



imprint.impress.impact.

Updated October 2021

This guide is produced to give you an overview of what you can expect from Newsprint Namibia.

WHO ARE WE?



Newsprint Namibia Pty Ltd, previously John Meinert Newsprint, was the first pioneering newspaper printing company in Namibia. Newsprint Namibia printed its very first newspaper, Der Kriegsbote, in 1917. It became the Allgemeine Zeitung in 1918 and is currently still printed by Newsprint Namibia. Newsprint Namibia has grown and developed along with printed media, in an independent Namibia, to become the well-established web offset printer it is today, employing 120 people, most of whom have been trained in-house.

Newsprint Namibia is committed to produce printed products of the highest standard and continues to invest in the technical and human resources necessary to maintain and ever improve this status quo.

Newsprint Namibia aims to provide innova-

tive products and printing solutions to their clients, to continue to train people and to create employment in order to improve and develop our local printing industry.

We print a number of daily and weekly Newspapers. We also print commercial inserts, flyers or pamphlets for various commercial and retail clients. Newsprint Namibia also prints and produce specialist products such as a A4 type booklets that are trimmed and stitched.

Newsprint Namibia also incorporates a Mailroom and Distribution function. We package and deliver the products that we print according to the client's specifications and needs throughout Namibia.

Currently Newsprint Namibia is located in Eider Street 2-4 in the Lafrenz Industrial Area in Windhoek, Namibia.



NEWSPRINT CONTACT DETAILS

General Address

2-4 Eider Street, Lafrenz, Windhoek, Namibia

Tel: +264 (0) 61 330 500 • Fax: +264 (0) 61 330 510

Mobile: +264 (0) 81 122 2116 (all hours)

Email: print@newsprintnamibia.com

CTP ADDRESS

ctp@newsprintnamibia.com

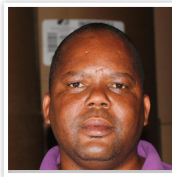
All material to be printed must be sent to the CTP address above. The CTP room can also be contacted telephonically at: +264 (0) 61 330 527 between 08:00 am to 02:00 am the following morning.

Calls to Mobile number: +264 (0) 81 122 2116 (all hours) will automatically be redirected to the CTP room after 17:00 and before 08:00 the next morning.



Willa Brandt

Mail Room Supervisor
Tel: +264 (0) 61 330 522
Mobile: +264 (0) 81 148 3552



Julius Goagoseb

Technical Supervisor
Tel: +264 (0) 61 330 528
Mobile: +264 (0) 81 141 4654



Rudolf Witbooi

Production Manager
Tel: +264 (0) 61 330 501
Mobile: +264 (0) 81 215 6555



Willem Vahongaifa

Shift Supervisor
Tel: +264 (0) 61 330 513
Mobile: +264 (0) 81 286 1350



Marthinus Van Wyk

Pre-Press Supervisor
Tel: +264 (0) 61 330 527
Mobile: +264 (0) 81 443 7225



Chantel Van Wyk

Administration Supervisor
Tel: +264 (0) 61 330 502
Mobile: +264 (0) 81 149 5568

WHAT WE DO



PRINTING

Republikein, Allgemeine Zeitung, Namibian Sun are daily newspapers printed on the premises, as are various weeklies. Other specialist products include inserts, flyers and brochures in a number of different sizes and formats that range from passport size to broadsheet size, including A3, printed on newsprint paper on either 45gms and 55gms. Printing is done on a 32-page and a 16-page full colour Goss Community presses."



LOCATION ADDRESS

2-4 Eider Street, Lafrenz, Windhoek, Namibia



Safety matters

The following key areas are addressed by **Occupational Safety, Health & Environmental Regulations**:

- Planning for hazard identification, risk assessment and risk control
- SHE management programme
- Structure and responsibility
- Training and awareness competence
- Consultation and communication
- Operation Control

- Emergency preparedness and response
- Performance measuring, monitoring and improvement
- All the relevant laws, ordinances and regulations.

We have limited back-up support in the Namibian market, Newsprint Namibia has ensured that it has backup and redundancy in every aspect of our operation to ensure seamless operational functionality.

POPULAR SIZES

Broadsheet

545mm X 390mm

Tabloid

390mm X 265mm

Miller Martini

240mm X 160mm

½ Wrap Around

185mm X 265mm

½ Miller Martini

110mm X 160mm

¼ Wrap Around

87.5mm X 265mm

The following guidelines will assist you in preparing your electronic files for digital submission.

• We like PDFs

We prefer to receive PDF/X files, preferably PDF/X-4 2008 with Compatibility: Acrobat 6 (PDF1.5). If you cannot provide us with a PDF that is ready for printing, we also support the following applications:

- Photoshop CS5
- Illustrator CS5
- InDesign CS5

• We don't like

MS Word, PowerPoint, Excel, Publisher or CorelDraw have limited output options, they almost never print as intended. In an emergency we will accept files saved in these formats and will try to work around problems like font changes and reflow.

You might however incur additional costs in the extra time required to handle these files.

• FTP upload – Preferred

It is possible to use our FTP site if required. You will be provided with a username and password on an individual basis.

You can also supply your work on:

- Wettransfer
- USB stick
- Via Email

• Proofs

To ensure the correct printing of your material, digital files should be accompanied by hard copy proofs. If a proof is not supplied Newsprint cannot take responsibility for any incorrect printing. *Our Pre-Press Department is primarily Windows based. We will make every effort to accommodate Apple files.*

• Clean up

Delete all unused material in your files. This includes unnecessary colours from the colour palette and unused items from outside the publication layout.

This prevents confusion resulting from missing graphics or fonts that aren't used in the printed area, and it also reduces errors at the RIP

(Raster Image Processor).

• Hairlines

Don't use hairline rules. Make your thinnest lines at least 0.2 point wide and your thinnest dotted rules at least 0.4 wide.

• Fonts

Remember to send all fonts used in your files. We may have a copy of your particular font in our font library, however many different companies make fonts of the same name and they do differ. OpenType fonts are preferred.

If you do not submit a complete font folder, and it becomes necessary to substitute fonts, Newsprint cannot be held responsible for resulting type wrap or other related problems.

Avoid using the style menu in your layout application (InDesign, Quark) for creating bold, italics or special effects like outline type or drop shadows. Instead, select the appropriate font in the type menu. Without the actual font the type will not output correctly, even if it appears to work on your desktop printout.

• Font sizes

Type set in older versions of Photoshop will be rasterised. If at all possible please set type in InDesign or one of the illustration applications. When using a sans serif type it should not be smaller than 8 point. **Text smaller than 10 point should not be reversed out of solid colour backgrounds.** For normal font minimum 6 point.

If you have fonts in your vector EPS files, conflicts may arise when the font is not sent with the file. We suggest converting any text in EPS files to outline (path) characters. To avoid any possible conflicts you can convert all used fonts to outlines (paths), when your artwork is finished.

Be aware that this might have an influence of the textflow.

• Colour mode

If you only supply the pictures and Newsprint has to design the advert, you don't have to save in CMYK colour mode. However we can only accept high quality original photos, **TIFF or JPEG files.**

Never send files in HSL, Trumatch, Toyo, Lab or any other colour models.

• Resolution

We recommend scanning photos scaled to their final size with a resolution of 300 ppi (pixels per inch). Linework (black and white, no grey) scans should be at 1200 ppi saved as Photoshop bitmap format.

• Profile

If you are used to working with profiles, we recommend the ISOnewspaper26v4 profile. You will find instructions on how to use and set up this profile on <http://www.ifra.net/>. Go to "Consulting", "ISO Profiles", then scroll down to "Request downloads" and follow the instructions. If you cannot use the Ifra CMYK-profile, please choose the built-in profile U.S. Web uncoated v2.

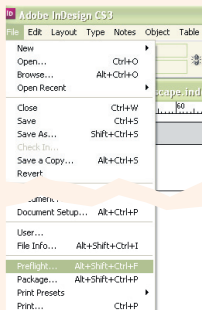
• Maximum Ink Density

Your maximum ink density should not exceed 220%. You should always use Photoshop to convert files to CMYK.

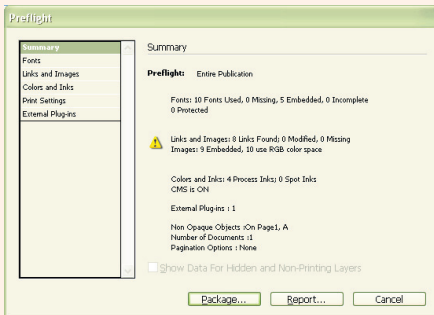
• The PDF...

If properly prepared, the PDF file is the best possible option to exchange your files with Newsprint. It can easily be emailed or uploaded to our ftp-site. We encourage you to use the PDF/X-4 2008 settings (but with compatibility Acrobat 6(1.5)) to write your PDF files. Acrobat Distiller, as well as the other Adobe products have standard settings for PDF files. Please do not use the Acrobat PDF-Writer for preparing PDF for Newsprint. The PDFWriter works differently and will only save the screen view (Bitmap in 72pdi) of your EPS-files. Newsprint prefers a separate PDF for each page/spread.

PREFLIGHT IN INDESIGN



In InDesign you can do a preflight before exporting your file to PDF – possible problems can be detected before production!



It will give you warnings about colour modes, missing links, fonts, etc.

Printing Disclaimer:

Due to printing variabilities and controls, we cannot ensure the colour accuracy of every copy of this Colourguide!

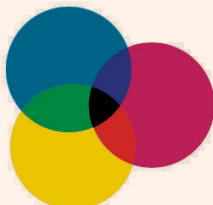
COLOUR GAMUTS AND TIPS FOR PREFLIGHT

RGB – additive colours



Light colours add each other to white

CMYK – subtractive colours



Body colours add other to black – theoretically! Practically the black is not perfect, so we need a fourth colour for printing!

Printing colours



C – cyan



M – Magenta

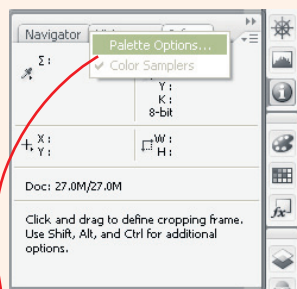
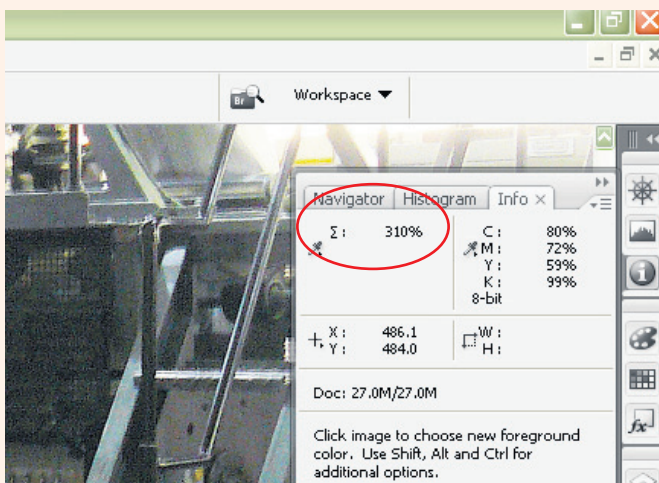


Y – Yellow

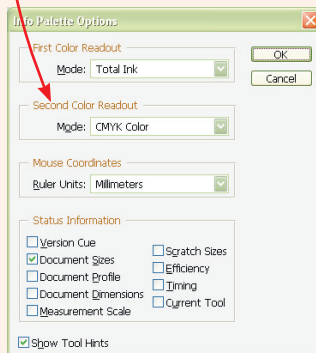


K – black (key)

PHOTOSHOP - MAX. INK DENSITY



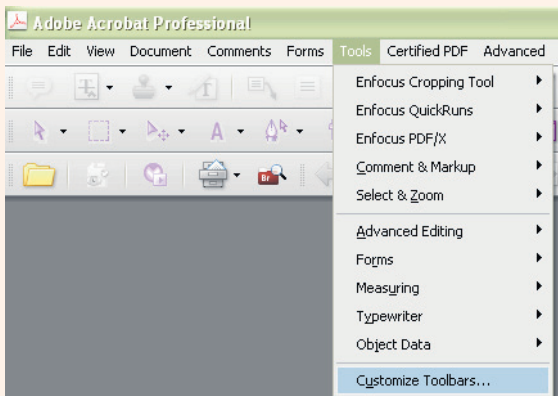
In Photoshop find the Info palette and go to Palette Options



Change your settings like this

Move your mouse to the dark areas of your picture to check the total ink density.

USING ADOBE ACROBAT



You can customize your toolbar in Acrobat to find the tools for print production as shown here:

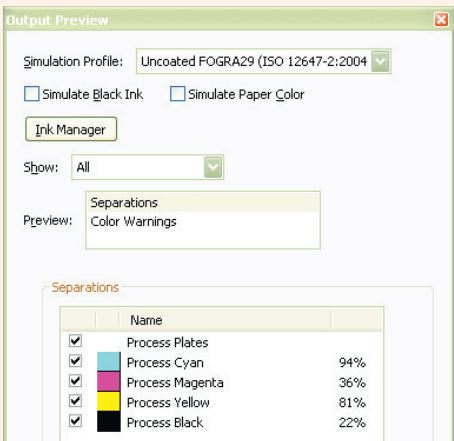


Output Preview

Shows you the percentage of colours actually used in your PDF

Preflight

Will check the file based on various preferences used in your PDF



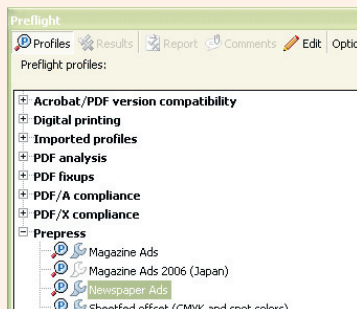
Output Preview

We do **NOT** use Spot Colours. We use CMYK to make Spot Colours – copies of a printed spot colour guide is available on request.

Output Preview

Gives you an indication whether **spot** colours are used or not. You can check the total ink density with one click. Make sure the Simulation Profile is on Uncoated Fogra (ISO 14647).

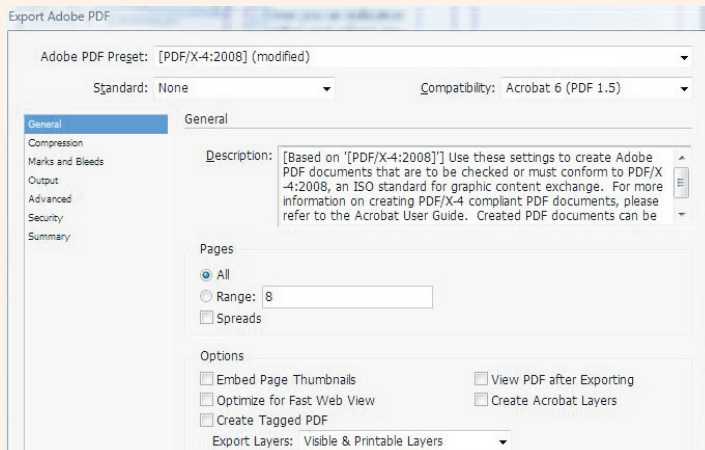
To make sure that black (especially in fonts) is **used on the black plate only, simply click it off**, to see what lies underneath. This will avoid Black type printing in CMYK instead of just K.



Preflight

It is recommended to find your own settings for checking your material.

ACROBAT EXPORT PREFERENCE



Newsprint recommends the standard Adobe PDF Preset [PDF/X-4:2008]. The Compatibility should be Acrobat 6 (PDF 1.5)



**DO YOU HAVE A
PRINT JOB?**

NO

**TRY COMMERCIAL
PRINTERS**

**NEWSPAPER
TYPE PAPER**
45 or 55 gsm

YES

**MINIMUM COPIES
5000**

NO

**NOT COST
EFFECTIVE**

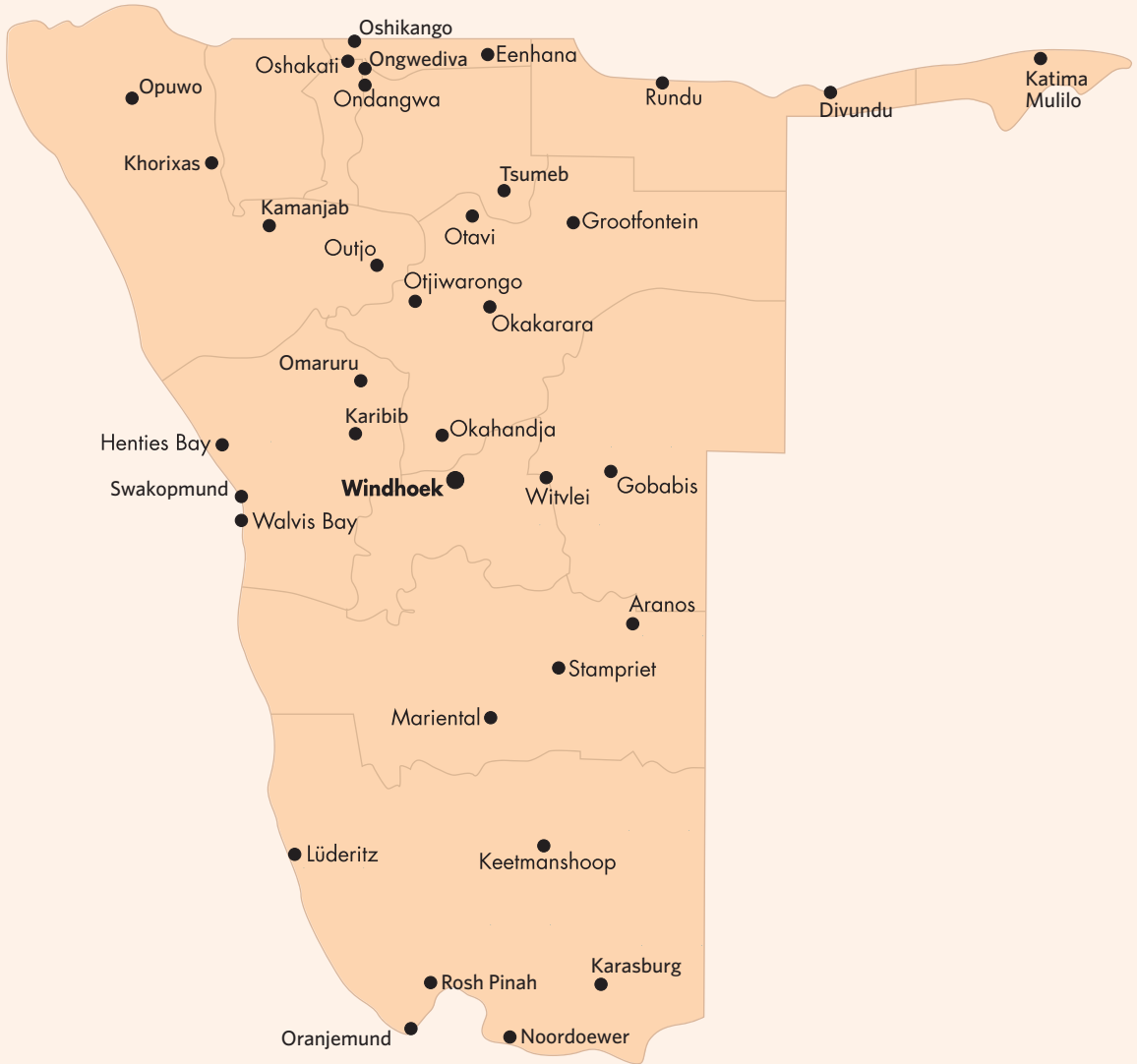
YES

**LET'S
QUOTE**

WE NEED:

- a) Type of Paper (45 or 55 gsm)
- b) Page Size (A5 to A2) [See page 4](#)
- c) Number of Copies
- d) Number of Pages
- e) Delivery Date

DELIVERIES AND AGENTS



DISTRIBUTION

•Distribution Network

The Newsprint distribution network transports products to the four corners of the country to deliver newspapers to almost every town and village in Namibia on a daily basis:

- As far south as Oranjemund • As far north as Outapi and Rundu
- All the towns against the coast • And Gobabis to the east

Contracted couriers further distribute our papers daily to the more remote towns of: Katima Mulilo, Luderitz, Rosh Pinha, Oranjemund, etc

Newsprint delivers to every corner of Namibia. 95% of all deliveries is done before 08:00 every morning.

Newsprint also offers a courier service to all the town and villages we service on a daily basis.

Newsprint also offers a direct distribution service where we distribute material on busy street corners or from house to house

**FOR DELIVERIES
PLEASE CONTACT:**

RUDOLF WITBOOI Production Manager:
Tel: +264 (0) 61 330 501 | Mobile: +264 (0) 81 215 6555

ETTIENNE KOTZE Circulation And Distribution Manager:
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