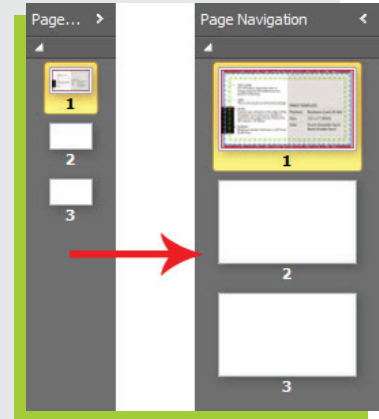


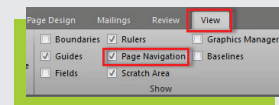
For best results, build your files in our templates.

1. Open the template.  
Note the importance of safety zone, trim edge and bleed areas for best results.
2. Expand Page Navigation so you may identify the templates quickly (fig A).  
Go to View tab, then check Page Navigation (fig B)
  - a. First page is always where the template would be. On some templates that require different guidelines for front and back sides, the template for the back side would be on Page 3.
3. Design your front side on page 2, or where it says "Your Artworks Here (Front)". Once finished, design your back side on where it says "Your Artworks Here (Back)".
4. By default, placed images on MS Publisher are automatically embedded. But to be sure, check it on the Graphics Manager (fig D).
  - a. Go to View tab and check on Graphics Manager. All placed images should show *Embedded* on the details (fig E).
  - b. It is recommended that you leave imported images' color mode to RGB when being used in MS Publisher and let us convert them to CMYK.
5. Before saving your MS Publisher file, make sure that all the fonts used in it are embedded or subsetting to avoid delay in preparing your files for offset printing.

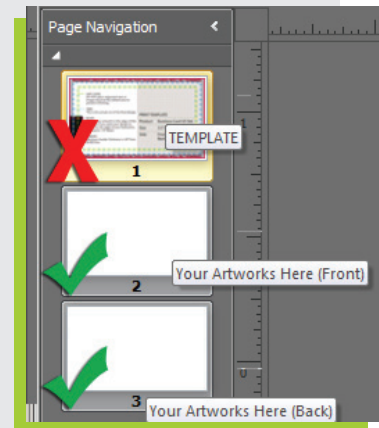
A



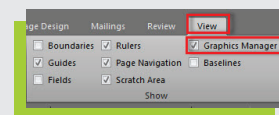
B



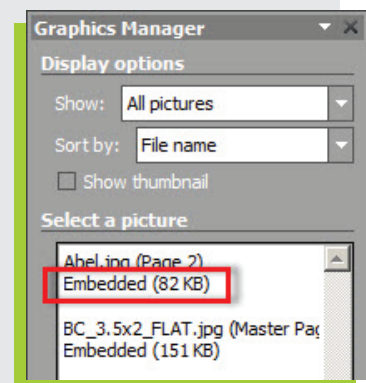
C



D



E



a. Got to File > Info > Commercial Print Settings > Manage Embedded Fonts (fig F).

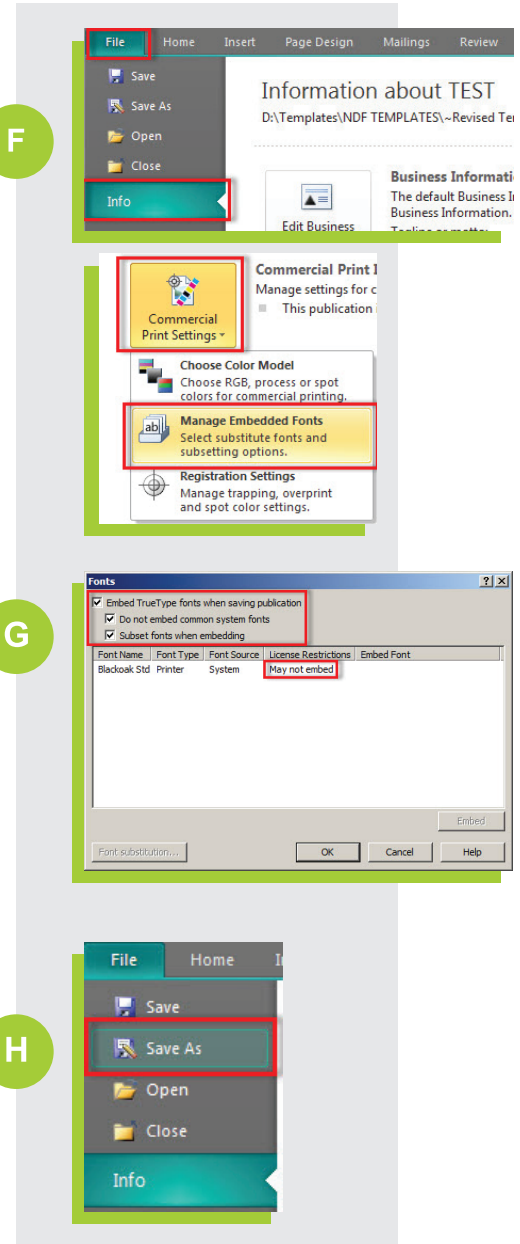
b. On the **Fonts** window, make sure the following are checked (fig G):

- i. Embed TrueType fonts when saving publication.
- ii. Do not embed common system fonts.
- iii. Subset fonts when embedding

c. Click OK on Fonts window.

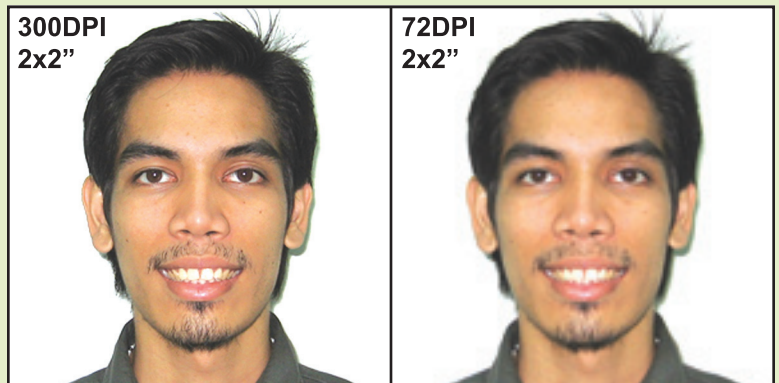
6. Click Save As from File menu (fig H).

a. On the Save As window, type in the filename of your publication, make sure that Save as type is "**Publisher Files**" then click Save.



### Quick Tips

1. Image resolution placed in your publication must be 300DPI for best printing quality (see figure to the right)
2. For deeper rich black color, use the following CMYK color percentages:
  - a. Cyan - 60
  - b. Magenta - 40
  - c. Yellow - 40
  - d. Black - 100
3. Borders - to ensure borders appear even, we recommend a minimum border width of 1/8"



(0.125") Typical web images are 72 DPI.  
For best result, images must be at 300DPI.

# COMMON SIZES CHART

## PLEASE READ

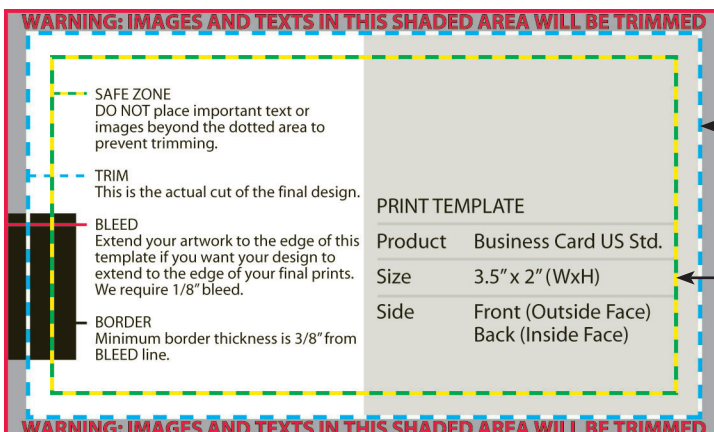
In order to offer the lowest price possible, we do not budget labor time in an order to check and repair files.

When we receive an order, we assume all files are print ready. So, please check your files carefully.

We will not be held responsible for errors when files are not submitted in exact accordance with our specifications. Even a slight difference between our requirements and your digital files may cause delays with your order.

Please be exact when setting up your files.

<b>FINAL TRIM SIZE</b> (Actual trim size)	<b>WITH BLEED</b> Extension of backgrounds (+0.125" from trim edge)	<b>SAFE ZONE</b> No text or Non-bleed items out of this area (-0.125" from trim edge)
3.5" x 2"	3.75" x 2.25"	3.25" x 1.75"
4.125" x 2.625"	4.375" x 2.875"	3.875" x 2.125"
4.125" x 3.375"	4.375" x 3.625"	3.875" x 3.125"
5.375" x 2"	5.625" x 2.25"	5.125" x 1.75"
5.375" x 2.625"	5.625" x 2.875"	5.125" x 2.375"
5.25" x 4.125"	5.5" x 4.375"	5" x 3.875"
5.375" x 5.375"	5.625" x 5.625"	5.125" x 5.125"
4" x 6"	4.25" x 6.25"	3.75" x 5.75"
5" x 7"	5.25" x 7.25"	4.75" x 6.75"
8.375" x 2.625"	8.625" x 2.875"	8.125" x 2.375"
8.375" x 3.375"	8.625" x 3.625"	8.125" x 3.125"
8.375" x 5.375"	8.625" x 5.625"	8.125" x 5.125"
10.875" x 4.125"	11.125" x 4.375"	10.625" x 3.875"
8.5" x 11"	8.75" x 11.25"	8.25" x 10.75"
8.5" x 14"	8.75" x 14.25"	8.25" x 13.75"
17.5" x 5.5"	17.75" x 5.75"	17.25" x 5.25"



NextDayFlyers regular unfolded product sample template

**FINAL TRIM**

**BLEED**

**SAFE ZONE**

**NextDayFlyers®**

→ in today → out tomorrow