

WHAT WE NEED FROM YOU FOR DIGITAL CARDS

We prefer a Hi-Res pdf (print quality) (PDF1.4) or an eps file

Colours should be CMYK if possible - except black text which is 100% K

Images should be converted to cmyk before embedding and be 300dpi

Allow 2mm bleed - no trim/crop marks needed

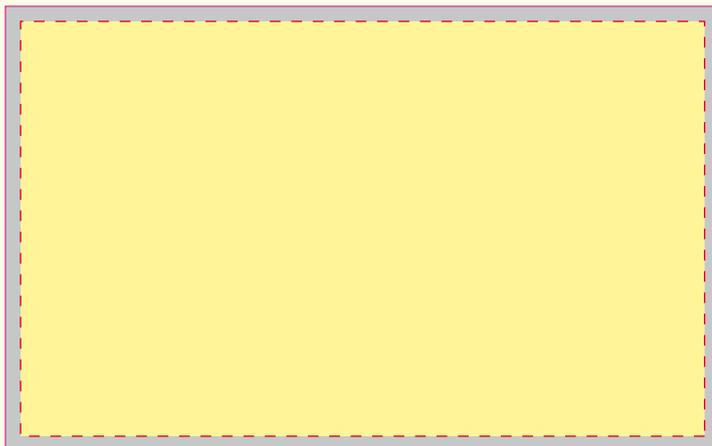
Keep all text or anything you don't want to get chopped off at least 3.5-4mm from the trim edge

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

If you want your images or colour to go to the edges of your card we need a 'bleed' area. To avoid unsightly white lines on the edges of the card or having some of your wording chopped off, you need to set up the design like this:-



This Business Card is 90 x 55mm -
Make your document size 94 x 59mm (as shown in grey)
Centre the card in the document (as shown in yellow) the remaining grey area that you can see is the 2mm bleed area - this part will be cut off when the business card is finished



Extend any background images or blocks of colour so that they cover the grey bleed area - you can go past the area if you need to. Add your wording, keeping it at least 3.5-4mm from the trim line - the dotted line indicates where the card will be trimmed.

Printing both sides? - Do the same for the reverse side - so both sides are exactly the same size even if the colour or images aren't going to the edge of the page



Once the business card has been printed it is trimmed back to the finished size (90 x 55mm) and all your wording and images are in position and intact

The same principle applies for the set-up of all stationery products where the colour or images go to the edge of the page

WHAT WE NEED FROM YOU

We prefer a Hi-Res pdf (print quality) (PDF 1.4) or an eps file

All colours must be CMYK - except black text which is 100% K

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

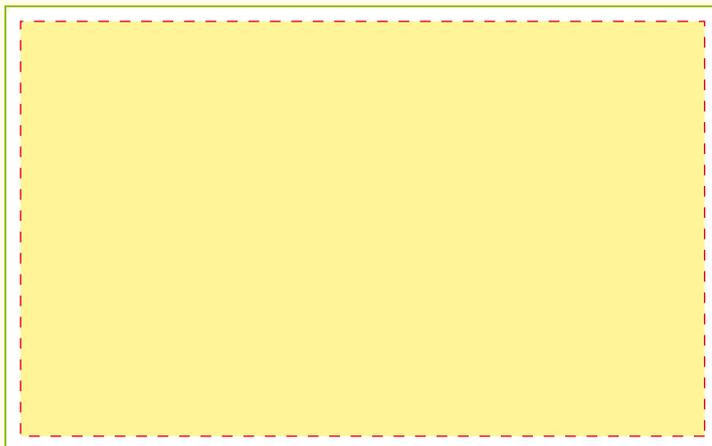
Allow 2mm bleed and use automatic trim/crop marks only (not 'All Printers Marks')

Keep all text or anything you don't want to get chopped off at least 3.5-4mm from the trim edge

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 your card we need a 'bleed' area.
To avoid unsightly white lines on the edges of the card or having some of your wording chopped off, you need to set up the design like this:-



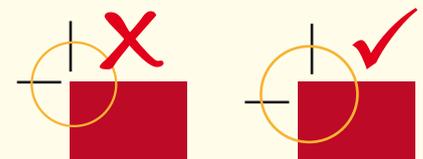
This Business Card is 90 x 55mm -
Make your document size 90 x 55mm (as shown in yellow)
Select 2mm bleed on all sides in your 'Document Set-up' - you will now see a guide line around the edge of the document (shown in green - anything in the white area will be cut off when the business card is finished



Extend any background images or areas of colour so that they go to the edge of the bleed guide line - you can go past the line if you need to. Add your wording, keeping it at least 3.5-4mm from the trim line - the dotted line indicates where the card will be trimmed. When making the pdf select 'trim marks' only in the Marks & Bleed preference window. Open pdf and check the bleed.



Once the business card has been printed it is trimmed back to the finished size (90 x 55mm) and all your wording and images are in position and intact



The same principle applies for the set-up of all stationery products where the colour or images go to the edge of the page

WHAT WE NEED FROM YOU

We prefer a Hi-Res pdf (print quality) (PDF 1.4) or an eps file

All colours must be CMYK except Silver which is spot colour PMS 877 - keep all on one layer only
Black text needs to be 100% K

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

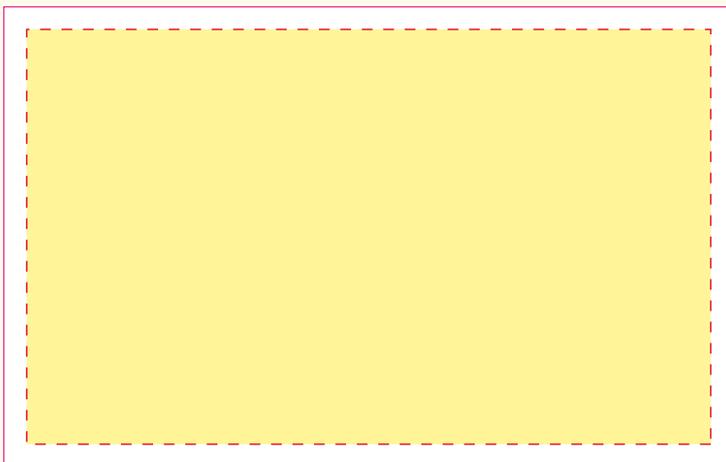
Allow 3mm bleed and use automatic trim/crop marks only (not 'All Printers Marks')

Keep all text or anything you don't want to get chopped off at least 3.5-4mm from the trim edge

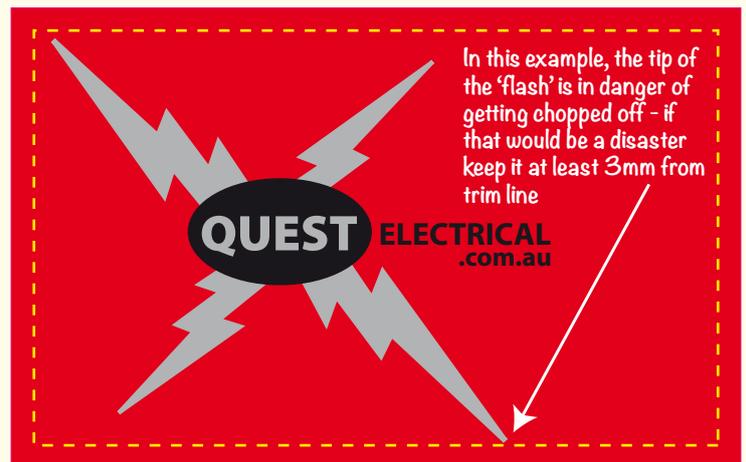
Convert text to outlines - if you are not able to do this you will need to supply the font(s) used

Prefix your file name with your order ref. number

If you want your images or colour to go to the edges of your card we need a 'bleed' area.
To avoid unsightly white lines on the edges of the card or having some of your wording chopped off, you need to set up the design like this:-



This Business Card is 90 x 55mm -
Make your document size 90 x 55mm
Select 3mm bleed on all sides in your Document Set-up - you will now see a guide line around the edge of the document (shown in red) - anything in the white area will be cut off when the business card is finished

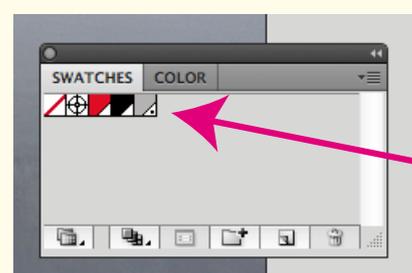


Extend any background images or areas of colour so that they go to the edge of the bleed guide line - you can go past the line if you need to. Add your wording, keeping it at least 3.5-4mm from the trim line - the dotted line indicates where the card will be trimmed.

Open pdf and check the bleed.



Once the business card has been printed it is trimmed back to the finished size (90 x 55mm) and all your wording and images are in position and intact



Your swatch window should show a Silver (PMS 877) swatch like this - discard any colours you are not using



WHAT WE NEED FROM YOU

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

All colours must be CMYK except the Spot UV which is a solid colour - not tinted

Blacktext needs to be 100% K

Your base artwork needs to be on one layer (cmyk) with the Spot UV on it's own layer above it

Create a pdf file with the UV layer turned off - then create a pdf file with the base artwork turned off

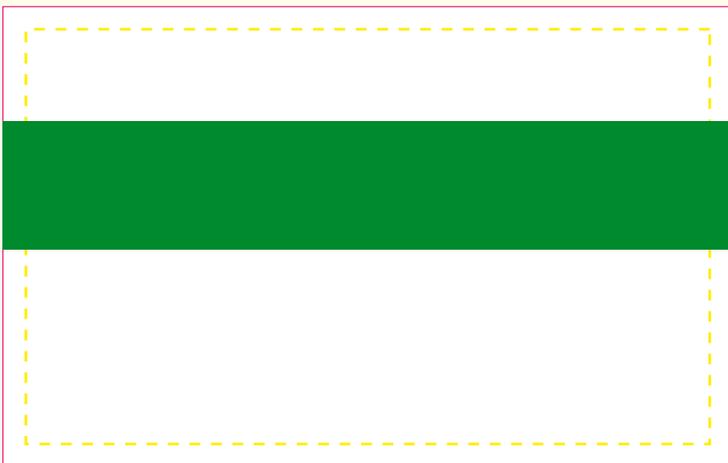
Any images need to be converted to cmyk before embedding and be 300dpi

Allow 3mm bleed and use automatic trim/crop marks only (not 'All Printers Marks')

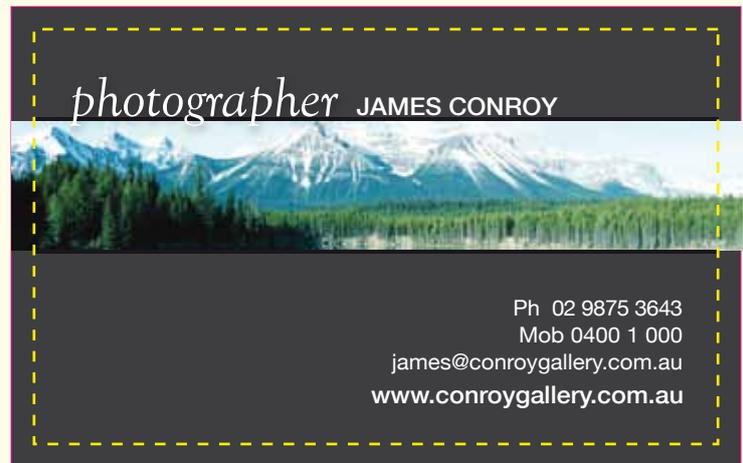
Keep all text or anything you don't want to get chopped off at least 3.5-4mm from the trim edge

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

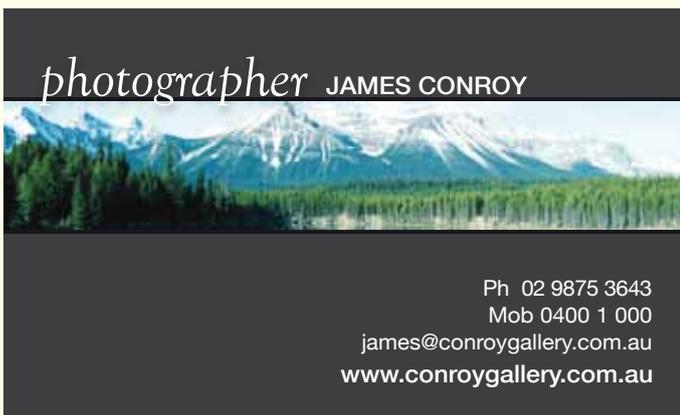
Prefix your file name with your order ref. number



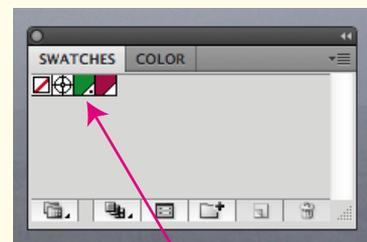
The top layer is the Spot UV - this is a solid colour



Set up the base artwork on the bottom layer using a 3mm bleed

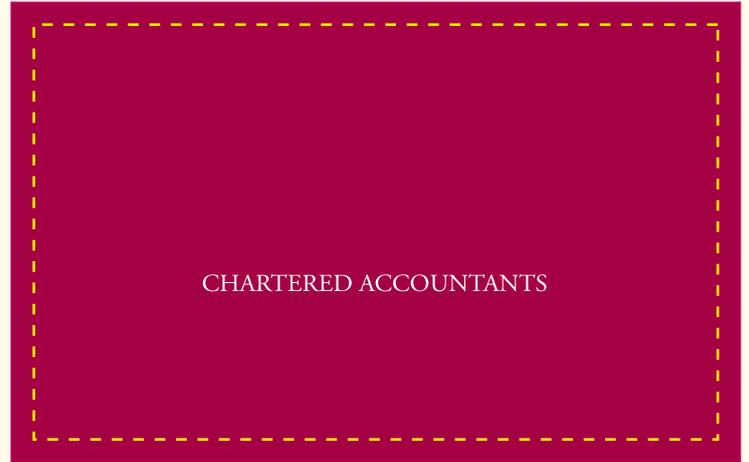


Finished card has a High Gloss section highlighting the photograph



Spot UV Swatch

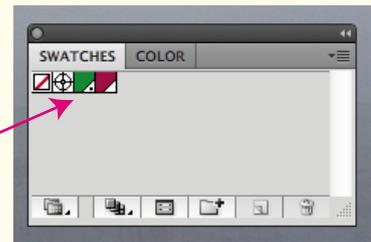
Please Note:
Spot UV is not a tight register print process, some slight movement may be unavoidable and should be taken into account when designing your artwork



Use a 3mm bleed and two layers
The top layer is the Spot UV - this shows as a solid (spot) colour

Set up the base artwork in cmyk on the bottom layer

Spot UV
Swatch



Finished card has a High Gloss section
spelling out the initials CWF

Please Note:
Spot UV is not a tight register print process, some slight
movement may be unavoidable and should be taken into
account when designing your artwork