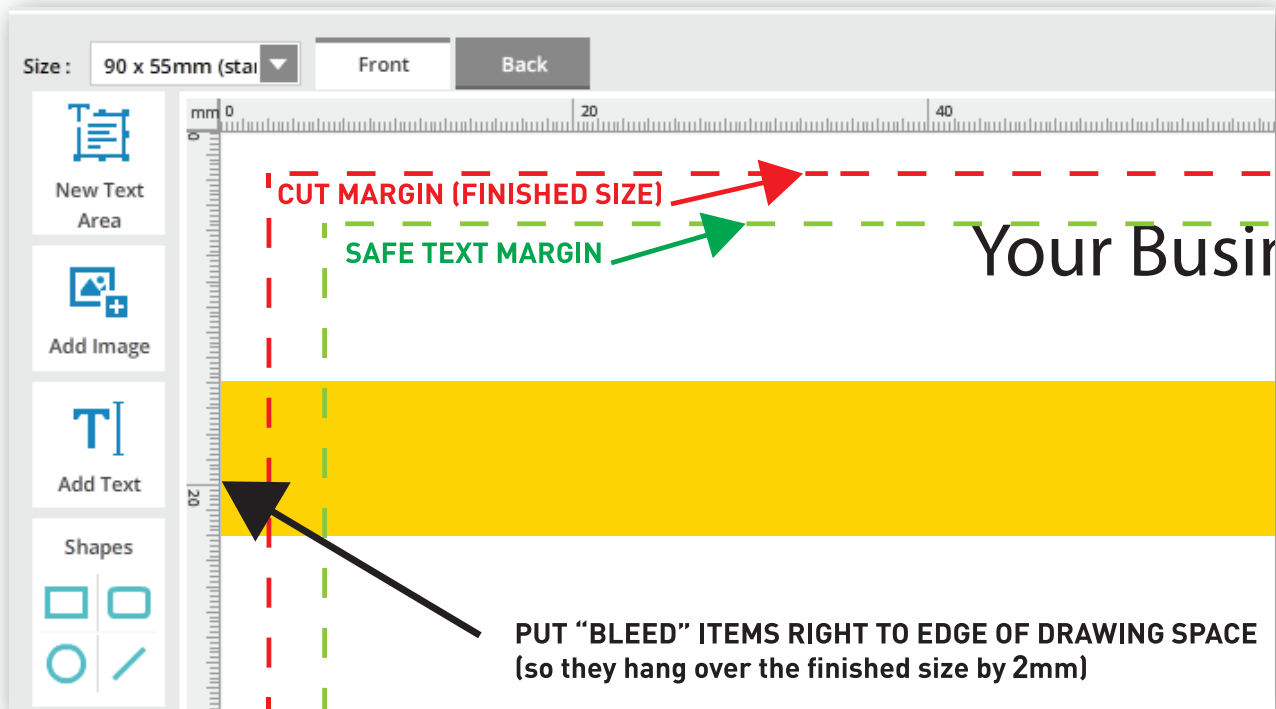


For best results, use professional vector programs like Illustrator, Coreldraw, or similar. Home programs like MS Word/Publisher don't have the right tools or colour palette. MS Excel is for spreadsheets. MS Powerpoint is for screen slideshows. PhotoShop is for editing bitmap images.

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 2mm ("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**"

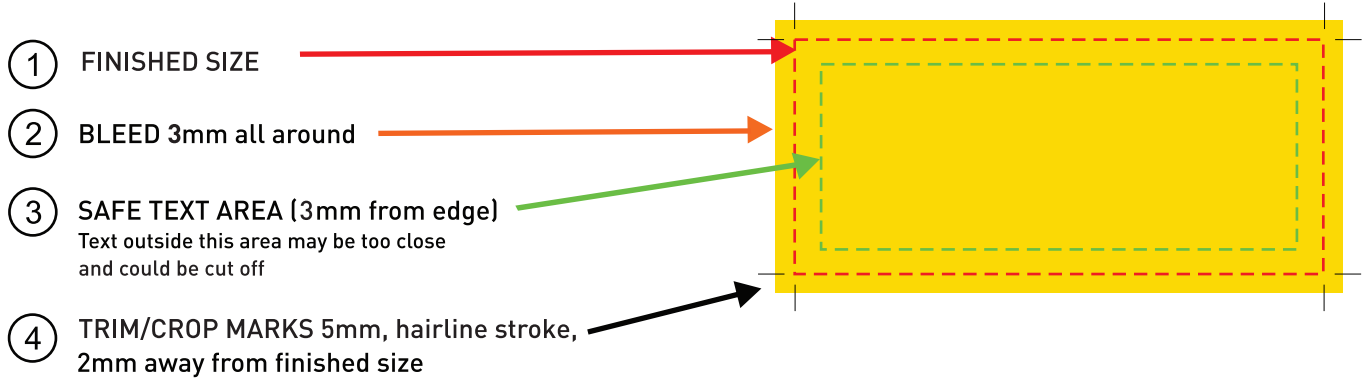
MORE INFO PAGE 2

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
US3x5-FLAT (89 x 140mm)	PAGE: 89 x 140mm	PAGE: 103x154mm BLEED: 95x146mm CROP: 89 x 140mm
US4x6-FLAT (102x152mm)	PAGE: 102x152mm	PAGE: 116x166mm BLEED: 108x158mm CROP: 102x152mm
A6-FLAT (105x148mm)	PAGE: 105x148mm	PAGE: 119x162mm BLEED: 111x154mm CROP: 105x148mm
DL-FLAT (99x210mm)	PAGE: 99x210mm	PAGE: 113x224mm BLEED: 105x216mm CROP: 99x210mm
US4.5x6-FLAT (114x159mm)	PAGE: 114x159mm	PAGE: 128x173mm BLEED: 120x165mm CROP: 114x159mm
US5x5-FLAT (133x133mm)	PAGE: 133x133mm	PAGE: 147x147mm BLEED: 139x139mm CROP: 133x133mm
140x140-FLAT (140x140mm)	PAGE: 140x140mm	PAGE: 154x154mm BLEED: 146x146mm CROP: 140x140mm
US5x7-FLAT (127x178mm)	PAGE: 127x178mm	PAGE: 141x192mm BLEED: 133x184mm CROP: 127x178mm
A5-FLAT (148x210mm)	PAGE: 148x210mm	PAGE: 162x224mm BLEED: 154x216mm CROP: 148x210mm