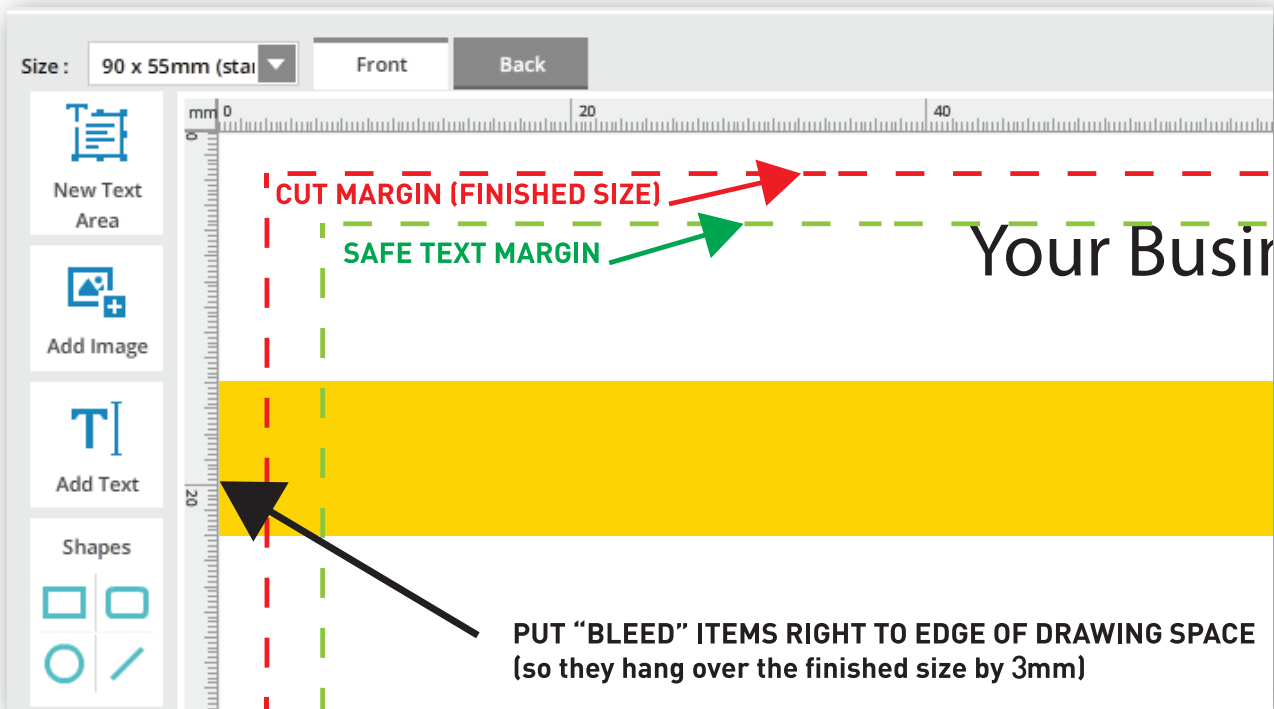


For best results, use professional vector programs like Illustrator, Coreldraw, or similar. Home programs like MS Word/Publisher don't have the right tools or colour palette. MS Excel is for spreadsheets. MS Powerpoint is for screen slideshows. PhotoShop is for editing bitmap images.

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

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

- 1 - **PAGE SIZE:** see attached list for each page size (page 2), **BLEED AREA:** 3mm
- 2 - **SAVE AS:** PDF (best if /X-1A). Tick "**Trim/Crop marks**" and "**3mm bleed**"

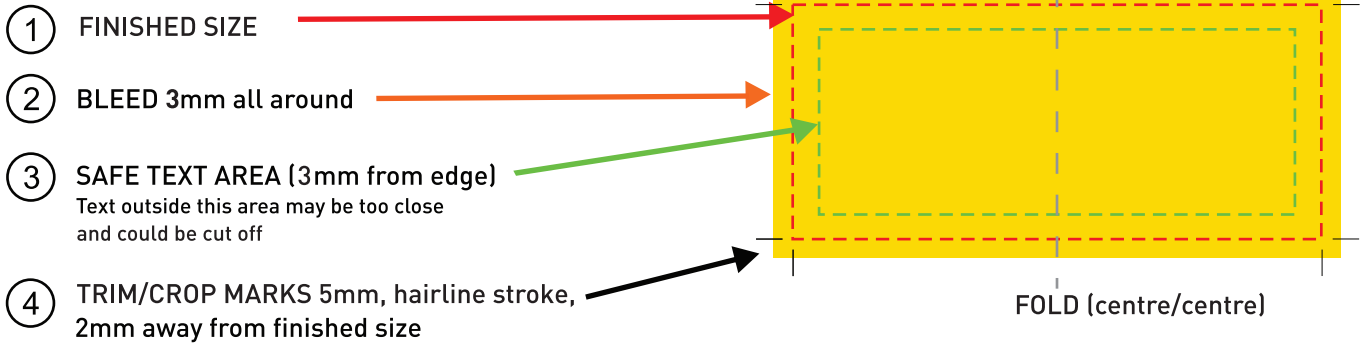
## MORE INFO PAGE 2

### MAKE SURE YOUR FILES ARE PRINT READY!

- PDF** (PDF/X-1a is better)
- 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** - 2mm, and 4mm Safe Area away from edge for text

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:



## CARD SIZE

## ILLUSTRATOR / VECTOR

## MANUAL

CARD SIZE	ILLUSTRATOR / VECTOR	MANUAL
US3x5-FOLD (89 x 140mm folded)	PAGE: 178x140mm	PAGE: 192x154mm BLEED: 184x146mm CROP: 178x140mm
A6-FOLD (105x148mm folded)	PAGE: 210x148mm (A5)	PAGE: 224x155mm BLEED: 216x154mm CROP: 210x148mm (A5)
US4.5x6-FOLD (108x152mm folded)	PAGE: 216x152mm	PAGE: 230x166mm BLEED: 114x158mm CROP: 216x152mm
140x140-FOLD (140x140mm folded)	PAGE: 280x140mm	PAGE: 294x154mm BLEED: 286x146mm CROP: 280x140mm
A5-FOLD (148x210mm folded)	PAGE: 297x210mm (A4)	PAGE: 311x224mm BLEED: 303x216mm CROP: 297x210mm (A4)
US5x7-FOLD (127x178mm folded)	PAGE: 254x178mm	PAGE: 268x192mm BLEED: 260x184mm CROP: 254x178mm
DL-PORT-FD (99x210mm folded)	PAGE: 198x210mm	PAGE: 212x224mm BLEED: 204x216mm CROP: 198x210mm
DL-LAND-FD (210x99mm folded)	PAGE: 420x210mm	PAGE: 434x224mm BLEED: 426x216mm CROP: 420x210mm