

## HOW TO CREATE A PRINT-READY FILE:

### PRINT AND ENVELOPE ENCLOSING SERVICE

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 services.

This product allows you to customise a predefined area on the front of the envelope and a postcard with different artwork on the front and the back. They will be printed using offset **technology with four-colour printing (CMYK)**. The envelope will be sealed with the postcard inside.

#### 1 FILE FORMAT

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

#### 2 RESOLUTION

The optimal resolution for the print files is 300 dpi .

#### 3 FOUR-COLOUR PRINTING

Send your file 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.

#### 4

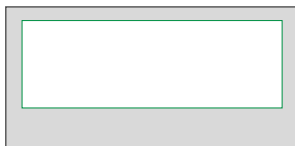
#### ENVELOPE TEMPLATE

**Download the template from the website:** you will find the layers and guidelines already correctly set up.

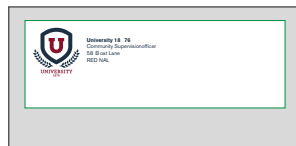
Enter your artwork on the Artwork layer, **delete all the guidelines** and save the file as a PDF.

**WARNING:** Do not alter the scale of the design or **resize the template**.

### GOOD TO KNOW - envelope



DOWNLOAD  
THE TEMPLATE



INSERT YOUR ARTWORK  
on the Artwork layer



DELETE ALL GUIDELINES

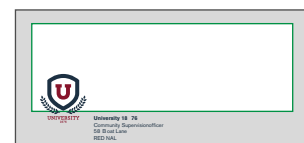
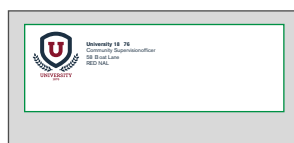


SAVE THE PDF



PRINTED RESULT

Insert the artwork in the pre-defined area of the template.



## POSTCARD TEMPLATE

**Download the template from the website:** you will find the layers and guidelines already correctly set up. Enter your artwork on the Artwork layer, **delete all the guidelines** and finally save the file as a two-page PDF.



## 5 ADDITIONAL INFORMATION

Minimum font size: **6 pt**, minimum line weight: **0.25 pt**.

## 6 UPLOADING YOUR FILE

If you have chosen to print both the envelope and the postcard, you must upload two files: one PDF for the envelope and one two-page PDF for the postcard. You cannot upload separate files for the front and back of the postcard.


**UPLOADING YOUR FILE**

Upload and Info   Upload history

Item name: File1

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**ENVELOPE**




Preview

Browse ↗

Dropbox ↕

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**ENVELOPE CONTENTS**



Preview

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 **WARNING:** please note that the envelopes will be delivered sealed, so you will not be able to add extra contents to them.