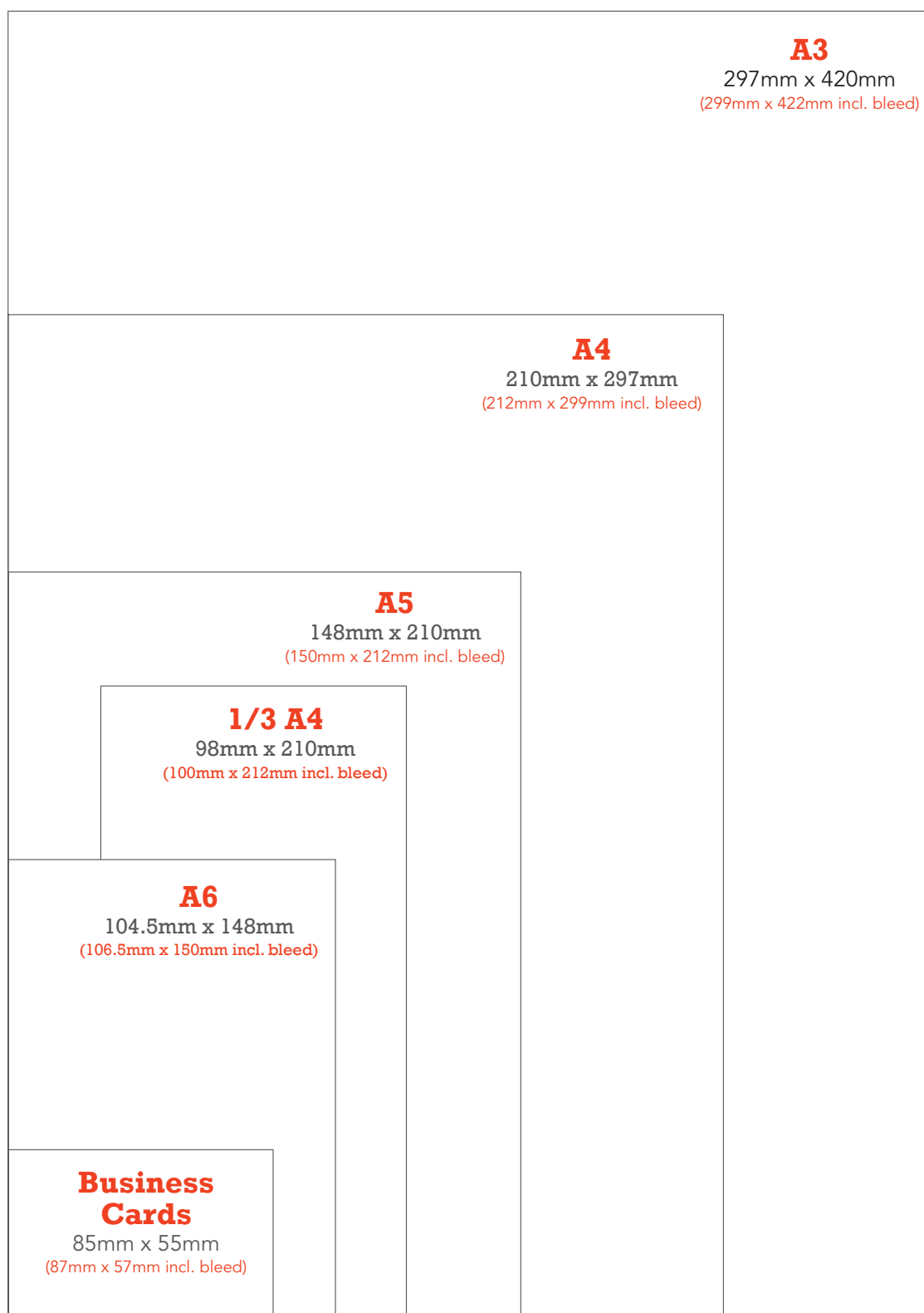




## Technical Guide

# THE BASICS: SIZES

Standard page sizes for your design jobs:



**Other Sizes:** **A2** 594mm x 420mm (596mm x 422mm incl. bleed)

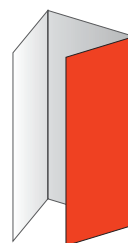
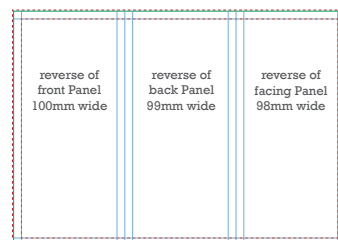
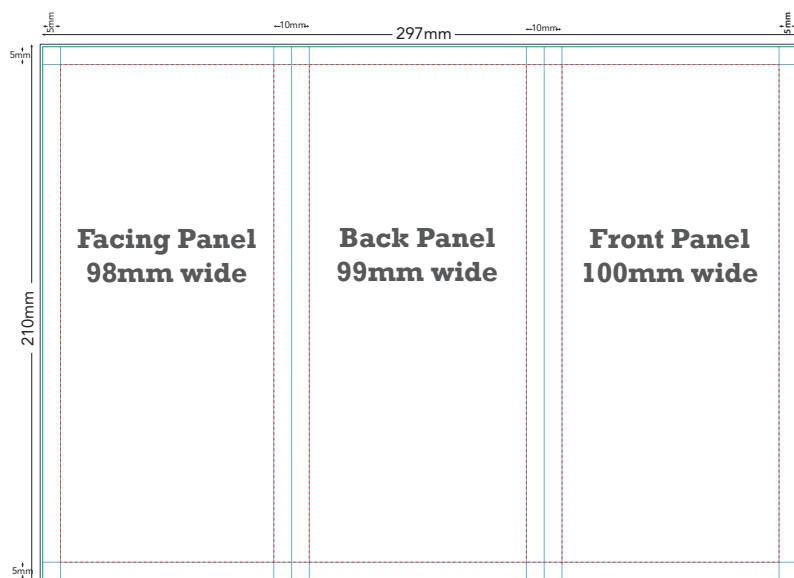
**A1** 840mm x 594mm (842mm x 596mm incl. bleed)

Templates and Folder Templates are available for download at [www.co.uk/downloads](http://www.co.uk/downloads)

## TRIFOLDS

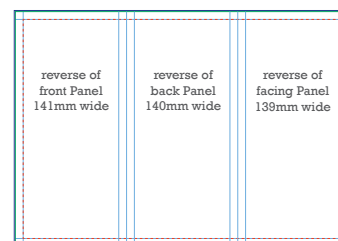
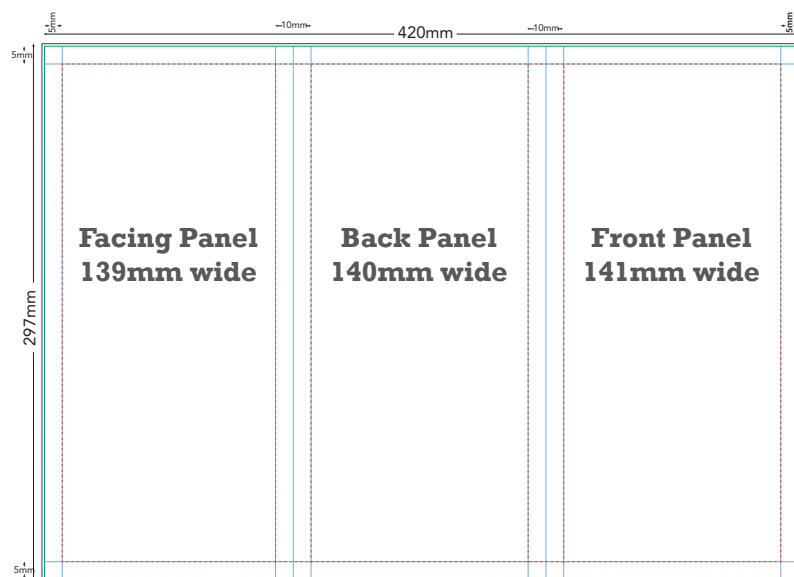
A little more set up time is required when designing a Tri-fold leaflet.  
Below is a template showing the basic setup of the panels in your document

### A4



- ..... no text beyond this line
- gutters and borders
- 1mm bleed
- finished page edges

### A3



- ..... no text beyond this line
- gutters and borders
- 1mm bleed
- finished page edges

## SUPPLYING YOUR FOLDED LEAFLETS

When supplying artwork for a 4pp leaflet e.g. A4 folded to A5 please supply it as a 2-page PDF with the pages in pairs. So page 1 of your PDF would be pages 4 & 1 of the leaflet, page 2 of your PDF would be pages 2 & 3 of your leaflet. Please don't supply it as a 4-page PDF (single pages).

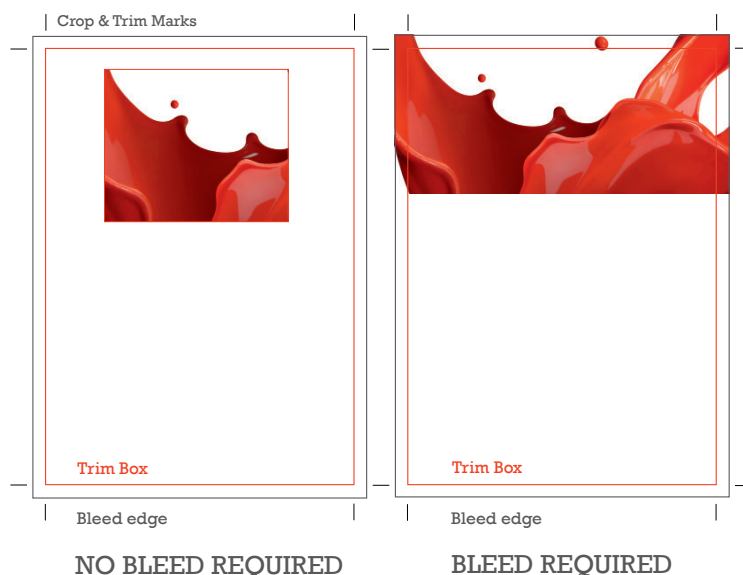
Folding Templates are available for download at [www.co.uk](http://www.co.uk)

For more information on our range of most common folded projects contact us direct.

### TOP TIP

**Try making up your own folded sample to check it works before sending to us for print.**

# BLEED & CROP MARKS

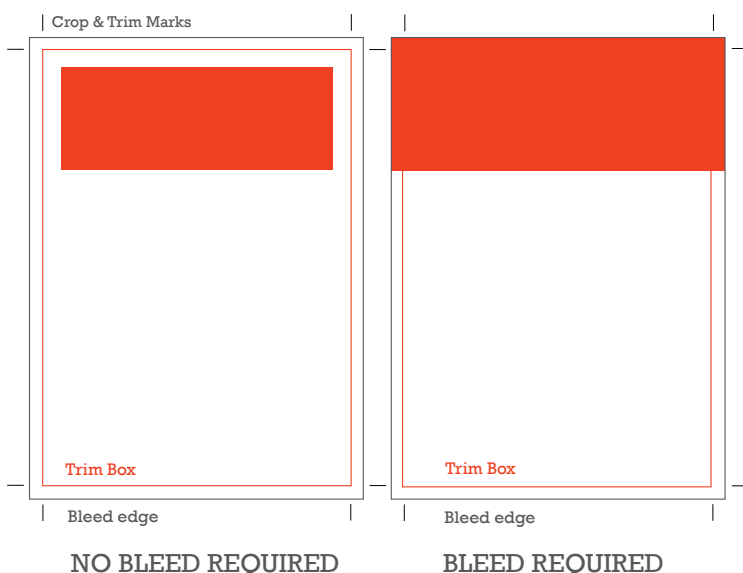


## BLEED

Ensure all jobs have 1mm bleed if required. To determine if bleed is required please see diagrams on this page.

Bleed is required when images, colour or text go right to the edge of your page. To create a bleed simply extend your image(s), colour(s) or text 1mm over the edge of the page

PLEASE NOTE: If making a PDF for print, please make your PDF page size large enough to incorporate the bleed i.e. if your flyer is A5 with bleed, make your PDF page size A4, etc.



## PLEASE NOTE:

If you supply a Just Print job without bleed we will automatically enlarge it to cater for this. If you have text close to the edge it may be fractionally cut off once the file has been enlarged.

Please be aware on Just Print we do not check for objects that are too close to the edge.

## CROP MARKS & TRIM BOX

Please always make your PDF with crop marks. These should be software-generated and added at the PDF-making stage (by ticking the 'Crop Marks' option).



Please also try to ensure your PDF has a trimbox. This can be checked by going to Preferences, Page Display, Page Content and Information, then ticking 'Show Art Trim and Bleed Boxes'. The trimbox will show up as a green line (or may show up as red if the artbox is in the same position as the trimbox). If your PDF does not have a trimbox, this can be set by selecting the Crop tool, double-clicking on the PDF, then under Crop Margins change 'Crop Box' to 'Trim Box' then set the correct values. If your trimbox should be 3mm in from the PDF page edges for example, then set Top, Bottom, Left and Right Values as 3mm.





## What is Spot UV?

It is an area of Ultra Violet gloss coating that creates a glossy finish to the targeted areas on top of your printed job as illustrated above.

## Supplying Your Files

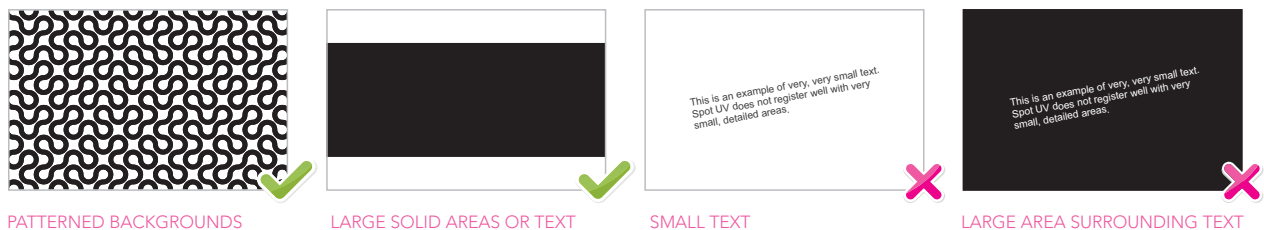
When supplying files for print you must also supply artwork for the spot UV itself.

The spot UV artwork should consist of solid black shapes - 100% K only and in the exact position on the page where the spot UV is required, ideally in vector as opposed to bitmap formula.

The Spot UV must be on a separate page and have the same dimensions and crop marks in the same position as the printed file.

Spot UV works well on larger areas and as a pattern on a flat background.

It is not recommended that small text or thin lines are spot UV'd.



PATTERNED BACKGROUNDS

LARGE SOLID AREAS OR TEXT

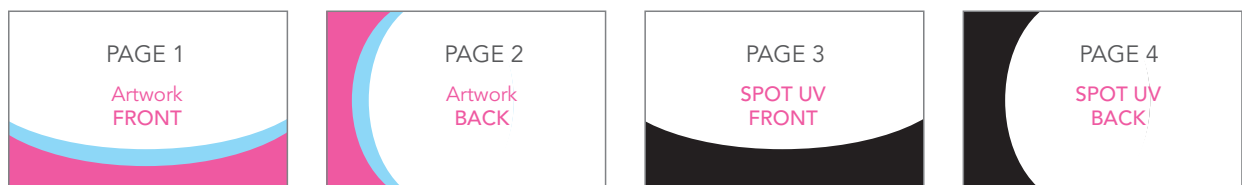
SMALL TEXT

LARGE AREA SURROUNDING TEXT

## Supplying Files

Please always supply as 4 files as illustrated below.

Pg 1 - Artwork Front // Pg 2 - Artwork Back // Pg 3 - Spot UV Front // Pg 4 - Spot UV Back



## IMPORTANT:

If you have a page that doesn't require either print or UV please insert blank pages in place so that you are always supplying 4 pages and in the correct order.

For example your print is double sided but you require UV only on the back of your card then a blank page would be inserted on page 3. Or if you require UV on both sides but print is only on the front of the card your supply a blank on page 2.