

HOW TO CREATE A PRINT-READY FILE - FULL COLOUR ENVELOPES

The following instructions will help you create a print-ready file. If after reading them you are still unsure about anything, please visit the [FAQ](#) section of our website, request a professional File Check, or contact customer support.

With this type of product you can print your artwork over **the entire surface of the envelope**. It will be printed using **four-colour offset printing**.



1 FILE FORMAT

Send your file in PDF **format in 1:1 scale (not password protected)**.

2 COLOURS

All files should be sent in **CMYK** (cyan, magenta, yellow, black), with the **Fogra 39 colour profile**. Images in RGB or with PANTONE colours will be converted automatically using a standard colour separation profile.

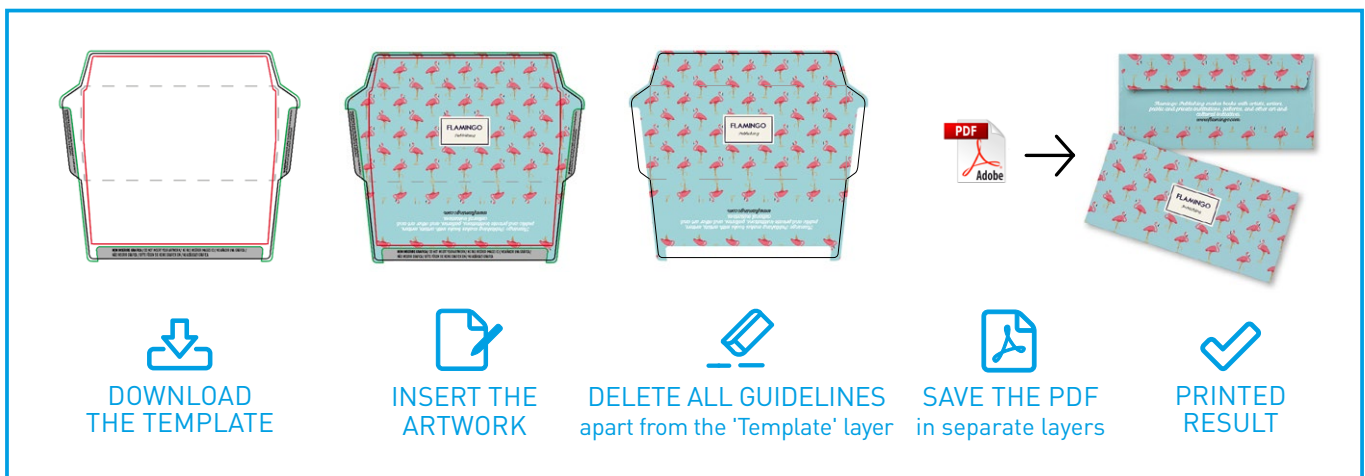
3 RESOLUTION

The optimal resolution for the print files is **300 dpi**.

4 TEMPLATE

Always download the template for the product you purchased from the website and use it as the basis for positioning your artwork: this will make it easier to create a print-ready file. Insert your artwork on the 'Artwork' layer, **delete all the guidelines except the 'Template' layer** and save the file as a PDF, keeping the layers separate.

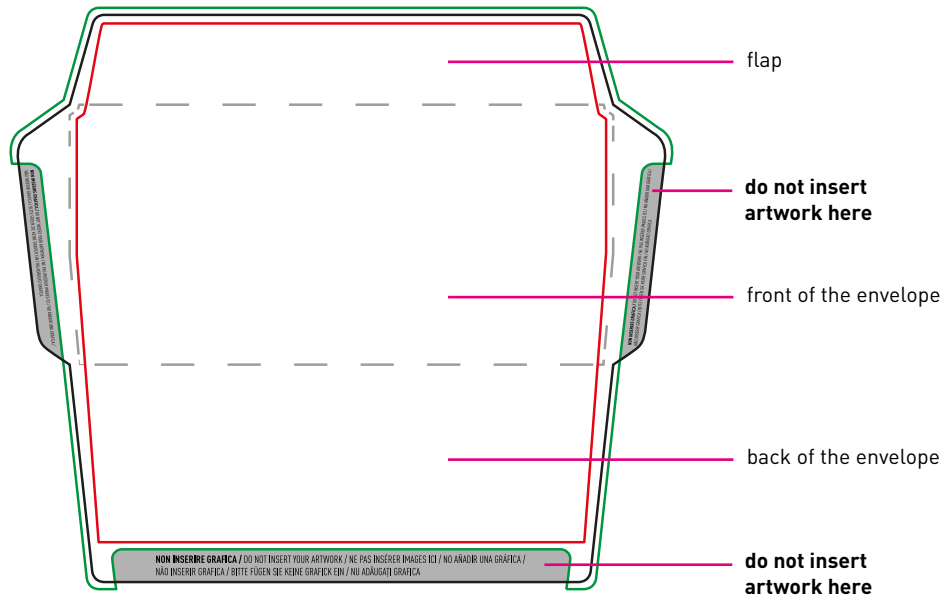
PLEASE NOTE: Do not alter the scale of the design or **resize the template**. Place any important text or messages inside the safe area (red line).



5 ADDITIONAL INFORMATION

The minimum printable font size is **6 pt**, and the minimum printable line weight is **0.25 pt**. The front of the envelope corresponds to the upper area in the centre of the template.

Template - full colour envelopes



Offset printing is carried out on a flat sheet of paper which is then folded and glued into the finished shape of the envelope. This process requires some precautions when positioning the artwork on the template: **it is very important not to place any graphics in the grey areas**, as when the envelope is assembled these parts will be glued together, and any printed design could prevent the glue from sticking.

GOOD TO KNOW - full colour envelopes



Insert the artwork within the bleed line on the template (use the green line as a clipping mask). Do not place graphics on the flaps to be glued.

