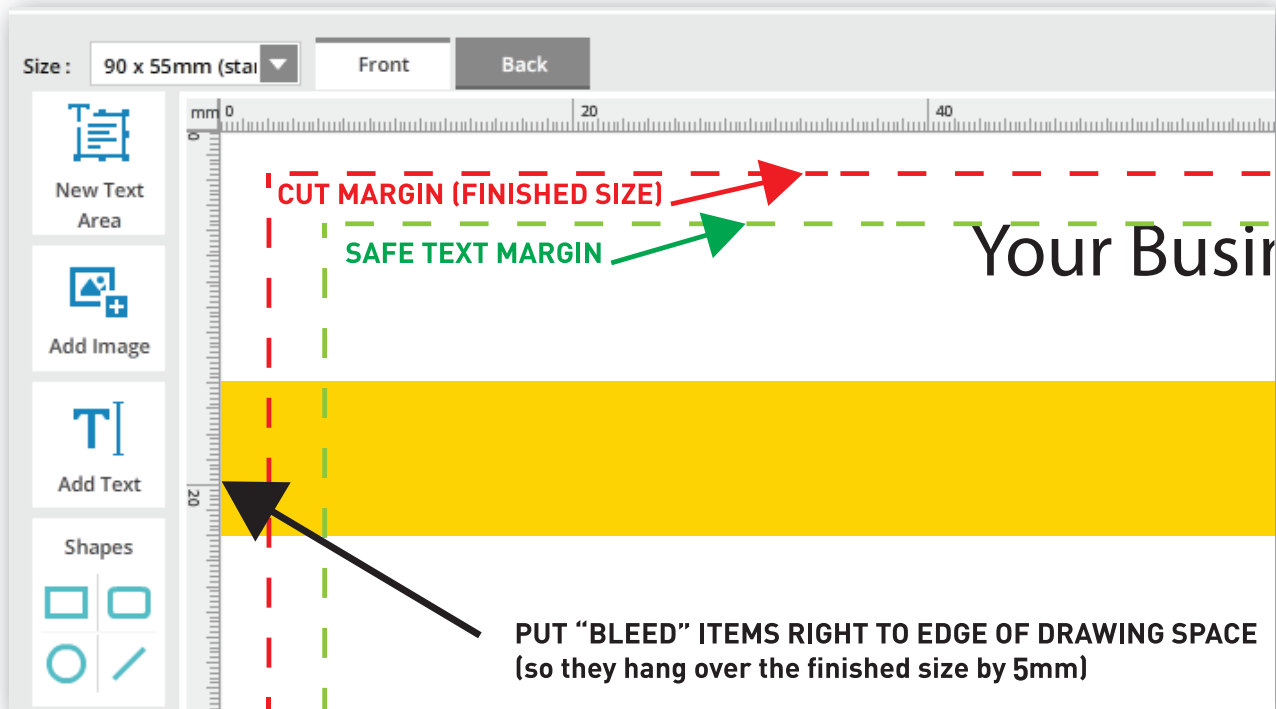


For best results, use professional vector programs like Illustrator, Coreldraw, or similar. Home programs like MS Word/Publisher don't have the right tools or colour palette. MS Excel is for spreadsheets. MS Powerpoint is for screen slideshows. PhotoShop is for editing bitmap images.

① Use the **allBIZ ONLINE EDITOR**

Put **bleed*** items right to the very edge of the drawing space (they should go beyond the red CUT MARGIN)



*** BLEED:** any object that goes right to the edge of the document. The object must actually go **BEYOND** the finished size by 5mm ("bleed over" the edge).

② Use **ILLUSTRATOR** (or other vector software)

1 - **PAGE SIZE:** see Page Two for different sizes **BLEED AREA:** 5mm

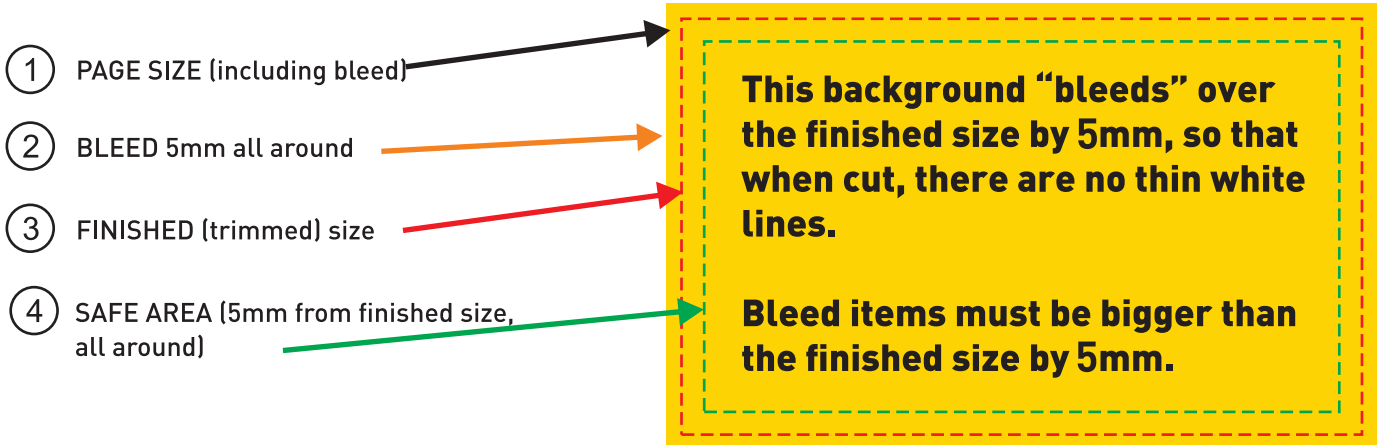
2 - **SAVE AS:** PDF (best if /X-1A). Tick "**5mm bleed**" NO crop/trim marks

MORE INFO PAGE 2

MAKE SURE YOUR FILES ARE PRINT READY!

- PDF** (PDF/X-1a is better)
- FONTS** embedded (or converted to Curves/Paths/Outlines)
- IMAGES** 600 to 300ppi (less resolution and they will print fuzzy and blocky)
- CMYK** colour only (do not use RGB or Spot or mix them)
- FLATTEN** transparencies/layers (or you will get odd stripes/blocks)
- BLEED** - 5mm, 5mm safe area

Your job could be **ruined** by bad files. Fuzzy, wrong colours/fonts, missing bits and more. Wrong files could be **rejected/charged a processing fee.**



PAGE SIZES

A4 FINISHED: 210 x 297mm
BLEED: 220 x 307mm
SAFE: 200 x 287mm

A3 FINISHED: 297 x 420mm
BLEED: 307 x 430 mm
SAFE: 287 x 400 mm

CIRCLE 210 FINISHED: 210mm dia
BLEED: 220mm dia
SAFE: 200mm dia

CIRCLE 300 FINISHED: 300mm dia
BLEED: 310mm dia
SAFE: 290mm dia

STRIP FINISHED: 400 x 200mm
BLEED: 410 x 210mm
SAFE: 390 x 190mm