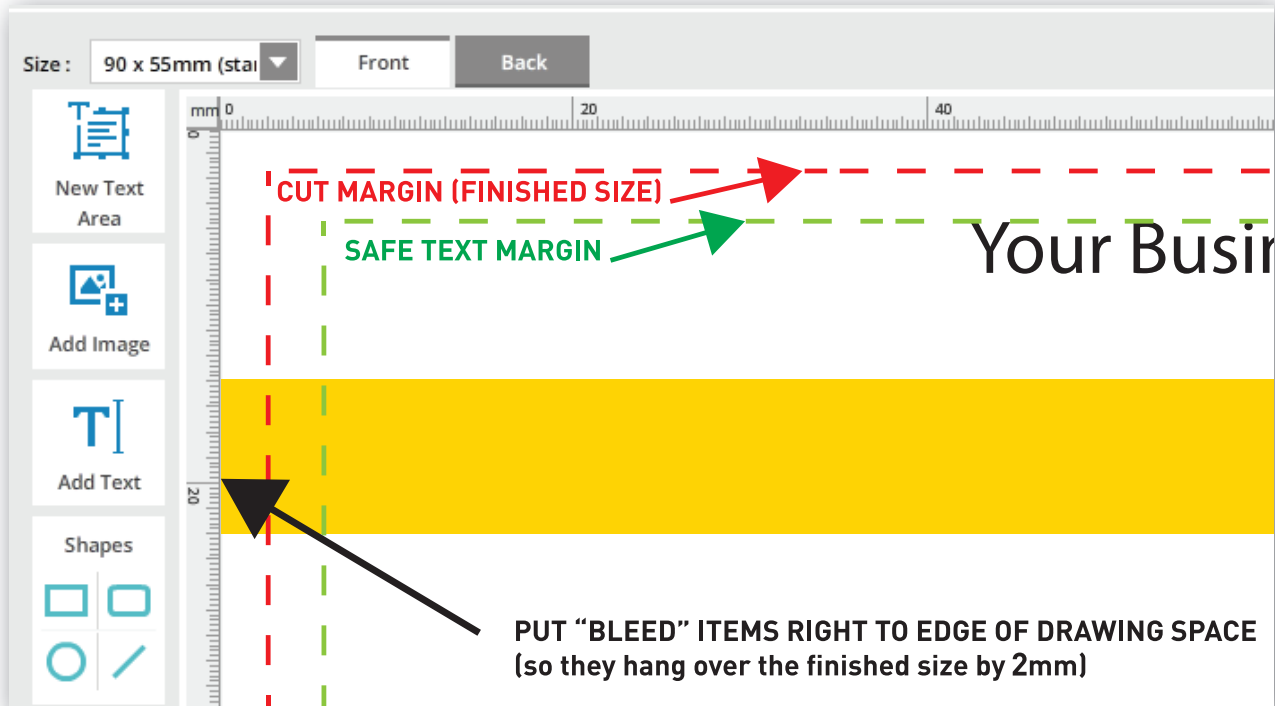


For best results, use professional vector programs like Illustrator, Coreldraw, or similar. Home programs like MS Word/Publisher don't have the right tools or colour palette. MS Excel is for spreadsheets. MS Powerpoint is for screen slideshows. PhotoShop is for editing bitmap images.

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 1mm ("bleed over" the edge).

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

- 1 - **PAGE SIZE:** see attached list for each label size (page 2), **BLEED AREA:** 1mm
- 2 - **SAVE AS:** PDF (best if /X-1A). Tick "**1mm bleed**" (do not tick "crop/trim marks")

IMPORTANT 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** - 1mm, 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.**

Do It Yourself

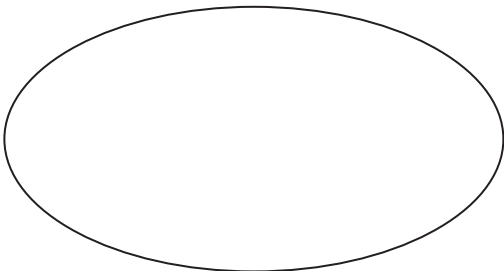
NAME BADGES

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

- ① FINISHED SIZE
- ② BLEED 1mm all around
- ③ SAFE TEXT AREA (2mm from edge)
Text outside this area may be too close
and could be cut off



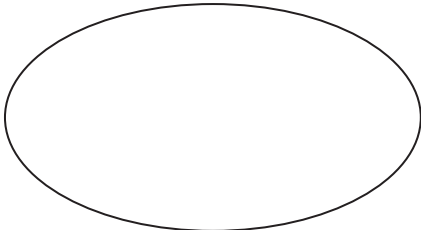
76 X 25mm



66 x 35mm



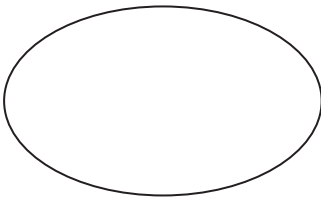
64 x 19mm



55 x 30mm



47 x 16mm



42 x 25mm



PAGE SIZE = Badge Size + 1mm

76 x 25mm badge should have a page size of **78 x 27mm**
(badge + 1mm bleed all around)

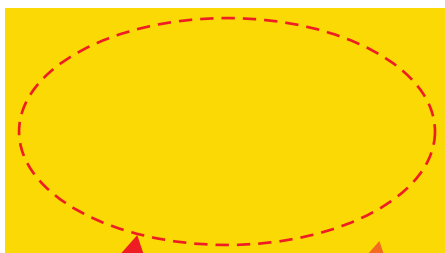


76x25 + 1 + 1 = **78x27**
Badge **Bleed** **Page**

PAGE SIZE = Badge Size + 1mm

a **55x30mm** Oval badge should have a page size of **57x32mm**
(badge + 1mm bleed all around)

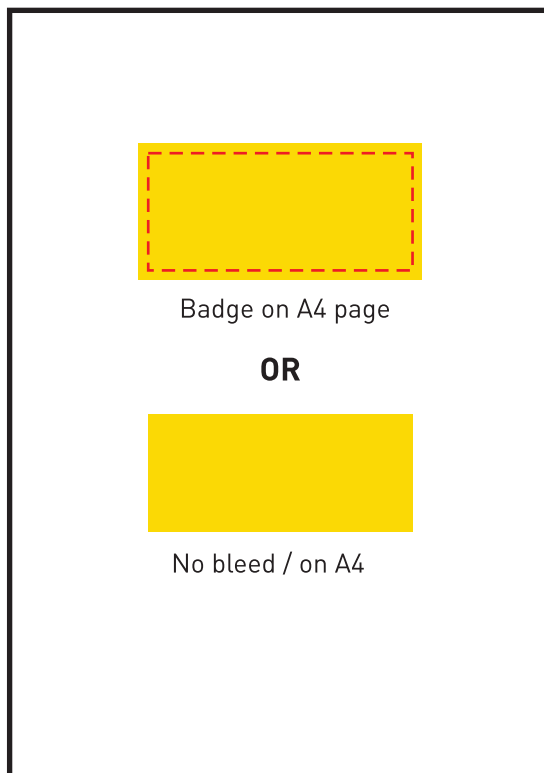
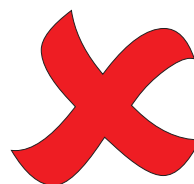
OVAL BADGE as a RECTANGLE



55x30 + 1 + 1 = **57x32**
Badge **Bleed** **Page**



Both submitted as RECTANGLE

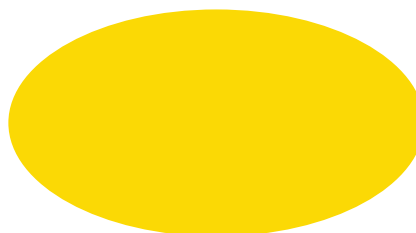


Badge on A4 page

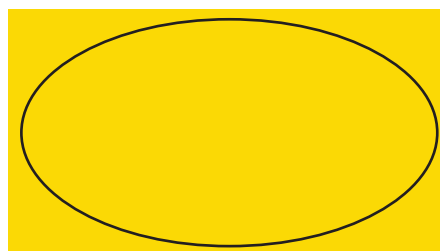
OR

No bleed / on A4

OR



Oval as an oval and not a RECTANGLE



Oval outline