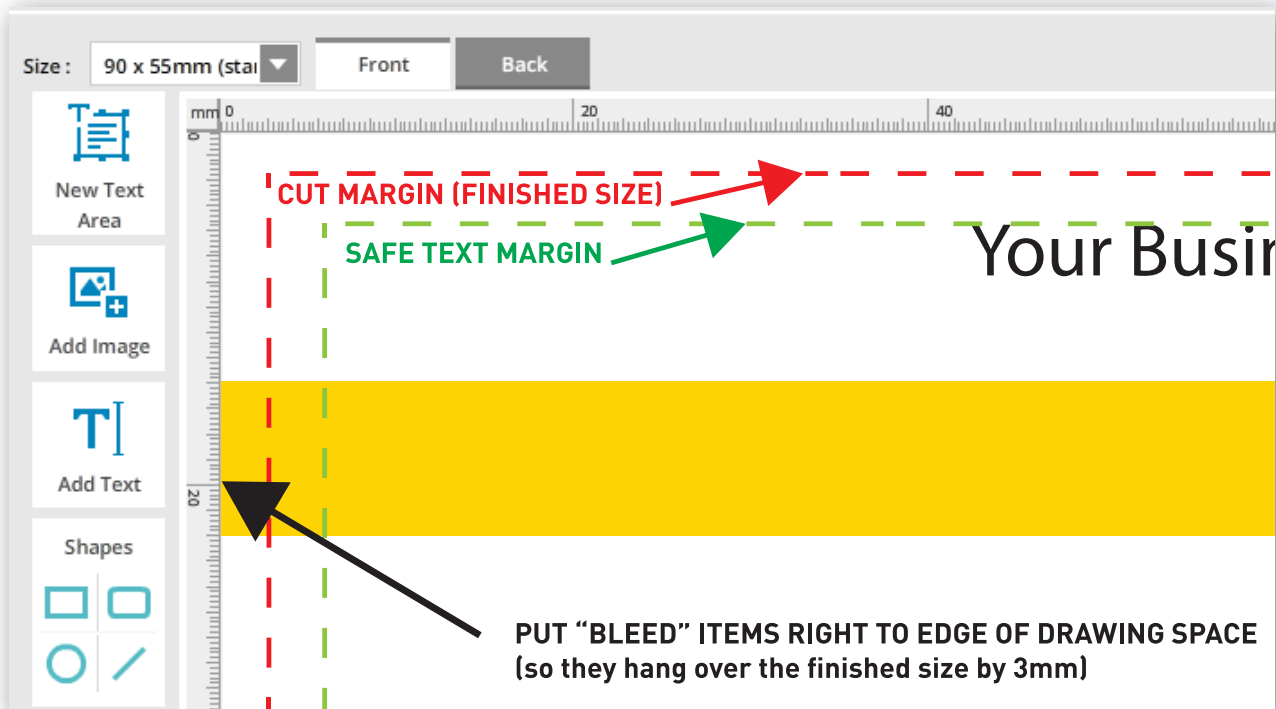# Do It Yourself

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)

Size : 90 x 55mm (sta[ ]   Front   Back

New Text Area
Add Image
Add Text
Shapes

CUT MARGIN (FINISHED SIZE)
SAFE TEXT MARGIN

Your Busir

PUT "BLEED" ITEMS RIGHT TO EDGE OF DRAWING SPACE (so they hang over the finished size by 3mm)

* BLEED: any object that goes right to the edge of the document. The object must actually go BEYOND the finished size by 2-3mm ("bleed over" the edge).

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

1 - PAGE SIZE: 297x420mm, **BLEED AREA:** 3mm
2 - SAVE AS: PDF (best if /X-1A). Tick **"Trim/Crop marks"** and **"3mm bleed"**

MAKE SURE YOUR FILES ARE PRINT READY!

☐ **PDF** (PDF/X-1a is better) - for double-sided, Page 1 = Front, Page 2 = Back

☐ **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** - 2 or 3mm, and 3mm 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.**

✓allBIZ
SUPPLIES

Do It Yourself

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

NOT TO SCALE

1. **FINISHED SIZE**
   (A3: 297x420mm)

2. **BLEED 2-3mm all around**

3. **SAFE TEXT AREA (3mm from edge)**
   Text outside this area may be too close
   to the edge for trimming

4. **PAGE SIZE: 311x434mm**
   (includes room for Trim/Crops)

5. **TRIM MARKS 5mm long, hairline stroke,**
   2mm away from finished size