

Inner edge distance **(Margin 4-5 mm)**

3. Diecut lugs

The box covers are diecut with lugs. This results in partly angled diecuts on the sides. The graphic elements (logos, text etc.) on the sides and the box base need to be placed 4 to 5 mm away from the edges of the box to prevent them from being wrapped or cut off.

4. Dielines in the design and PDF
All dielines **need to be** placed as **vector graphic** with format frame. Please create dielines as a special colour labelled **DIE-CUT** and with the graphic attribute "Over-print contour". Create your document to be only as big as our template plus bleed and create your document centred.

5. Print data
Please supply separate files for the base and the lid. We expect two files with the following names.
- **Top:** Game Title_Top_Language.pdf
- **Bottom:** Game Title_Bottom_Language.pdf

LABELLING ON GAME BOXES

Specifications for labelling games

Before uploading data for your cardboard boxes, please check whether all necessary labels and logos have been placed on the box file. These are generally placed on the bottom of the box.

1. Barcodes

A UPC (barcode) is usually required for retail sale. This number can be obtained from a central body. Please check that the barcode is placed as a vector file in K 100 % on a white background. Include a white "rest area" approximately 3-4 mm wide to the left and right of the barcode.

2. Warning notice for small children

Every children's game with small parts needs a suitable warning for small children. For the EU, this is the logo shown on the left. It must be placed in a minimum size of 10 mm and additionally show the reason for the hazard as text. The logo is available for download from **http://www.prepress.ludofact.de.** For further information please read: ASTMF963-07, EN71, ISO 8124.

3. CE Marking for children's games

The CE logo with a minimum height of 5 mm must be placed to sell your games in the EU. The game components we supply fulfil these requirements. The logo is available for download from **http://www.pre-press.ludofact.de.**

LABELLING ON GAME BOXES

Specifications for labelling games

4. Batch number

According to EU law, it is necessary to provide the games with a batch number in order to be able to trace the period of manufacture in conjunction with documentation which has to be maintained. We can place this number for you but need a field 3 x 20 mm in size for this. See the example on the left.

5. Postal address

According to EU law, all games must have a postal address. A contact address in the form of an Internet or mail address is not sufficient.

6. Designation of origin

The origin must be placed for games which are to be sold in the USA, e.g. "Made in Germany".

Please check the labelling obligations for the country in which your games are to be sold in the relevant directives. Toy directive 2009/48/EG applies for the EU, for example.

We only check your data for technical errors which could influence production. We do not check content-related inconsistencies. **Please check all content before sending us your print files.**
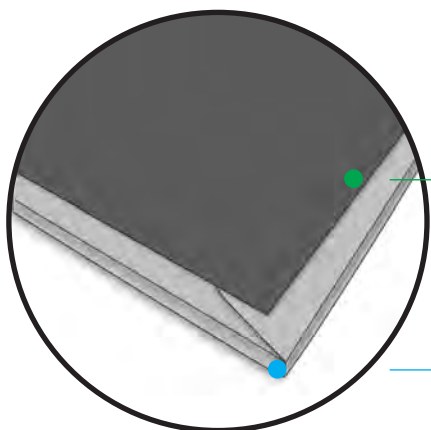
GAME BOARDS

Designing of game boards and reverse side mirroring

Please note the following peculiarities for the correct design of a game board.

1. Game board structure

A game board consists of two parts – a game board front side and a game board reverse side.
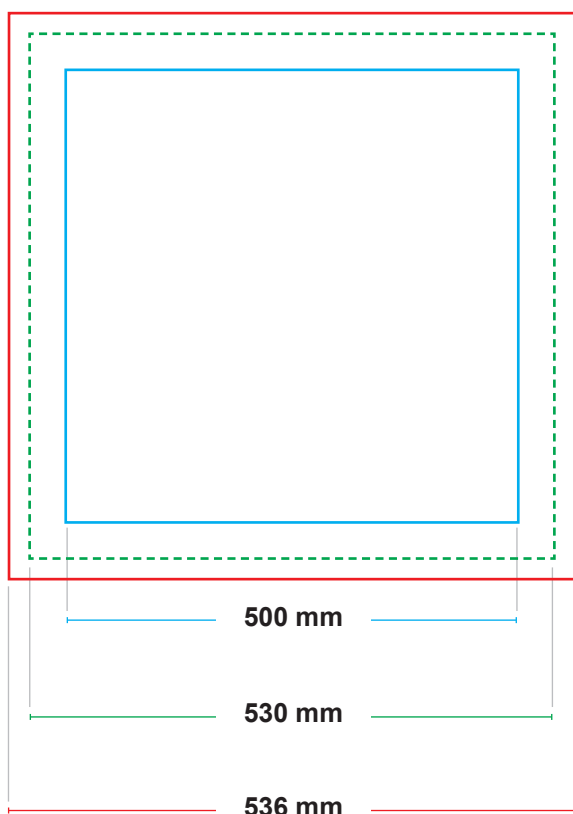
Game board reverse side

Cover sheet (game board front)

2. Wrap and trimming bleed (front side)

On the left see an example of the dimensions for a game board in the final format **500 x 500 mm**. For this, we need a **filled folding area (wrap) of 15 mm on each side. Bleed of 3 mm** is also required. Frames along the edges of the game board must be at least **5 mm** from the game board area. **Please design the folding and bleed area accordingly and fill it with graphic.**
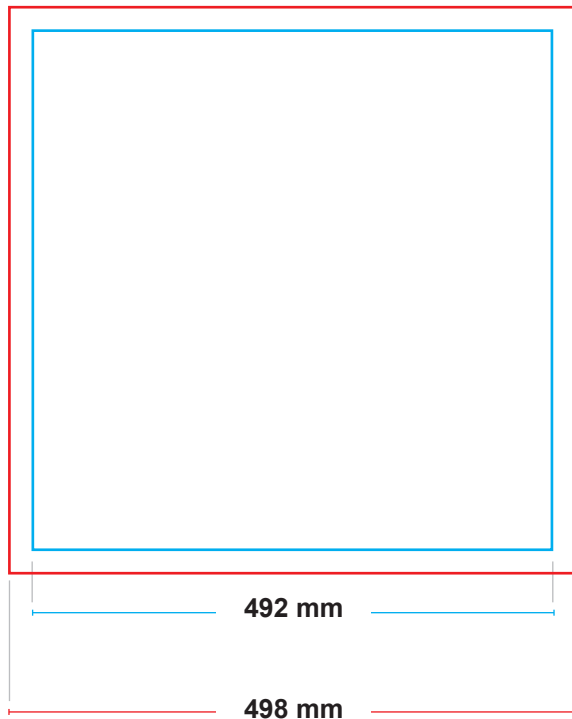
500 mm — Game board (final format)

530 mm — **Overlay (wrap) area 15 mm** on all sides

536 mm — **Bleed 3 mm** all round

GAME BOARDS

Design of game boards and reverse side mirroring

3. Game board reverse side (mirror)

The reverse mirror is **8 mm** smaller than the final format/net format.

Example: for a game board format of **500 x 500 mm** the final size of the reverse side is **492 x 492 mm**.

492 mm

498 mm

Game board reverse side

Bleed 3 mm all sides

4. Printing files

Please supply separate files for the front and reverse sides. We expect two files labelled as follows.

- **Game board front side:** Game Title_Game board_Front side_Language.pdf
- **Game board reverse side:** Game Title_Game board_Reverse side_Language.pdf

LINKS WITH FURTHER INFORMATION AND RESOURCES

- **Information: http://www.prepress.ludofact.de**
- **InDesign-settings: http://www.prepress.ludofact.de**

DIECUT PUNCHED BOARDS

Design and peculiarities of punched boards

Please be aware of the following peculiarities for the correct structure of a tableau.

= 10 mm

= 10 mm

1. Dielines

Dielines **need to be** placed as a **vector graphic**. Please create dielines as a special colour labelled as **DIE-CUT** and with the graphic attribute "Overprint contour".

The elements to be cut should be at least **10 mm** from the edge of the punched board.
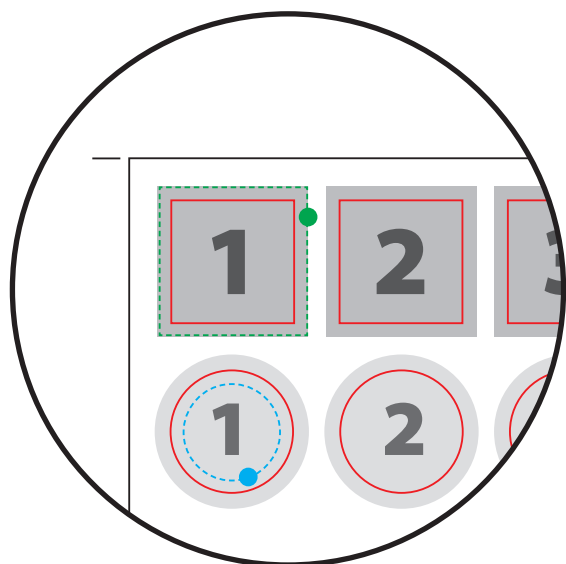
2. Bleed

When creating files for punched boards, **a bleed of 3 mm** must be created outside of the dielines. During diecutting, tolerances of up to 2 mm may occur due to the material used, the pressure required and the double-sided lamination.
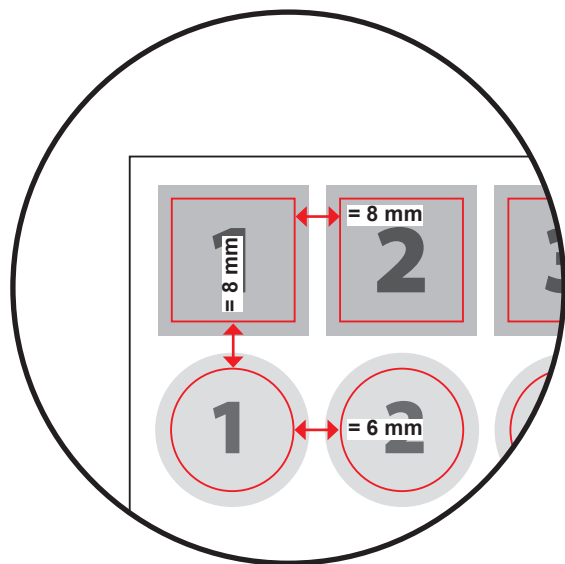
3. Inner edge distance (safety margin)

The images within the dielines should have a **safety margin of 3 mm to the dielines** to avoid important parts or text being cut off.

DIECUT PUNCHED BOARDS

Design and peculiarities of punched boards

Please note the following peculiarities for the correct structure of a punched board.

4. Element spacing

The distance between two dielines should be a minimum of **6 mm for circles** and a minimum of **8 mm for rectangles**.

Please clarify any deviations from these standard measurements with your sales contact. This must be clarified with our technology department in conjunction with the number and size of the punched boards and the material thickness.
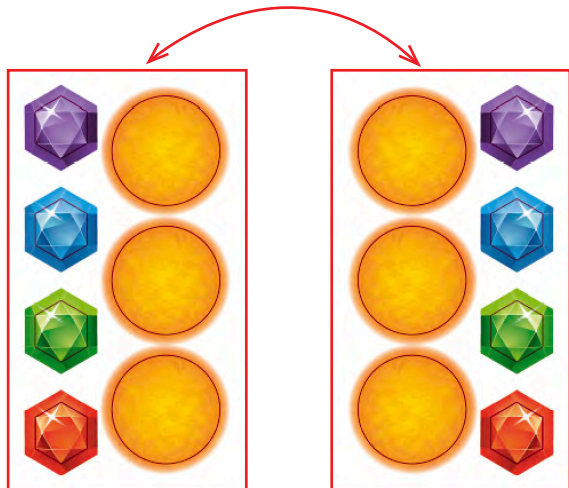
5. Reverse side

Make sure that the design of the reverse side of the punched board fits the front side. Please take care with the **precise position** of the **front in relation to the reverse side** (inverse arrangement).

6. Data delivery

Please ensure that the files for **matching front and reverse sides** are **named uniquely and clearly**. Please label and number the punched boards consecutively so that they can be uniquely identified.

- **Punched board front side:** Game Title_Punched board_Number_Front_Language.pdf
- **Punched board reverse side:** Game Title_Punched board_Number_Reverse_Language.pdf

GAME RULES

Data structure and data delivery

A differentiation must be made between folded and stapled (bound) game rules. This results in the following different specifications:
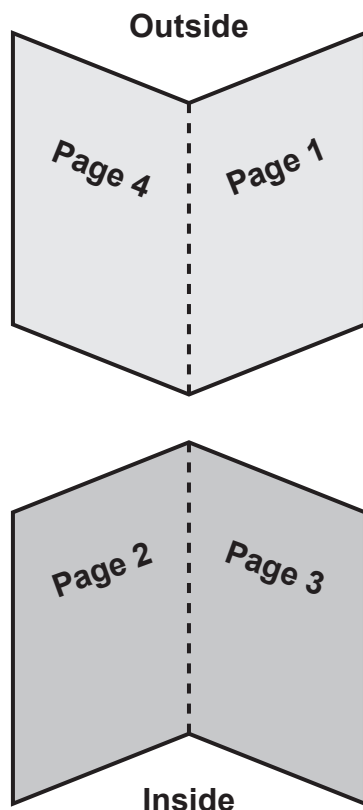
1. Bleed

The bleed must be **3 mm** and the inner edge spacing (safety margins) should be a minimum of **5 mm**.

● Bleed/gross format **(Bleed 3 mm)**

● Final format/net format

● Inner edge spacing **(safety margins min. 5 mm)**

2. Folded sheets

Keep in mind the following items when you are creating files for folded products:

- Folded game rules must be created in strips as a whole and may not consist of individual pages.
- With zig-zag, spiral duct etc. please create fold marks outside of the format.
- Principally, all print files need to be created with **3 mm bleed**. **This is also the case if your game instructions have a white edge.**

Please inform us with regard to your preferred type of folding.

Outside

Page 4   Page 1

Page 2   Page 3

Inside

GAME RULES

Data structure and data delivery
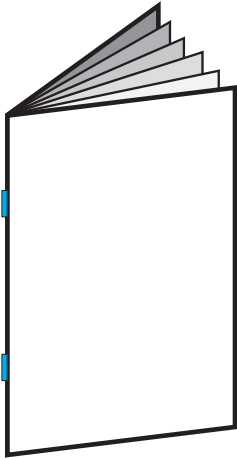
3. Brochures and bound products

If your brochure is to be produced with spine wire stitching the following key data is important for you:

- The print file must be created in one single PDF as consecutive individual pages.
- Principally, all print files need to be created with **3 mm bleed**. **This is also the case if your game instructions have a white order.**
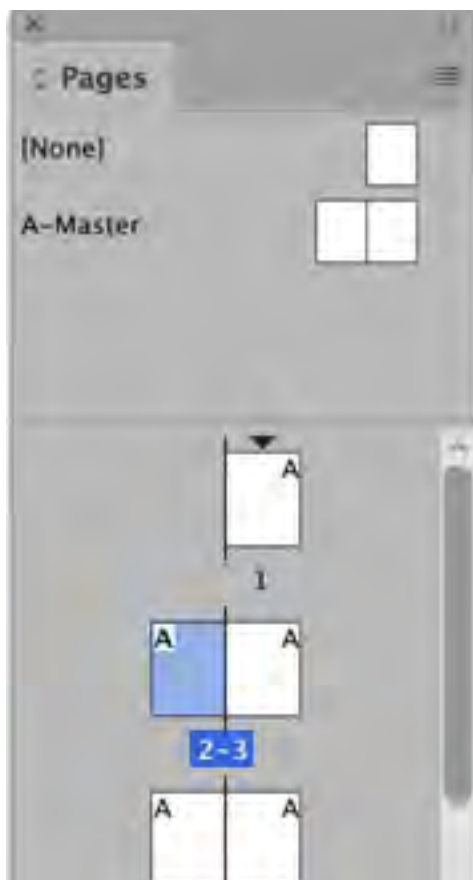
LINKS WITH FURTHER INFORMATION AND RESOURCES

- **Information: http://www.prepress.ludofact.de**
- **InDesign-settings: http://www.prepress.ludofact.de**

CHANGE OF LANGUAGE

Please note the data structure for language changes in the black separation

In the past, there were different specifications for language changes. Please note the technical progress and the updated specifications.

For a language change e.g. for playing cards, the following requirements are necessary, otherwise it is not a matter of a simple language change but a separate language version:

- **Texts:** All texts may only be set up in black, otherwise no simple language change is possible. Negative or coloured text is not possible with a language change.
- **Positioning:** No other elements apart from text may exhibit a difference from language to language.
- **Background:** Backgrounds must not differ under any circumstances.

1. Data structure (example for InDesign)
Create your background in a separate background layer and lock it. Place the text in the text layer. Use exclusively the standard colour black and not a special colour for the text.
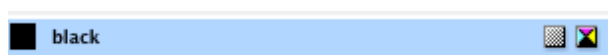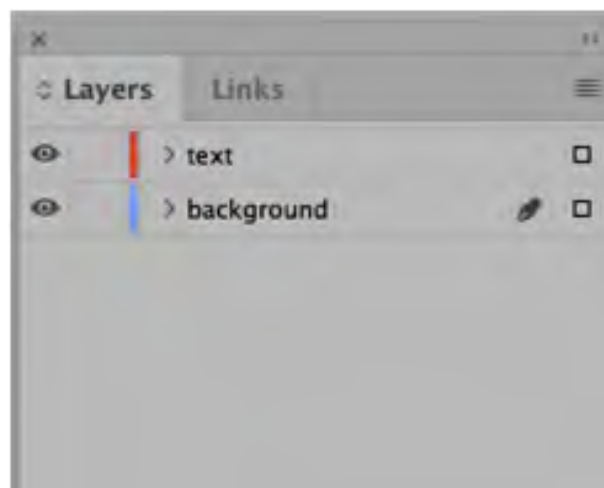

Use the same background layer for all languages.

2. Data delivery
Please create your PDF file to our specifications. Your PDF should contain the text layer and background layer. You will receive an approval PDF with a the background.

Please always deliver your files with a background layer. We do not accept print files which do not conform to our specifications.

PDF CREATION AND CHECKING

Useful tips on file creation and review

- **PDF-CREATION**   http://prepress.ludofact.de
  We provide job specifications to create PDFs for InDesign on our website.

✓ **Please check all your print files for content-related errors before delivering data.**

Before you send us the print data, please review its content. A file delivery to us means that your files are approved for printing and that you have reviewed their content and design. Content-related changes may not result from the approval print. These delay your order und cause additional extra costs. We finally prepare your data for print approval. Text correction in the content means that the entire process has to begin again. The print approval PDF solely serves the purpose of technical checking of the PDF transfer. We therefore ask you to first co-ordinate your PDF internally before delivering your data and to proof read it. We ask that you consult your contact in sales about deviations from the job document received (modified page numbers, sizes, etc.) as soon as they arise.

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