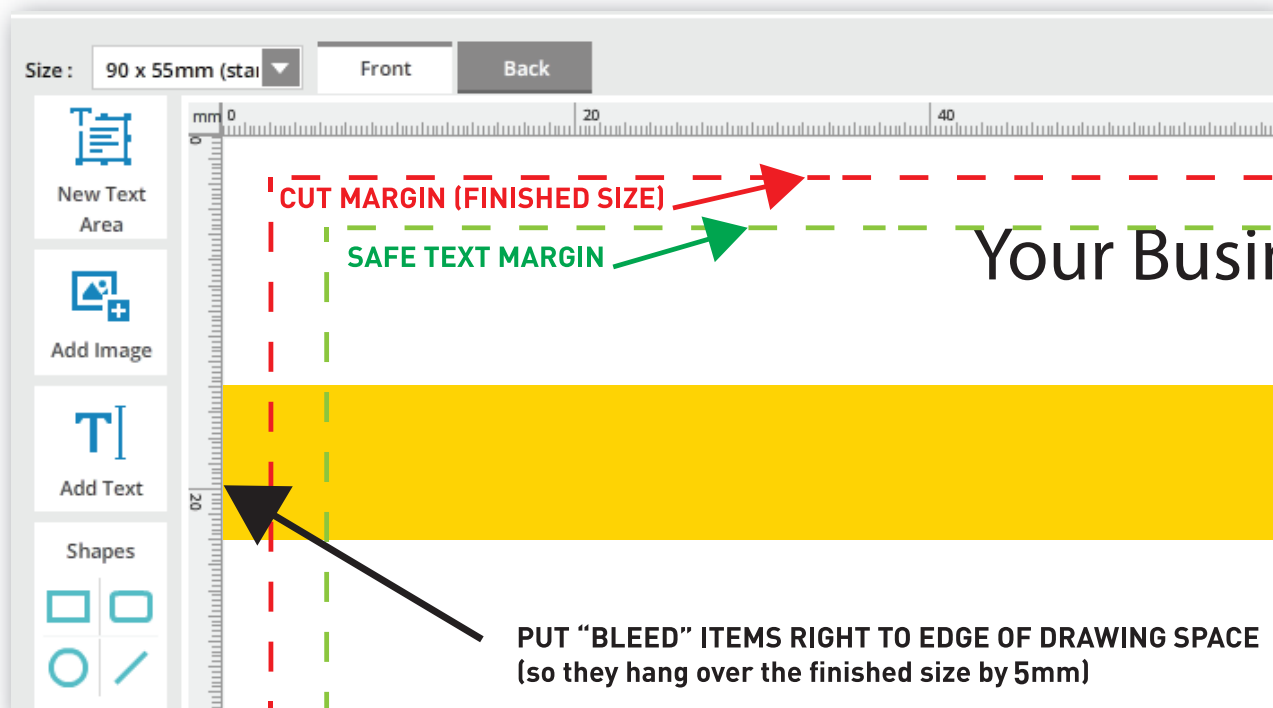


For best results, use professional vector programs like Illustrator, Coreldraw, or similar. Home programs like MS Word/Publisher don't have the right tools or colour palette. MS Excel is for spreadsheets. MS Powerpoint is for screen slideshows. PhotoShop is for editing bitmap images.

## 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 list pg2, **BLEED AREA:** 5mm

2 - **SAVE AS:** PDF (best if /X-1A). Tick "**Trim/Crop marks**" (offset: 5mm) and "**5mm bleed**"

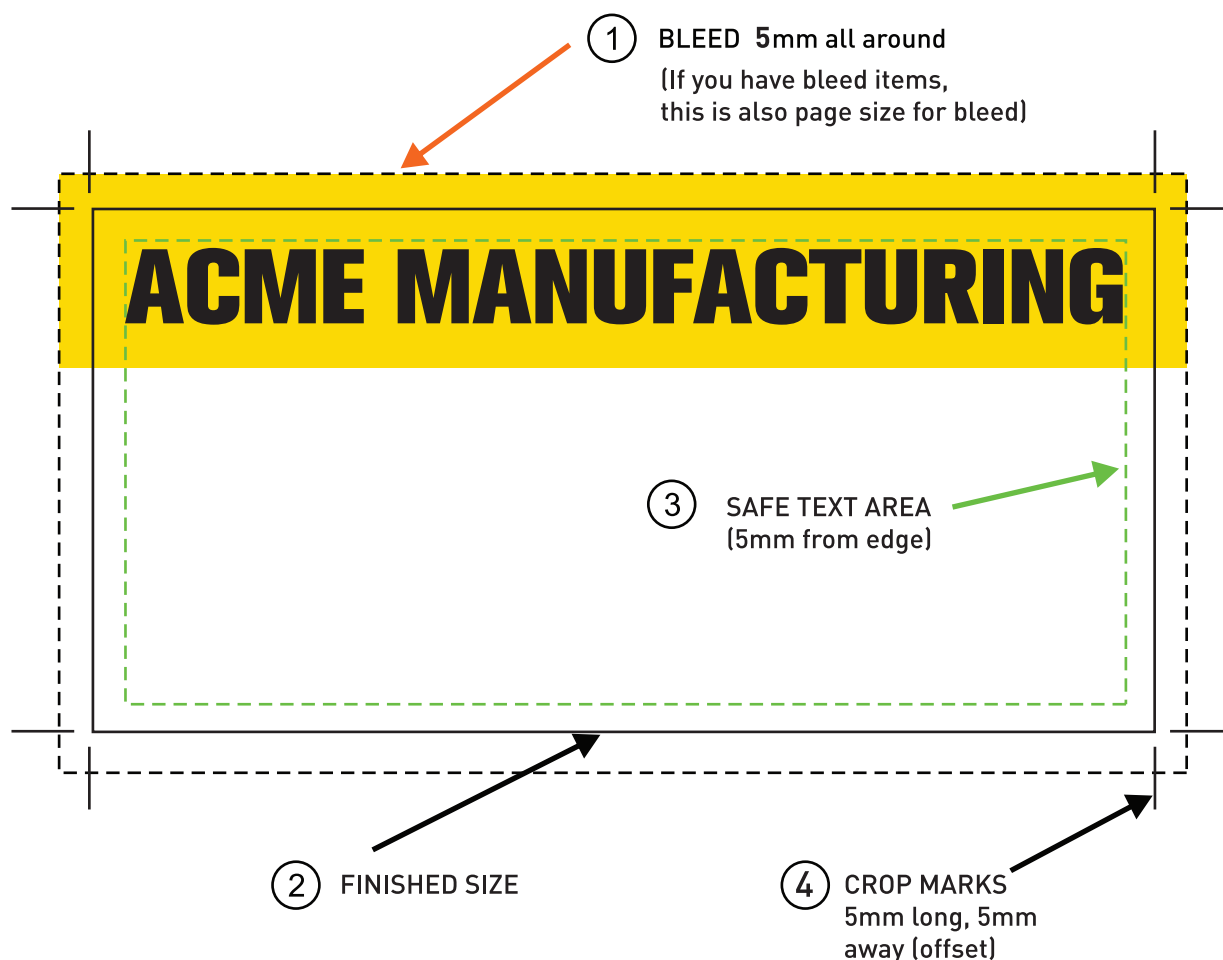
## MORE INFO PAGE 2

### 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** 5mm, and 10 mm 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:



### Page Sizes:

ILLUSTRATOR/VECTOR: use these sizes and tick "bleed = 5mm."

MANUAL: if using bleed, **add 5mm** all around and allow for crop marks

300x225mm

450x300mm

500x300mm