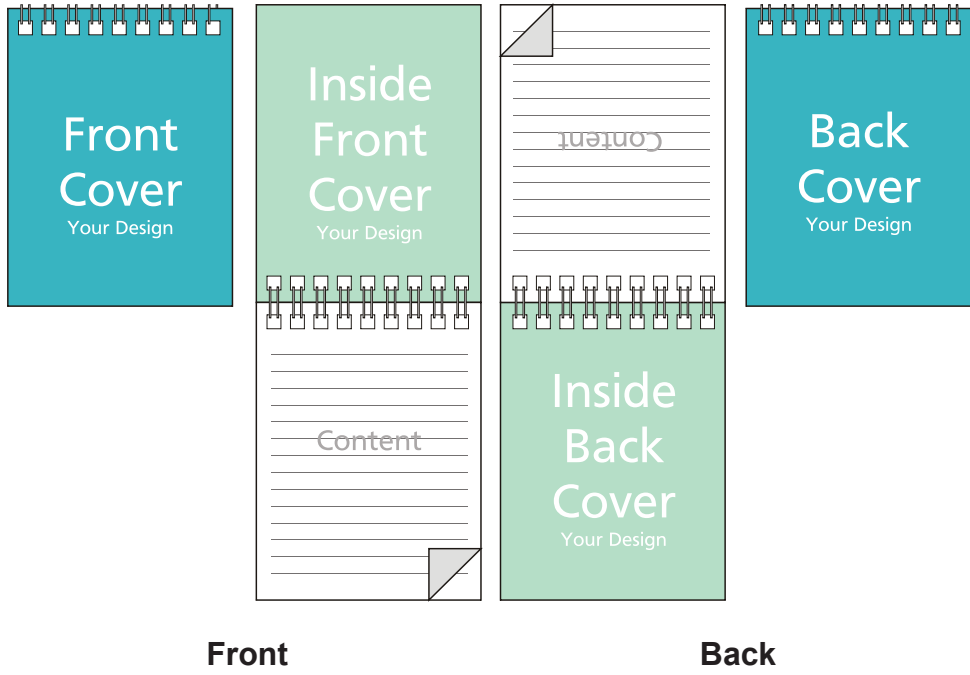## PRODUCT SIZE TEMPLATE

1. Please use our product size template to ensure you prepare your artwork correctly.
2. Remember: As the pages are turned from bottom to top (upwards), orientate your artwork accordingly.
3. Please remember to remove all the guide line.
4. Please prepare your notepad in 4 PDF file.
   - PDF 1 : Front Cover
   - PDF 2 : Inner Front Cover
   - PDF 3 : Inner Back Cover
   - PDF 4 : Back Cover

Front   **Back**

Preparing artwork can be a complex task. To avoid error, extra cost and delay, we have prepared a comprehensive checklist to assist you in preparing your artwork successfully.

Please ensure every step stated has been duly complied in your artwork.

Colour
- ☐ Only CMYK colour mode is used in your artwork
- ☐ No colour tints that contain less than 10%

Images
- ☐ All images are in CMYK colour mode
- ☐ Colour / Grayscale images resolution are set to or above 300dpi
- ☐ Scanned Line Art / Black & white images resolution are set to or above 1200dpi
- ☐ Never manipulate images in vector software*
- ☐ All background, design effects, and images has been merged and converted to a TIFF file

Text
- ☐ No fonts of less than 4pts
- ☐ Layout Program* : Curve / Create Outline / Path all fonts
- ☐ Adobe Photoshop : Set resolution at or 300dpi and Rasterize Type

Line
- ☐ No hairline less than 0.25pts

Product Size Template
- ☐ Artwork is prepared in the correct PRODUCT SIZE TEMPLATES
- ☐ Background design expanded to Full Bleed size
- ☐ Vital elements are within Safe Zone
- ☐ No crop marks are applied
- ☐ Removed all guidelines and text descriptions in PRODUCT SIZE TEMPLATES

Artwork Orientation
- ☐ When you flip the inside, the artwork is at your desired orientation

PDF File Format
- ☐ Artwork is saved in required file format   : Adobe Acrobat Document 4 - version 1.3 (*.pdf)
- ☐ Resolution   : 300 dpi
- ☐ Colour mode   : CMYK colour mode

Other
- ☐ Other than hyphen (-) and underscore(_), your filename do not include any other marks or symbols
- ☐ Name your file according to our specification
- ☐ No overprint setting is used