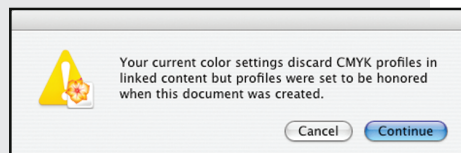


For best results - build your file in our template

1. Open the template

Please note the safety zone, trim edge and bleed areas.

If this box comes up click continue (fig. A) -----



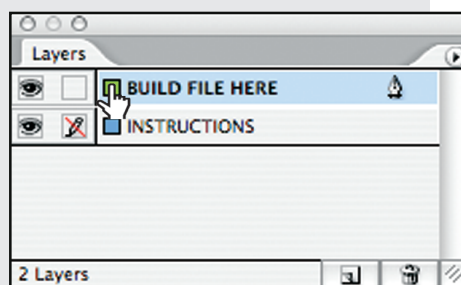
2. Build the front side of your file

Click on the "Build File Here" layer and create your card on this layer (fig. B) -----

As you cover the instructions the guides will show safety zone and final trim. Artwork that is to be trimmed must go to the document edge.

All placed images MUST be in CMYK and not in RGB.

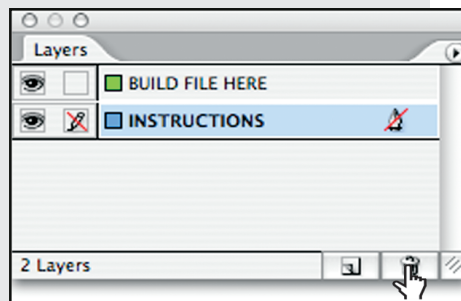
ALL colors MUST be PROCESS. NO spot colors as these can delay your order.



3. Delete instructions layer before saving

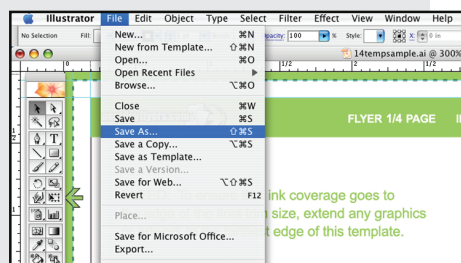
Select the Instructions layer and then click on the trash can icon at the bottom of the palette to delete this layer (fig. C) -----

Please make sure the safety zone, trim edge and bleed areas are all correct.



4. ⚠ Save your file per these instructions

a. Click File > Save As (fig. D) -----



ink coverage goes to
size, extend any graphics
edge of this template.

b. Rename the file to **a_filename.pdf** (be sure to change the word “filename” to the actual name of your card) (fig. E) ——— E

c. Click **Format > Adobe PDF (pdf) > Save** (fig. F) ——— F

d. In the **Save Adobe PDF** window choose the **Adobe PDF Preset Press Quality** and make the following adjustments: ——— G

Compatibility: Acrobat 4 (PDF 1.3) (fig. G)

Advanced: Transparency Flattener Preset;

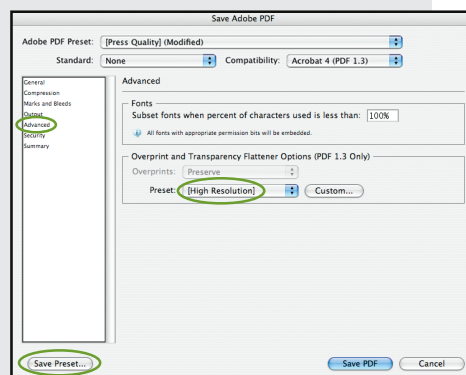
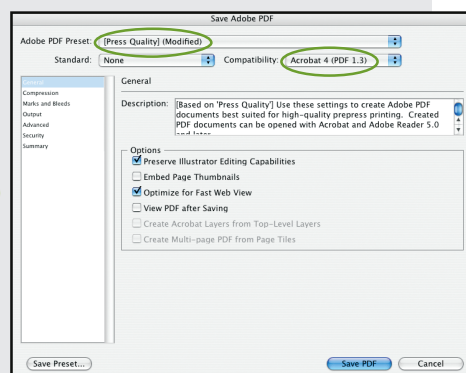
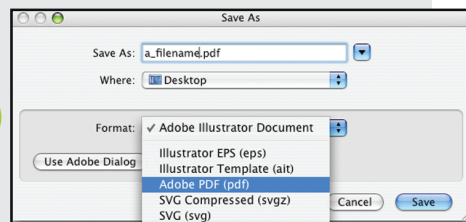
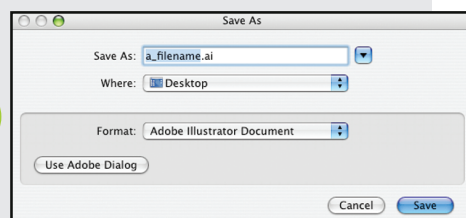
High Resolution (this will be grayed out if PDF 1.3 is not selected or your file has no transparency).

Save this setting as “Next Day Flyers” for future use (fig. H)

e. Click **Save PDF**

5. **Re-open the original template and repeat process for the backside**

Note, when saving the backside of your file the name should be **b_filename.pdf**.



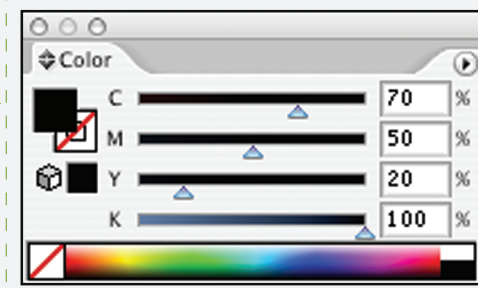
Quick Tips

1. For a deeper rich black color in solid areas and borders, use the following **CMYK color percentages** (see figure to right) ———

a. Cyan - 70; Magenta - 50; Yellow - 20; Black - 100

2. **Borders**

a. To ensure borders appear even after cutting we require a minimum border width of 3/16" (.187).



Common Sizes Chart

PLEASE READ

In order to offer the lowest price possible we do not budget labor time in an order to check and repair files.

When we receive an order we assume all files are print ready, so please check your files carefully.

We will not be held responsible for errors when files are not submitted in exact accordance with our specifications. Even a slight difference between our requirements and your digital files may cause delays with your order.

Please be exact when setting up your files.

<u>Final Trim Size</u>	<u>Your Document Size With Bleed</u>	<u>Safety Area</u> <u>No Text or Non-bleed</u> <u>items out of this area</u>
3.5 x 2 (business card)	3.625 x 2.125	3.25 x 1.75
4.125 x 2.625 (1/8 page)	4.25 x 2.75	3.875 x 2.375
4.125 x 3.375 (1/6 page)	4.25 x 3.5	3.875 x 3.125
5.375 x 2 (1/8 page)	5.5 x 2.125	5.125 x 1.75
5.375 x 2.625 (1/6 page)	5.5 x 2.75	5.125 x 2.375
5.25 x 4.125 (1/4 page)	5.375 x 4.25	5 x 3.875
5.375 x 5.375 (1/3 page)	5.5 x 5.5	5.125 x 5.125
4 x 6	4.125 x 6.125	3.75 x 5.75
5 x 7	5.125 x 7.125	4.75 x 6.75
8.375 x 2.625 (1/4 page)	8.5 x 2.75	8.125 x 2.375
8.375 x 3.375 (1/3 page)	8.5 x 3.5	8.125 x 3.125
8.375 x 5.375 (1/2 page)	8.5 x 5.5	8.125 x 5.125
10.875 x 4.125 (1/2 page)	11 x 4.25	10.625 x 3.875
8.5 x 11	8.625 x 11.125	8.25 x 10.75
17.5 x 5.5	17.625 x 5.625	17.25 x 5.25

Bleed Edge



Trim Edge

