

# 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:

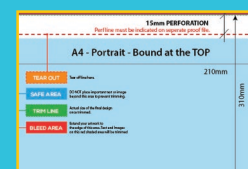
- As per industry standard colours may vary up to 5%
- For the best colour accuracy please refer to a Pantone colour guide and not your screen.

### WHAT IS BLEED?

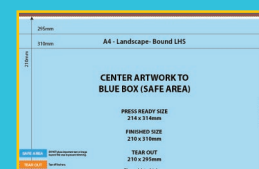
When designing for print it is important to remember that it can be difficult to trim a job right on the edge of a design. In order to achieve the best result possible, you will need to extend your design past the trim lines, so the design can easily be cut down to size. The area that extends past your 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: 210mm x 310mm (W x H)
- Size with bleed: 214mm x 314mm (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 TOP  
page 2



Landscape  
Bound LHS  
page 3

**15mm PERFORATION**

Perf line must be indicated on seperate proof file.

# A4 - Portrait - Bound at the TOP

210mm

310mm

295mm

**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

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

**PRESS READY SIZE**

**214 x 314mm**

**FINISHED SIZE**

**210 x 310mm**

**TEAR OUT**

**210 x 295mm**

Please delete this layer  
before sending back to us.

2mm bleed required

2mm bleed required

2mm bleed

2mm bleed

295mm

310mm

210mm

# A4 - Landscape- Bound LHS

## CENTER ARTWORK TO BLUE BOX (SAFE AREA)

**PRESS READY SIZE**

**214 x 314mm**

**FINISHED SIZE**

**210 x 310mm**

**TEAR OUT**

**210 x 295mm**

Please delete this layer before sending back to us.

2mm bleed required

2mm bleed required

15mm PERFORATION  
Perf line must be indicated on separate proof file.

**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

2mm bleed