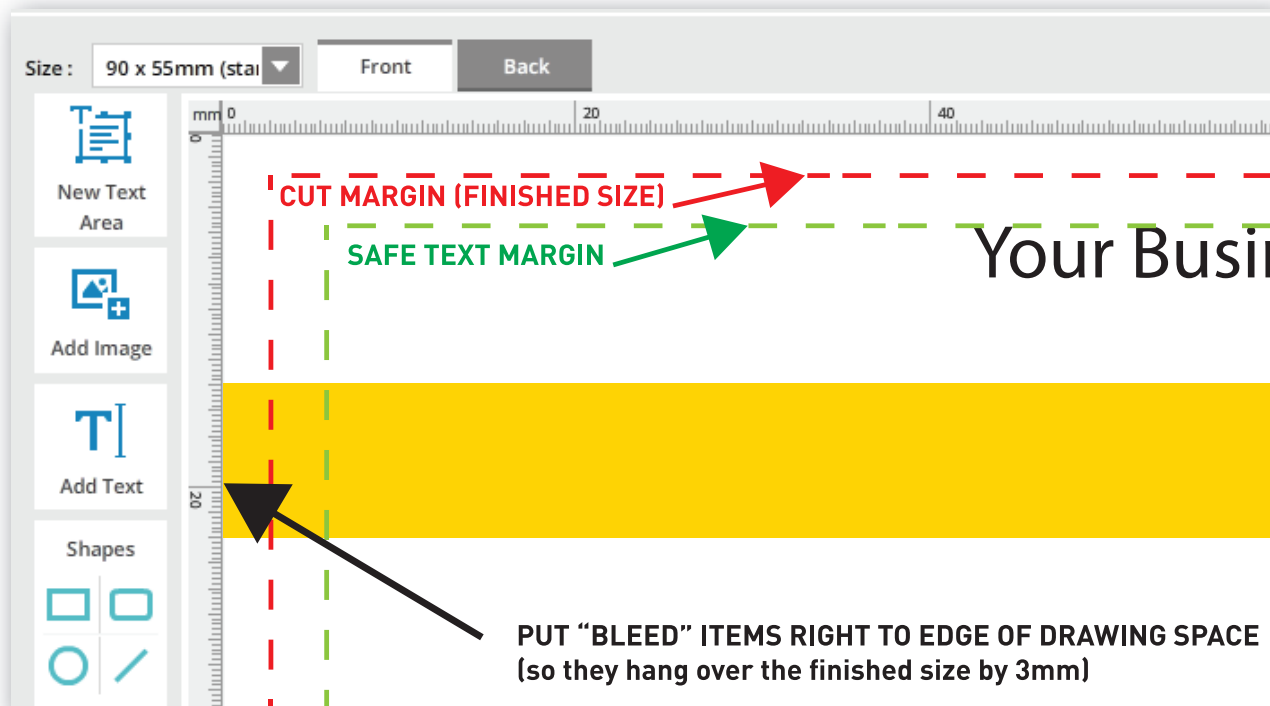


For best results, use professional vector programs like Illustrator, Coreldraw, or similar. Home programs like MS Word/Publisher don't have the right tools or colour palette. MS Excel is for spreadsheets. MS Powerpoint is for screen slideshows. PhotoShop is for editing bitmap images.

## 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 2-3mm ("bleed over" the edge).

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

1 - **PAGE SIZE:** A4: 210x297mm, **BLEED AREA:** 3mm

2 - **SAVE AS:** PDF (best if /X-1A). Tick "**Trim/Crop marks**" and "**3mm bleed**"

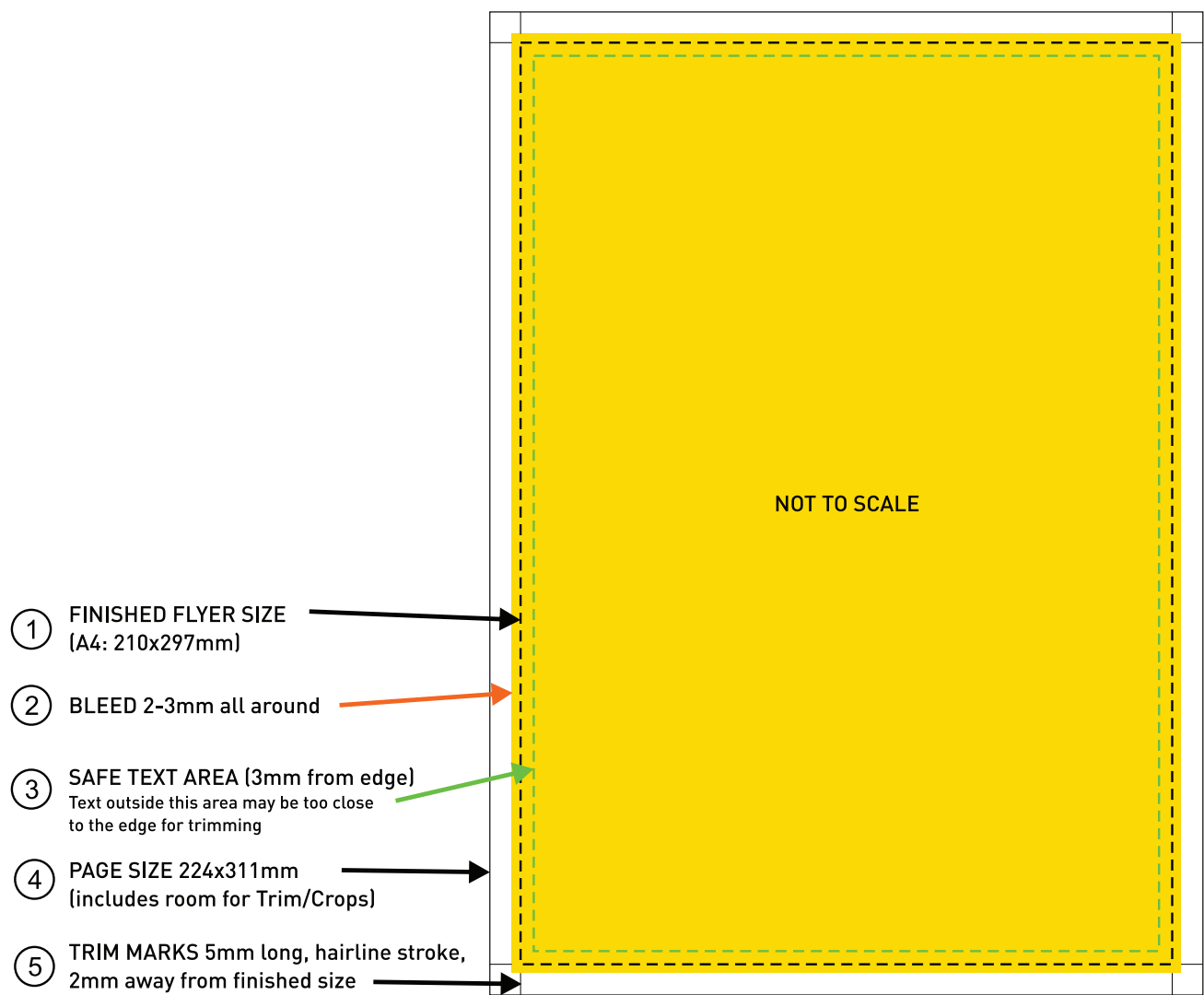
## MORE INFO PAGE 2

### MAKE SURE YOUR FILES ARE PRINT READY!

- ☐ **PDF** (PDF/X-1a is better) - for double-sided, Page 1 = Front, Page 2 = Back
- ☐ **FORMATS** 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** - 2 or 3mm, and 3mm Safe Area away from edge for text
- ☐ **TRIM BOX** (for bleed jobs) - set to final cut size (or your job will cut wrong)

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.**

If you have to create the file manually using other software, your finished file should match the specs below:



## FOLDED TO DL

You can do 3 panels of 99mm each, but by varying the panel size as in the sample, you allow for folding (panels won't bunch up when folded).

For best results, allow at least 5mm margin either side of folds.

INSIDE 97mm  PANEL 5	OUTSIDE BACK 99mm  PANEL 6	FRONT COVER 101mm  PANEL 1
INSIDE COVER 101mm  PANEL 2	INSIDE MIDDLE 99mm  PANEL 3	INSIDE  97mm  PANEL 4