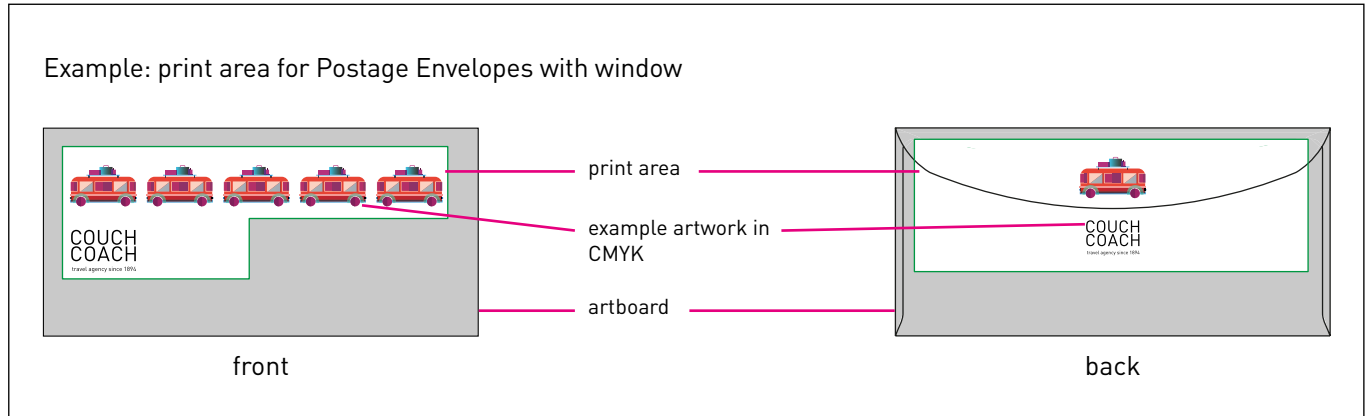


HOW TO CREATE A PRINT-READY FILE: ENVELOPES (Business, Pocket, Postage, Window and Tyvek®)

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.

With this product type you can customise a predefined area of the envelope, either on the front only or on the front and back, choosing from **offset printing in four colours (CMYK) or in one or two Pantone colours**. Various formats **are available**, and the size of the print area changes to match.



1 FILE FORMAT

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

2 RESOLUTION

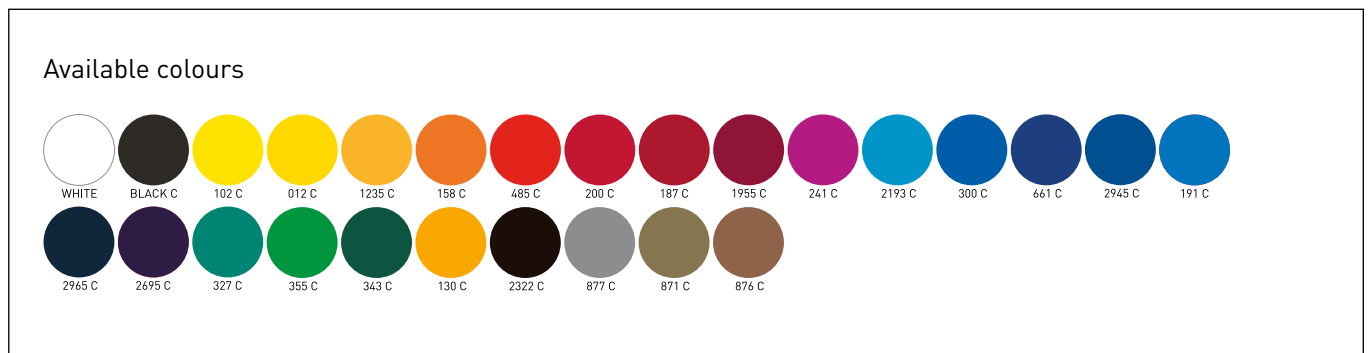
The optimal resolution for the print files is **300 dpi**.

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 ONE- OR TWO-COLOUR PRINTING

Once you have filled in the order form correctly, download **the envelope template: the colour swatches** to use will already be set up, **as well as the layers 'Color 1' and 'Color 2'** for entering your artwork. Use only the swatches that correspond to the colours you chose on the order form and place your artwork on the corresponding layers.



5 TEMPLATE

Download the template generated by the website: you will find any colour swatches, the layers and other guidelines already correctly set up. Enter your artwork on the Artwork layer for four-colour printing, or on the layers Color 1 and/or Color 2 for one- or two-colour printing. **Delete all the guidelines** and save the file as a PDF, keeping the layers separate.

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

GOOD TO KNOW - Envelopes



DOWNLOAD
THE TEMPLATE



INSERT THE
ARTWORK



DELETE ALL
GUIDELINES



SAVE
THE PDF



PRINTED
RESULT

Insert the artwork in the predefined area of the template.



6 ADDITIONAL INFORMATION

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

7 UPLOADING YOUR FILE

If you have customised both the front and the back of your envelope, upload one PDF for the front and one for the back in the Upload Area, choosing the appropriate option.

Order 2534844 - 09/04/2015	
Item	Upload and Info
1 - Envelopes	<p>File1</p> <p>Single PDF file</p> <p>Single PDF file</p> <p>Front and back in two separate files ←</p>