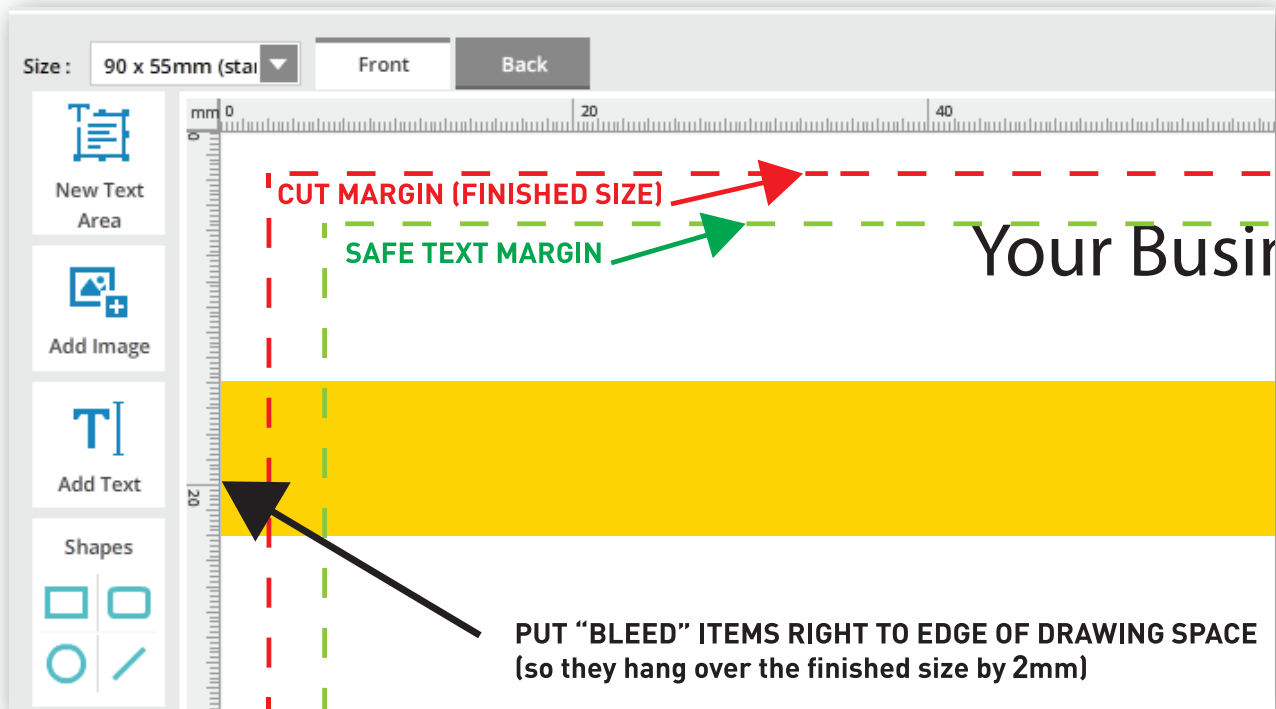# Do It Yourself

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)

CUT MARGIN (FINISHED SIZE)

SAFE TEXT MARGIN

Your Busin

PUT "BLEED" ITEMS RIGHT TO EDGE OF DRAWING SPACE (so they hang over the finished size by 2mm)

Size: 90 x 55mm (sta)   Front   Back

New Text Area
Add Image
Add Text
Shapes

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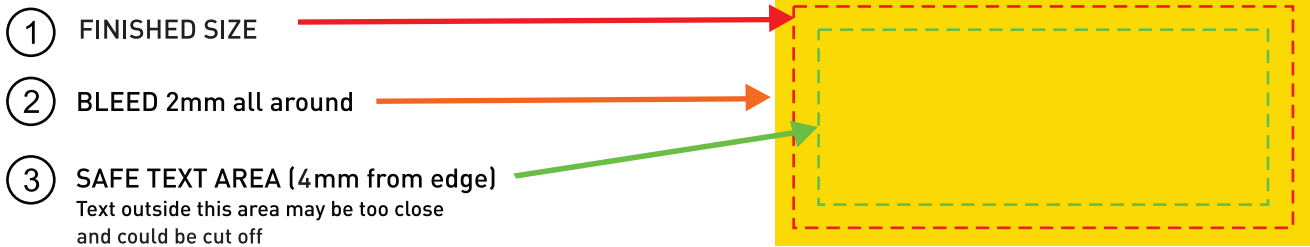**2 - SAVE AS:** PDF (best if /X-1A). Tick **"2mm bleed"** (do not tick "crop/trim marks")

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** - 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.**

✓allBIZ
SUPPLIES

Do It Yourself

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

① **FINISHED SIZE**

② **BLEED 2mm all around**

③ **SAFE TEXT AREA (4mm from edge)**
Text outside this area may be too close
and could be cut off

Label Limitations

Labels shift in the press (never the same way twice). It is VERY IMPORTANT to:

1 - Keep **TEXT 4mm away from the edge** (otherwise text will be uneven or cut off)

2 - **Do NOT use borders**: they will be uneven (and they restrict usable space)

Text Too CLOSE
press shift may cut off
text, so allow 4mm
space from edge

SAMPLE

orem ipsum dolor sit amet, consectetuer.
t wisi enim ad minim veniam, quis
strud exerci tation ullamcorper suscipit

BORDER
press shift may cut off or
misalign border,
do not use a border

3 - **Font Size** - For printability and readability, use 8point as a minimum.

4 - **Bleed** - Some label sizes only allow for **solid bleed** (1 colour solid background). This is because for some sizes, the labels butt each other on the A4 sheet, with no space between. A non-solid background, like a gradient or photo, will spill over to the next label. With a solid colour it doesn't matter.

Page Sizes: (add 2mm bleed, either auto in Illustrator or manually by increasing page size)

RECTANGLE

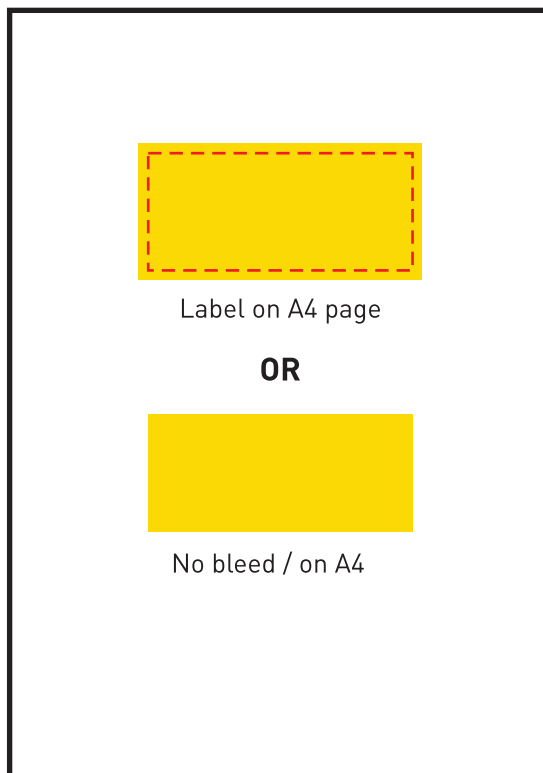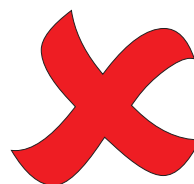99x139mm - 4up - **SOLID BLEED ONLY**

93x95mm - 6up
64x138mm

Do It Yourself

PAGE SIZE = Label Size + 2mm bleed

a **45x84mm** label should have a
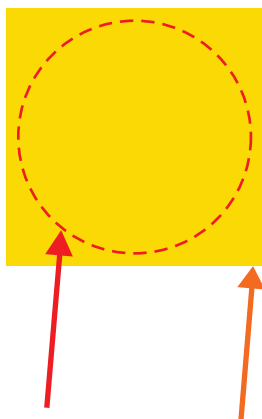page size of **49x88**mm
(label + 2mm bleed all around)

45x84 + 2 + 2 = **49x88**
Label **Bleed** **Page**

Label on A4 page

OR

No bleed / on A4

OR

Circle as a circle and not a SQUARE
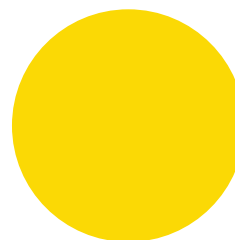
PAGE SIZE = Label Size + 2mm bleed

a **30mm** Circle label should have a
page size of **34x34mm**
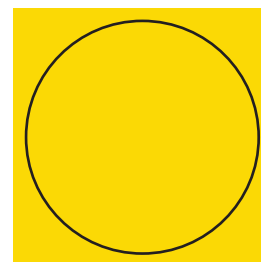(label + 2mm bleed all around)

CIRCLE LABEL as a SQUARE

30x30 + 2 + 2 = **34x34**
Label **Bleed** **Page**

Circle guide (guide will print)