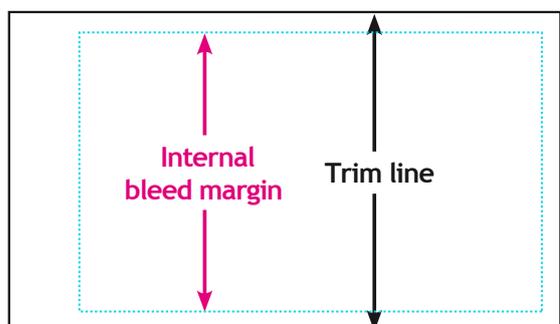


### UNDERSTANDING BLEED:

If you are supplying press ready artwork you need to understand how to setup your bleed correctly. This template has been pre-set with internal bleed margins to help you correctly prepare your artwork. It is not possible for carbonless books or pads to have external bleed (printing right up to the edge of the page).

**IMPORTANT:** You need to carefully follow these instructions when preparing your artwork. Failure to do so may result in artwork incorrectly prepared for print.

When you open up the template file you will be greeted with guides similar to the diagram below:



The **very edge of the template** is the trim edge. This is the line along which your printing will be trimmed.

The **blue guides** are the internal bleed margin. All artwork must be kept within the internal bleed margin. It is not possible to have any artwork printed on carbonless books and pads beyond the internal bleed margin.

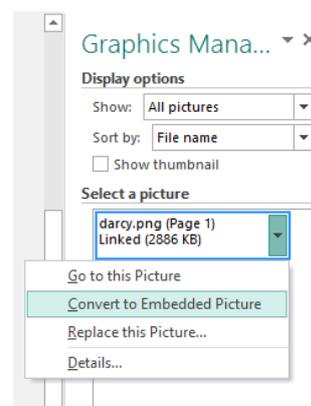


**Please note:** We recommend all images should be set to 300 dpi. Images with a resolution of less than 250dpi may appear pixilated, blocky or blurry when printed even if they appear clear and sharp on screen. Increasing the resolution higher than 300dpi just results in bloated files with no improvement in print quality.

### USING THE MICROSOFT PUBLISHER TEMPLATE:

1. Open the template.
3. Create your design.
4. Ensure everything is kept within the **blue Internal Bleed Margins**.
5. **Numbering:**  
If sequential numbering is required, a space needs to be left in your artwork for the numbering  
**Important:** When ordering online you will need to fill out the “starting Number and ”position of Numbering” fields.
  - The minimum space for sequential numbering is 25mm x 15mm.
  - Numbering cannot be closer than 6mm to the perforation.
  - The minimum number of digits for numbering is 4. The maximum number of digits is 7
5. Carbonless books can only be printed using one ink. This can be either a Pantone Colour or black ink. It is not possible to prepare Pantone colour artwork in Microsoft Publisher. As you are using Microsoft Publisher to create your artwork please only use the colour black when creating your artwork.
4. Please embed ALL fonts. **To do this:**
  - a. Click the **File** tab, click the **Manage Embedded Fonts** button.
  - b. In the Fonts dialog box, select the **Embed TrueType fonts** when saving publication check box.
  - c. To embed system fonts, **clear** the Do not embed common system fonts check box.

If Publisher notifies you that you have used fonts that cannot be embedded, **click OK**.  
**You will need to substitute these fonts for other embeddable font/s.**
5. Ensure your images are embedded. **To do this:**
  - a. First open the Graphics Manager by **clicking** the **View** Tab then ticking the ‘**Graphics Manager**’ Box. The Graphics Manager pane will open on the right hand of your screen.
  - b. Within the Graphics Manager check that your images are all listed as ‘Embedded’ If not: Right-click on the image that you would like to embed and click “**Convert to Embedded Picture:**”
6. Save your artwork as a PDF. **To do this:**
  - a. Go to **File > Save as >** select PDF.
  - b. Click **options >** choose high quality printing
  - c. Click **print options** and make sure the size is set to **Publication Page**
  - d. **Click OK twice** and then **click save** to create your PDF



**Please carefully check your final PDF before uploading your artwork.**

We **strongly recommend** supplying your artwork as a PDF file however if you are unable to do this you may supply a Publisher document instead.



**Please note:** You can download our job options file from our website and print your PDF using our job options file. By distilling your artwork with our job options file you may see possible errors in how your artwork has been set up before you supply the artwork to us. For the best results, PDF files should be created using Adobe Acrobat Distiller.

**See next page for Artwork Do's and Don'ts >**



**TAX INVOICE** Order No: \_\_\_\_\_  
Date \_\_\_\_\_

QUANTITY	DESCRIPTION	TOTAL

TOTAL INCLUSIVE OF G.S.T.



**TAX INVOICE** Order No: \_\_\_\_\_  
Date \_\_\_\_\_

QUANTITY	DESCRIPTION	TOTAL

TOTAL INCLUSIVE OF G.S.T.

## Internal bleed

Make sure all artwork is within the internal bleed margin. No artwork can be printed outside these margins.



**TAX INVOICE** Order No: \_\_\_\_\_  
Date \_\_\_\_\_

QUANTITY	DESCRIPTION	TOTAL

TOTAL INCLUSIVE OF G.S.T.



**TAX INVOICE** Order No: \_\_\_\_\_  
Date \_\_\_\_\_

QUANTITY	DESCRIPTION	TOTAL

TOTAL INCLUSIVE OF G.S.T.

## External bleed

Carbonless books cannot have external bleed (artwork that extends to the edge of the page). Artwork may only extend to the edge of the pink margin (internal bleed line).



**TAX INVOICE** Order No: \_\_\_\_\_  
Date \_\_\_\_\_

QUANTITY	DESCRIPTION	TOTAL

TOTAL INCLUSIVE OF G.S.T.



**TAX INVOICE** Order No: \_\_\_\_\_  
Date \_\_\_\_\_

QUANTITY	DESCRIPTION	TOTAL

TOTAL INCLUSIVE OF G.S.T.

## Artwork Size

Make sure your design is the right size or it may be automatically resized which may distort your artwork.



Order No: \_\_\_\_\_  
Date \_\_\_\_\_



Order No: \_\_\_\_\_  
Date \_\_\_\_\_

## Numbering

If you require sequential numbering adequate space must be left for it in your supplied artwork.



**TAX INVOICE** Order No: \_\_\_\_\_  
Date \_\_\_\_\_

QUANTITY	DESCRIPTION	TOTAL

TOTAL INCLUSIVE OF G.S.T.



**TAX INVOICE** Order No: \_\_\_\_\_  
Date \_\_\_\_\_

QUANTITY	DESCRIPTION	TOTAL

TOTAL INCLUSIVE OF G.S.T.

## Image Resolution

Make sure all images and rasterized text are 300dpi when placed at 100% so they won't look blurry or pixilated when printed.



**TAX INVOICE** Order No: \_\_\_\_\_  
Date \_\_\_\_\_

QUANTITY	DESCRIPTION	TOTAL

TOTAL INCLUSIVE OF G.S.T.



**TAX INVOICE** Order No: \_\_\_\_\_  
Date \_\_\_\_\_

QUANTITY	DESCRIPTION	TOTAL

TOTAL INCLUSIVE OF G.S.T.

## Colours

Carbonless books and pads can only be printed using one ink. As it is not possible to prepare Pantone colour artwork in Microsoft Publisher please only use black ink when creating your artwork.