

Guidelines for sending variable data



These guidelines define data-file formats and included data for printing (personalized) variable data.

Any deviation from these rules (eg. using of decimal points instead of commas, or other delimiters or coding in a text file) can be realized only by prior arrangement with the sales department.

File formats:

txt - text file

Usual text file with following parameters:

Allowed encoding: UTF-8, CP1250, CP850 – the used encoding must be specified in the accompanying documentation

Delimiter data items: Tab

Record delimiter: CR / LF characters

The first record contains names of data items.

Records can't contain unprintable characters (ie. between 0-31 in the ASCII-characters table), excluding the above mentioned separators and records.

All records have the same number of items.

ZIP are given without gaps (eg. in the form of 12345, not 123 45).

Numbers are without separators of thousands, as the decimal separator decimal point is used. In the case of databases from sources with used dot as a decimal separator, it is possible to use a decimal point. However it is always necessary to specify this information explicitly.

Date format is d.m.yyyy or dd.mm.yyyy (ie. September 1st, 2015: 1.9.2015 or 01.09.2015)

Microsoft Excel file (2003 version - or xls 2007 version - xlsx)

The file usually contains only one worksheet with data. In case of files with more sheets it is necessary to define in the accompanying documents the purpose of individual sheets (eg. distribution according to mutations, distribution according to the need to save more records than 1 sheet allows, etc..).

The cells contain just values, not formulas or references to other cells.

All rows and columns must be visible, filters or hiding can't be used.

The first row (record) contains names of items.

Each line contains just one record, all the items in one column (except those on the first line) must have the same format.

In case of using a text format for numbers or dates, apply the same rules as for a text file.

ZIP is used without gaps.