

# PRODUCT SETUP FACT SHEET

## NCR BOOKS

A4 NCR books



### GENERIC FACTS:

- Convert all text to outlines
- Embed and flatten all images and transparencies
- Set up crop marks and trim lines
- 2mm external bleed
- 3mm internal bleed
- File provided in CMYK only
- Supplied as press ready PDF

### IMPORTANT DESIGN NOTES:

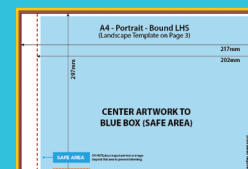
- As per industry standard colours may vary up to 5%
- For the best colour accuracy please refer to a Pantone colour guide and not your screen.

### WHAT IS BLEED?

When designing for print it is important to remember that it can be difficult to trim a job right on the edge of a design. In order to achieve the best result possible, you will need to extend your design past the trim lines, so the design can easily be cut down to size. The area that extends past your trim lines is called 'bleed'. In order to get the best results when designing for print, it's important to ensure your artwork always extends past the trim lines.

### PRODUCT SPECIFICS:

- Size: 217mm x 297mm (W x H)
- Size with bleed: 221mm x 301mm (W x H)
- 3mm internal bleed requirement
- 2mm external bleed requirement
- Artwork to be centered to safe area
- A proof of perf and numbering location, as well as starting number, is required for this order.



Portrait  
Bound LHS  
page 2



Landscape  
Bound TOP  
page 3

# A4 - Portrait - Bound LHS

(Landscape Template on Page 3)

217mm

202mm

297mm

## CENTER ARTWORK TO BLUE BOX (SAFE AREA)

2mm bleed required

### SAFE AREA

DO NOT place important text or image beyond this area to prevent trimming.

### TEAR OUT

Tear off line here.

### TRIM LINE

Actual size of the final design once trimmed.

### BLEED AREA

Extend your artwork to the edge of this area. Text and Images on this red shaded area will be trimmed

15mm PERFORATION

Perf line must be indicated on separate proof file.

**PRESS READY SIZE**  
221 x 301mm

**TRIM SIZE**  
217 x 297mm

**TEAR OUT**  
202 x 297mm

Please delete this layer before sending back to us.

2mm bleed required

2mm bleed

**15mm PERFORATION**

Perf line must be indicated on separate proof file.

**A4 - Landscape - Bound at the TOP**

297mm

**TEAR OUT**

Tear off line here.

**SAFE AREA**

DO NOT place important text or image beyond this area to prevent trimming.

**TRIM LINE**

Actual size of the final design once trimmed.

**BLEED AREA**

Extend your artwork to the edge of this area. Text and Images on this red shaded area will be trimmed

2mm bleed required

**CENTER ARTWORK TO BLUE BOX (SAFE AREA)**

**PRESS READY SIZE**

**221 x 301mm**

**TRIM SIZE**

**217 x 297mm**

**TEAR OUT**

**202 x 297mm**

Please delete this layer before sending back to us.

202mm

217mm

2mm bleed required

2mm bleed