

# Extra Artwork Guidelines for NCR Loose Sets



**IT IS VERY IMPORTANT THAT YOUR ARTWORK MEETS THESE CRITERIA TO PREVENT THE POSSIBILITY OF IT BEING REJECTED OR DELAYED.**

**ALL DESIGNS AND ARTWORK SHOULD BE PROVIDED AS A PRINT READY CMYK PDF.**

Always save as a high quality or print quality PDF as PDF/x1a:2001

It is a good idea to view your PDF with Output Preview Open before submitting it for print, as this gives the most accurate representation of how the file will look once printed, and may flag up errors that aren't visible without Output Preview Open.

**All NCR JOBS MUST NOT HAVE PRINT TO THE EDGE OF THE PAPER - WE NEED 8MM ON ALL SIDES**

**Crop Marks - Please see All Printed Jobs - Crops and Bleeds for more help on this topic.**

**Quiet Border - See All Printed Jobs - Quiet Border for more on this topic.**

## Images and Photographs

All images in your design file must be of at least 300 dpi (dots per inch). Remember low quality images will only downgrade your designs. RGB images must be converted to CMYK

## Fonts

Ensure you embed all fonts / outline or upload as well.

### Please Note:

Remember to include enough margin for any holing you may require.

**Numbering** - we require an area marked on the artwork to show the position you would like the number to go. This must be an area of around 50mm x 15mm. (The longer the number the more room required).

**Holes** - please mark on the artwork the position of any holes you require (we will remove these marks before printing). Holes will be standard 8mm diameter and correct distance to fit into standard ring binder files.

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