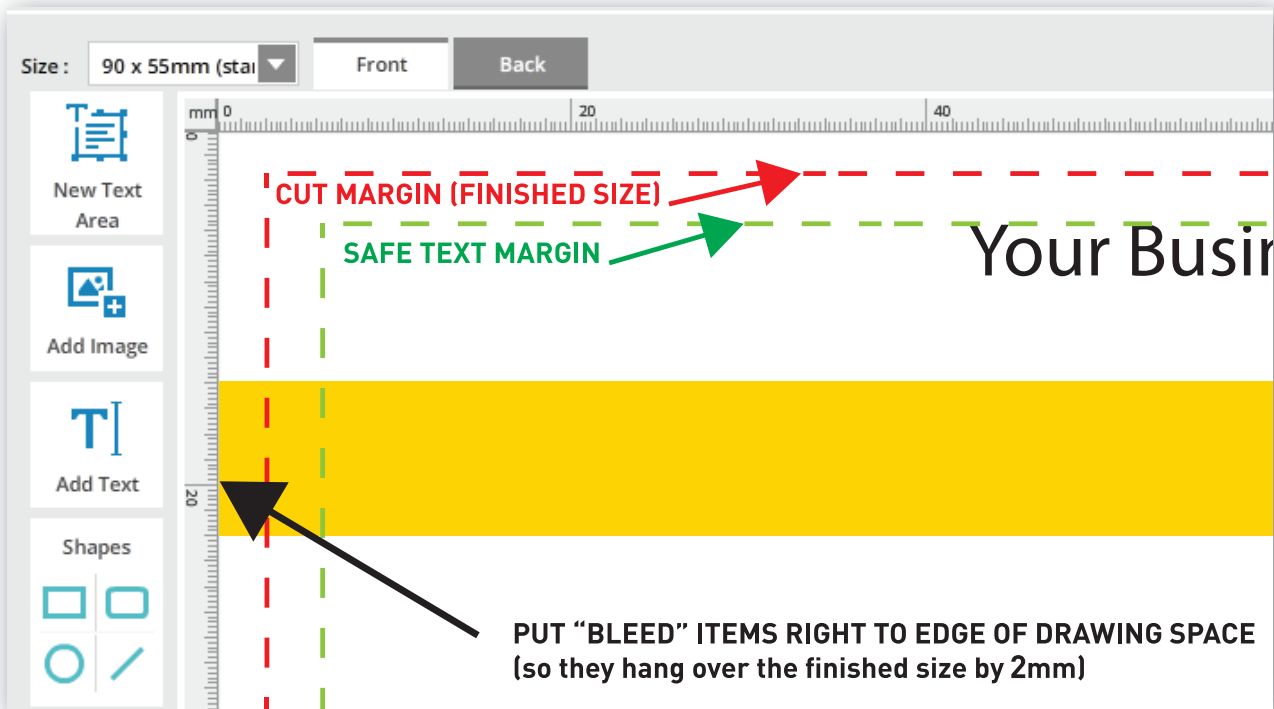


For best results, use professional vector programs like Illustrator, Coreldraw, or similar. Home programs like MS Word/Publisher don't have the right tools or colour palette. MS Excel is for spreadsheets. MS Powerpoint is for screen slideshows. PhotoShop is for editing bitmap images.

## 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:

- ① FINISHED SIZE
- ② BLEED 3mm all around
- ③ SAFE TEXT AREA (3mm from edge)  
Text outside this area may be too close and could be cut off
- ④ TRIM/CROP MARKS 5mm, hairline stroke, 2mm away from finished size



## 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