



## Standard Insert specifications

Inserts can be machine processed if they are delivered according to the following specifications.

Inserts that do not match these specifications can be processed only after advance consultation with your Roto Smeets representatives.

If you have any queries, please contact your Roto Smeets representatives.

The technical options for different types of inserts are set out below. Except where specifically mentioned, no distinction is made between stitched and adhesive binding.

### Section with overlap

	Maximum	Minimum	Minimum
Height, mm	326	105	
Width, mm	250/260	105/115	
No. of pages A4 format	80 @ 56 gr/m <sup>2</sup>	4 @ 120 gr/m <sup>2</sup>	
Overlap	12 mm	8 mm	

Sections comprising more than 24 pages: minimum height 148 mm.

### Insert with overlap and/or poster

	Maximum	Minimum	Minimum
Height, mm	326	105	
Width, mm	250/260	105/115	
No. of pages A4 format	80 @ 56 gr/m <sup>2</sup>	4 @ 120 gr/m <sup>2</sup>	
No. of pages A5 format or smaller	40 @ 56 gr/m <sup>2</sup>	4 @ 120 gr/m <sup>2</sup>	
Overlap	12 mm	8 mm	

Detachable posters are always bound with the grain in adhesive binding. Advance consultation is necessary. Sections comprising more than 24 pages: minimum height 148 mm.

### Insert 6 page roll fold with overlap

	Maximum	Minimum	Minimum
Height, mm	326	105	
A / B, mm	260/250	115/105	
C, mm	246	40	
E, mm	210	4 (10)	
No. of pages	6	6	
Paper weight	180 gr/m <sup>2</sup>	120 gr/m <sup>2</sup>	

The flap is attached with a glue dot to the head or foot. If the Insert is to come in the centre of the magazine, the glue dot will come on the opposite side of the overlap.  
Minimum dimension 'E' for adhesive binding is 10 mm.

### Section and / or Insert with throw-out cover

	Maximum	Minimum	Minimum
Height, mm	326	148	
Width, mm	260/260	115/115	
No. of pages A4 format	80 @ 56 gr/m <sup>2</sup>	4 @ 120 gr/m <sup>2</sup>	
No. of pages A5 format or smaller	40 @ 56 gr/m <sup>2</sup>	4 @ 120 gr/m <sup>2</sup>	
Overlap	0 mm	0 mm	

### Insert 6 pages roll fold, throw-out cover

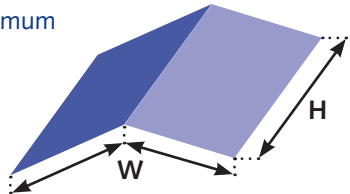
	Maximum	Minimum	Minimum
Height, mm	326	148	
A / B, mm	260/260	140/140	
C, mm	256	40	
E, mm	220	4	
No. of pages	6	6	
Paper weight	180 gr/m <sup>2</sup>	120 gr/m <sup>2</sup>	

The flap is attached with a glue dot to the head or foot. If the Insert is to come in the centre of the magazine, the glue dot will come on the opposite side of the overlap.  
Minimum dimension 'E' for adhesive binding is 10 mm.

### Insert 4 pages with flap

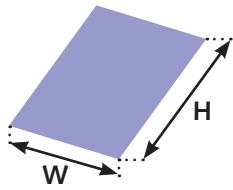
	Maximum	Minimum	Minimum
Height, mm	326	148	
Width, mm	260	115	
No. of pages	4 @ 250 gr/m <sup>2</sup>	4 @ 135 gr/m <sup>2</sup>	

### Outsert

	Maximum	Minimum	Minimum
Height, mm	326	105	
Width, mm	480 (2x240)	150 (2x75)	
No. of pages	2 @ 250 gr/m <sup>2</sup>	135 gr/m <sup>2</sup> MC 115 gr/m <sup>2</sup> VCO	

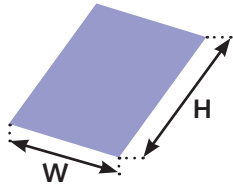
Outserts cannot be used in adhesive binding.

### Glue-on card (tip-on)

	Maximum	Minimum	Minimum
Height, mm	210	75	
Width, mm	210	60	
No. of pages	2	2	
Paper weight	200 gr/m <sup>2</sup>	135 gr/m <sup>2</sup> MC 115 gr/m <sup>2</sup> VCO	

Large format cards must have at least 25 mm margin to the trim line. Prior consultation required if card is to be placed on page 1 during binding. Cards cannot be placed on page 3 (first inside page) when adhesive binding. Attaching card to cover page 1 is an extra processing step in adhesive binding.

### Glue-on folder / booklet

	Maximum	Minimum	Minimum
Height, mm	190	80	
Width, mm	190	60	
No. of pages	24 @ 60 gr/m <sup>2</sup>	4 @ 115 gr/m <sup>2</sup>	

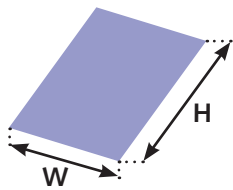
The stiffness of small-format booklets means that there must be a sensible relationship between number of pages and paper weight.

Large format booklets must have at least a 25 mm margin to the trim line.

Glue-on folders and booklets up to 16 pages should preferably be glued in the spine. Sizes larger than 16 pages can be supplied stitched.

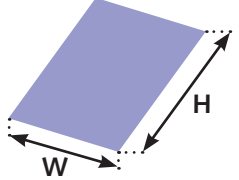
Glue-on folders weighing up to 25 grams are within specification. Advance consultation is required for heavier examples.

### Credit card and / or pass

	Maximum	Minimum	Minimum
Height, mm	100	55	
Width, mm	80	55	
No. of pages	2	2	
Paper weight	300 gr/m <sup>2</sup>	200 gr/m <sup>2</sup>	

The credit card must be heat resistant on the glued side.

## Sachet

	Maximum	Minimum	Minimum
Height, mm	190	75	
Width, mm	190	65	
No. of pages	2	2	
Content, per cm <sup>2</sup>	0.15 ml.	n.a.	

Large format sachets must have at least a 25 mm margin to the trim line. Sachets weighing up to 25 grams are within specification. Advance consultation is required for heavier items.

## Insert cards (throw-ins)

	Maximum	Minimum	Minimum
Height, mm	203	127	
Width, mm	152	77	
No. of pages	2	2	
Gram weight	180 gr/m <sup>2</sup>	135 gr/m <sup>2</sup>	

Large format throw-in cards must have at least a 25 mm margin to the trim line. Throw-ins are an extra processing step in adhesive binding.

## Off-centre stitched section

We distinguish between two product types:

### Off-centre stitched, width equal to gross section

If the width equals the dimension of the short or long side of the section that includes the off-centre stitched section, the rule is that the insert weight can be no more than 2/3 that of the section in which it is inserted.

If the width of the insert equals the short side of the including section, the insert will be knocked to head in the front part of the title. If the insert is knocked to foot it will appear in the back part of the title.

### Off-centre stitched, small format insert

These inserts have width smaller than the including section.

The insert width must be at least 15 mm smaller than the including section net width, so that the insert as a whole can be shifted forward or back within the title.

Total width may be no smaller than one-half the gross width of the including section.

## Printing plants

### **Roto Smeets Deventer**

Industrieweg 5  
7418 CD Deventer  
Tel.: 0570-69 45 00

### **Roto Smeets Etten**

Parallelweg 5  
4878 AH Etten Leur  
Tel.: 076-508 40 00

### **Roto Smeets Weert**

Weerterbeekweg 4  
6001 VH Weert  
Tel.: 0495-57 09 11

## Bindery

### **De Wit Binders**

Meerenakkerweg 8  
5652 AT Eindhoven  
Tel.: 040-250 81 00

## Pre-distribution

### **Rotopack**

Industrieweg 5  
7418 CD Deventer  
Tel.: 0570-69 48 80