PRINT2DAY
more than just printing

BROCHURES & LEAFLETS

If you are setting up your Leaflet in Word or Publisher you need to read the fact sheet 'Using Word or Publisher' first

WHAT WE NEED FROM YOU

We prefer a Hi-Res pdf (print quality) (PDF1.4)

All colours must be CMYK - Black text needs to be 100% K

All images need to be converted to cmyk before embedding and be 300dpi

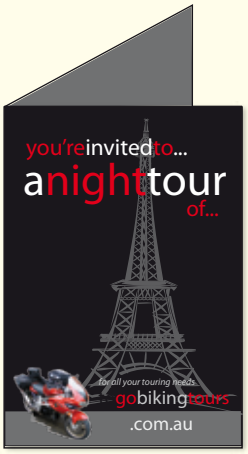
Allow 3mm bleed and use automatic trim/crop marks only

Keep all text at least 7mm from the trim edge and the fold lines

Convert text to outlines - if you are not able to do this you will need to supply the font(s) used

Prefix your file name with your order ref. number

If you want your images or colour to go to the edges of the page we need a 'bleed' area.
Follow the design principles outlined for business cards



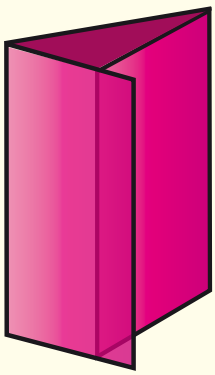
For half fold brochures
set up the document this way.

Put both files in one pdf - the first one to view (page1) being the outside view

Page 4	Page 1	Outside view
Page 2	Page 3	Inside view

DL Roll Fold brochure also known as a 6 panel brochure

For your document to fold correctly set your panel to the measurements below
Put both files in one pdf - the first one to view (page1) being the outside view



Outside view

97mm	100mm	100mm
Page 5	Back Cover Page 6	Front Cover Page 1

Inside view

100mm	100mm	97mm
Page 2	Page 3	Page 4

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