

## INFORMATION ON HOW TO CREATE A CORRECT FILE FOR SMALL FORMATS

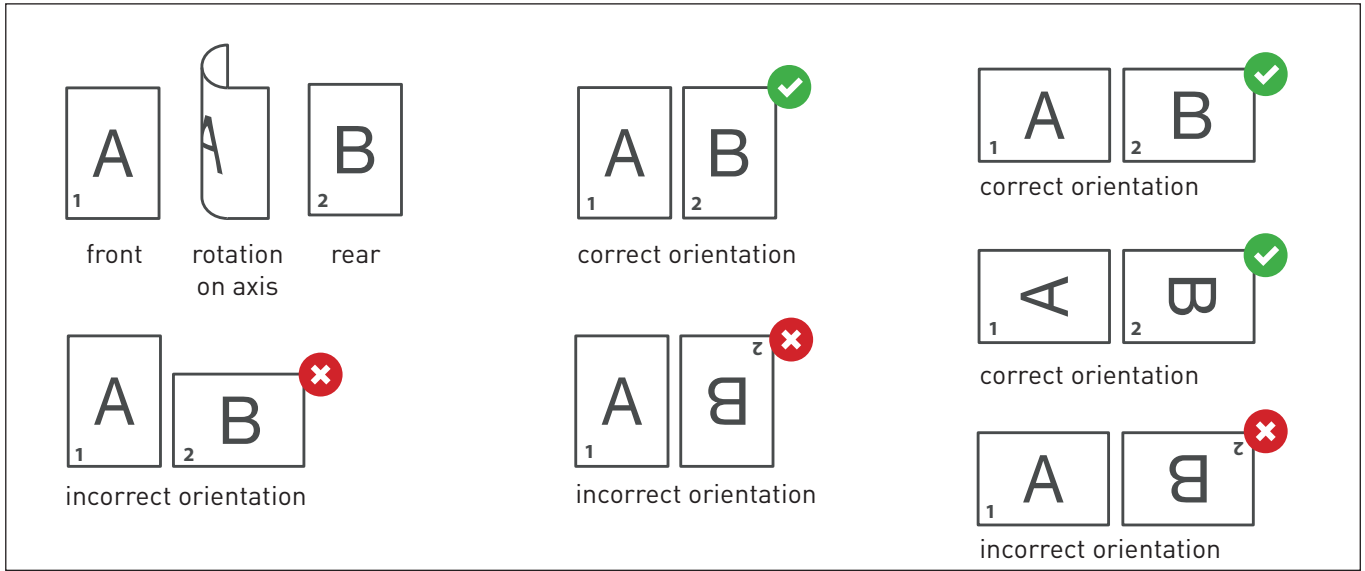
The following instructions are designed to help you create a proper printing file. If still in doubt, please download the template, visit our web site at the FAQ section, activate the File Verification with an operator or call our Support Service.

### 1 FILE FORMAT:

Our systems only process PDF format files to 1:1 scale - not password protected.

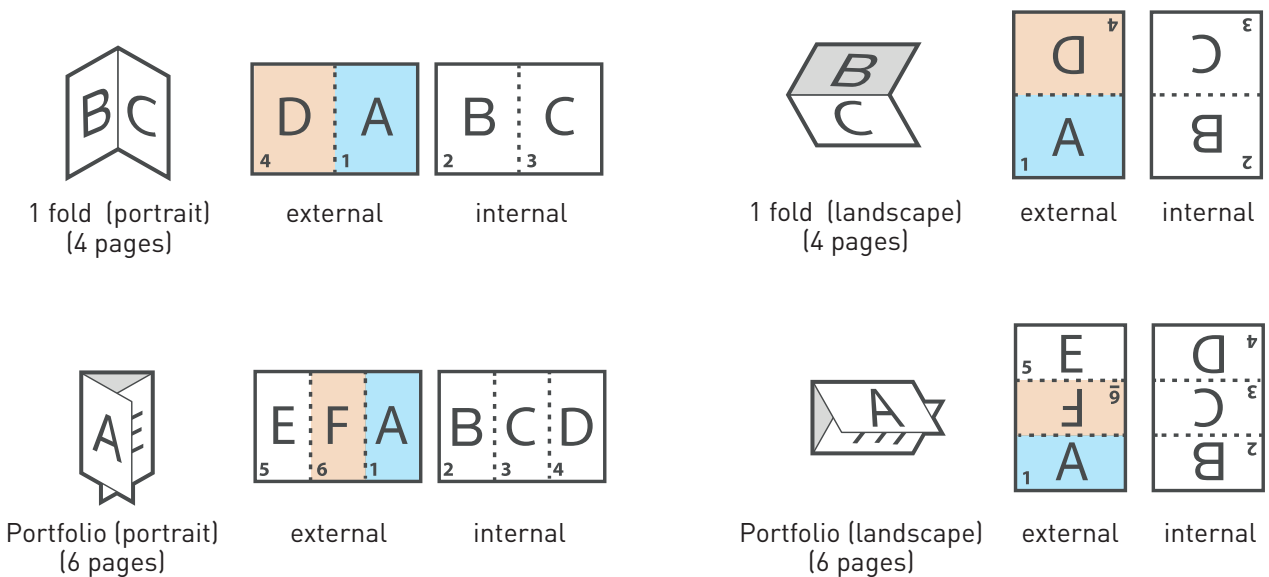
### 2 FORMAT ORIENTATION:

File format orientation must match the choice indicated at the time of the order - portrait or landscape. All pages must have same orientation. PDF documents with rotated pages cannot be created. For front / rear printing, the sheet is turned around its vertical axis as, for example, when turning the pages of a book.



### Examples of folds and orientations:

- Front of the closed fold up
- Back of the closed fold up

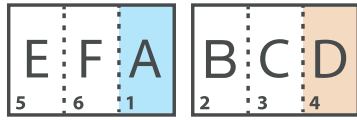


■ front of the closed fold up

■ back of the closed fold up



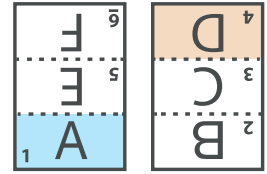
Zig zag (portrait)  
(6 pages)



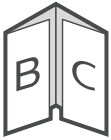
external internal



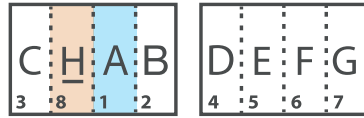
Zig zag (landscape)  
(6 pages)



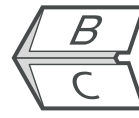
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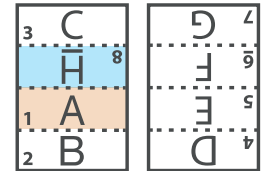
3 folds (portrait)  
(8 pages)



external internal



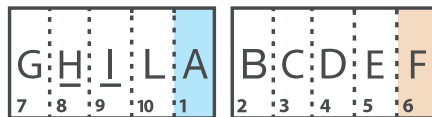
3 folds (landscape)  
(8 pages)



external internal



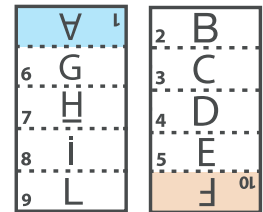
4 folds (portrait)  
(10 pages)



external internal



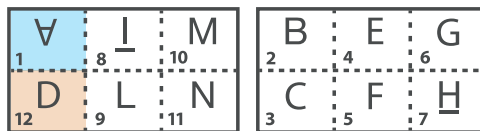
4 folds (landscape)  
(10 pages)



external internal



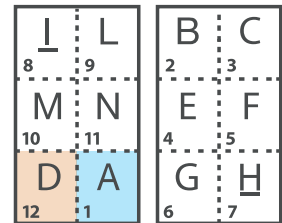
3 folds  
(landscape)  
(12 pages)



external internal



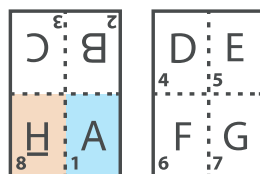
3 folds  
(portrait)  
(12 pages)



external internal



2 folds  
(8 pages)



external internal



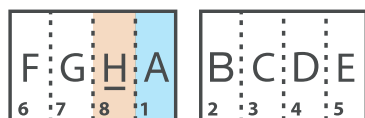
3 folds  
(8 pages)



external internal



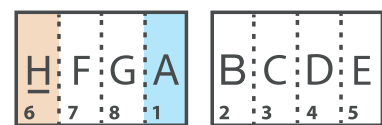
3 folds  
(8 pages)



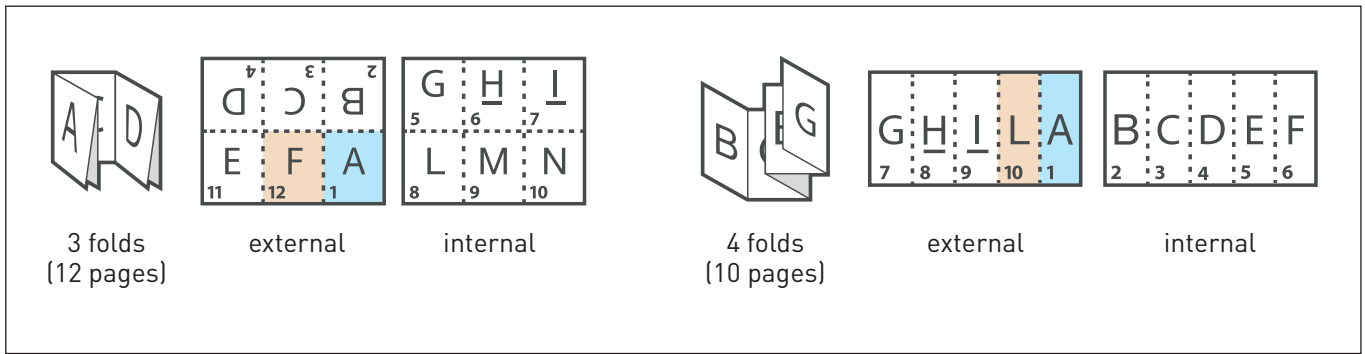
external internal



3 folds  
(8 pages)



external internal

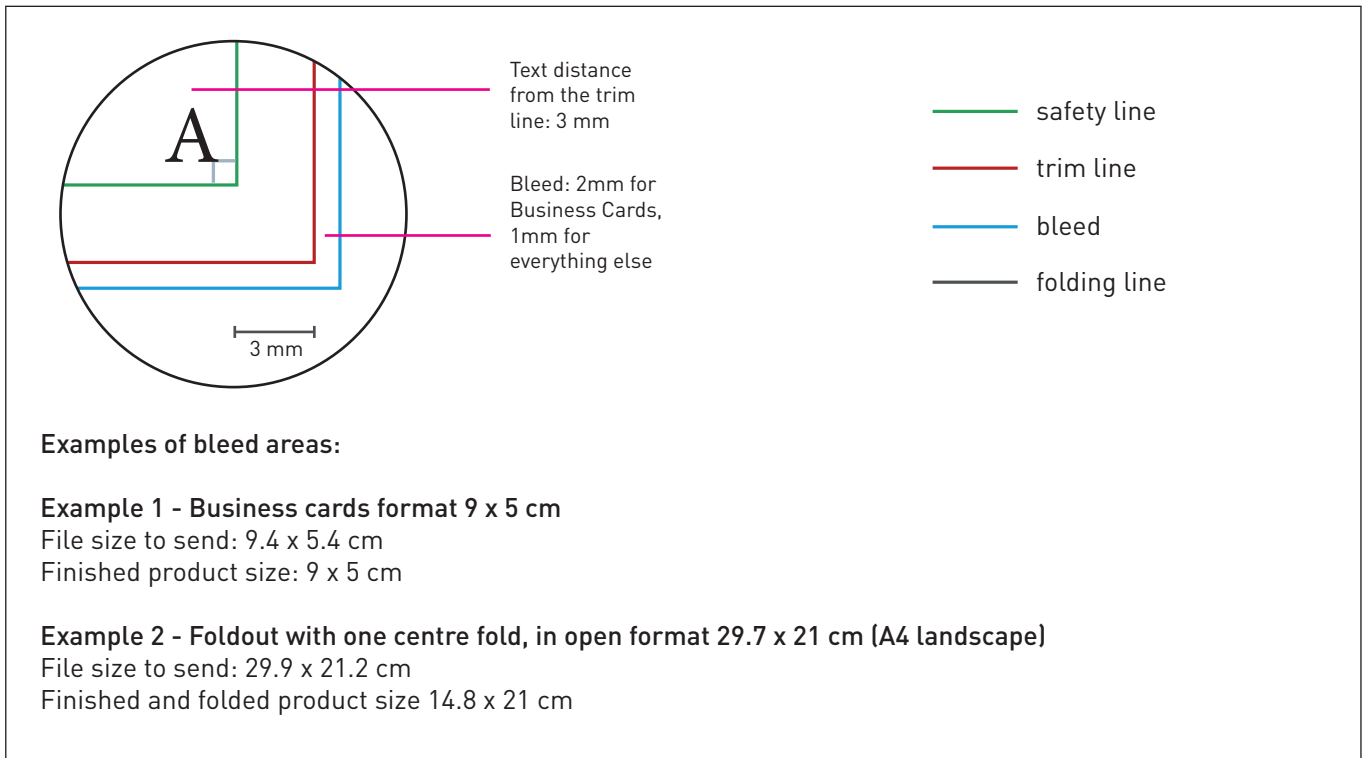


### 3 FONT

Fonts must be embedded in the PDF file or converted in curves / paths. Character minimum size is 6 pt, under which we do not guarantee perfect quality prints.

### 4 MARGINS AND BLEED AREA

In order to correctly print the file for these products you must download the relevant template from our website your and use it as a base for your graphic. For Business cards it is necessary to add +2mm extra on all sides. For bigger formats 9x5 (flyers, fold ups etc.) +1mm extra is required on all sides. Texts must be 3mm away from the trim line.



### 5 RESOLUTION

File best resolution for printing small formats is 300 dpi.

### 6 COLOURS

All files must be sent in CMYK (cyan, magenta, yellow and black), with the printing profile in Fogra 39. Images in RGB or with PANTONE colours shall be automatically converted with the standard separation profile.

### 7 TEMPLATE

In order to correctly print the file for these products you must download the template from our website, insert the graphic and save it in the PDF file, while deleting the folding and trim line and only keeping the bleed line. Remember NOT to modify the design scale and NOT to redesign the template.

## 8 ADDITIONAL INFORMATION

Vectoral path must be at least 0,25 pt.

**We recommend to position the frame and passpartout along border in order to avoid uneven trimming along perimeter.**

Overprinting occurs when two colours overlap and create a third colour. To avoid unexpected colour results, ensure that you have disabled the overprint features in your file.

