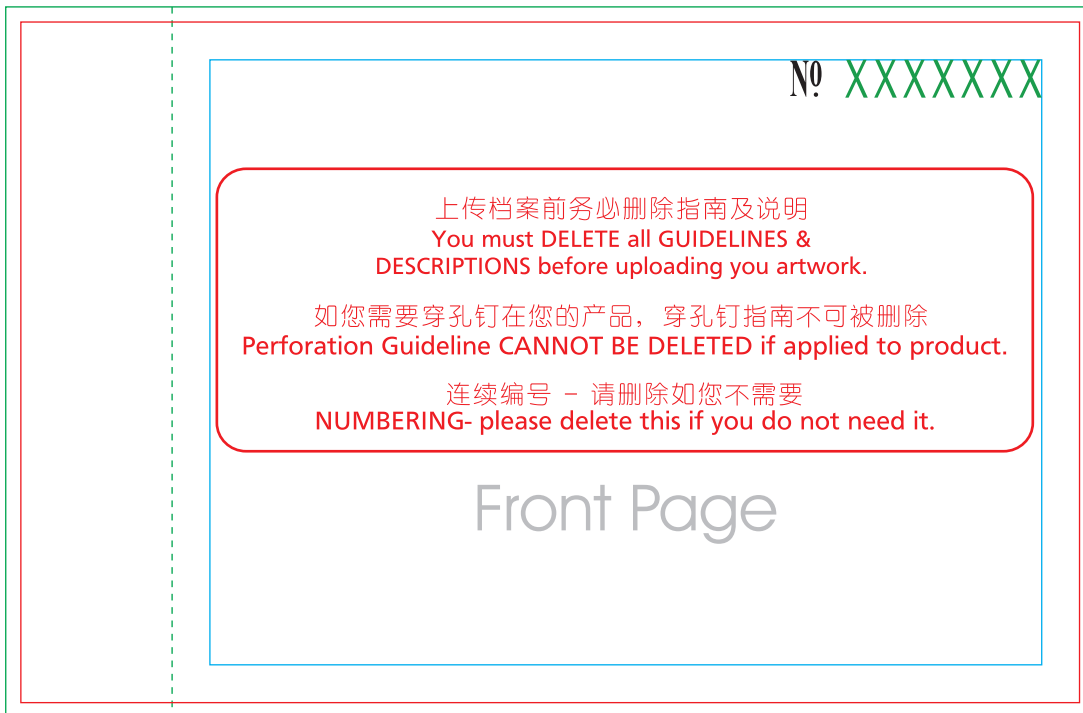


HOW TO CORRECTLY PREPARE VOUCHER ARTWORK.

- 穿孔钉
Perforation Line
- 出边线 - 把稿件背景设计延伸至出边线。
Full Bleed - Extend your background design to this edge, on all sides.
- 切割线 - 此线以外将被切除。
Trim Size - Product size. Anything left beyond this line will be cut off.
- 安全区 - 所有重要内容(字体/图片/商标等)不可超出此区以免被切除。
Safe Zone - Keep all your important contents (text, images, logos, etc.) within this area.



IMPORTANT 重要

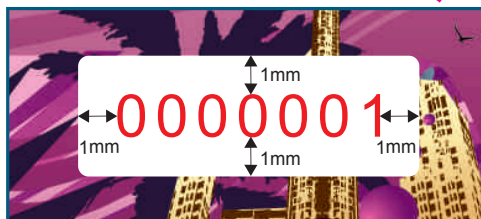
1. The vital elements of your artwork MUST within the Safe Zone and at least 5mm away from perforation life.
2. For Book Type it is compulsory to have a minimum of 22mm, for stitching purpose.
3. You may DELETE or ADD the number of perforation lines in Product Size Template according to your requirement.
4. The minimum gap between any two perforation lines MUST BE 45mm.
Please refer Artwork Specification for more details.
1. 重要的设计元素必须在安全区内及距离穿孔钉至少 5mm。
2. 因为侧钉装, 钉装本必须要有至少一条 22mm 的穿孔钉加工。
3. 您可以依据宁您的需求来删除或增加穿孔钉。
4. 如果没有连续编号, 穿孔钉与穿孔钉之间的最小差距是 45mm。
请参阅完稿规格以了解更多详情。

IMPORTANT

1. Expand your background design to the edge of Full Bleed.
2. When converting artwork to PDF format, delete all guidelines in the Product Size Template EXCEPT for the numbering format and the perforation lines required.

NUMBERING

1. Mark your numbering area by using the numbering format given in the Product Size Templates.
2. Numbering will be printed in **RED** colour. Dark coloured background will cause the numbering to become invisible. Hence, member shall notice this risk and EXCARD shall not be held responsible for the invisible numbering.



Note : If the artwork's background is in dark colour, please ensure your numbering is place in a box with white background with 1mm gap from the numbering.

3. You will only have to key-in the actual numbering during the ordering process. The **last digit** must always begin with **1**.
Examples : 00001 00101 00501 03001
4. **!** To indicate numbering in your artwork. Please use the dummy numbering provided in the product size template.
5. If you require less than the default 7 digits (represented by Xs in green), please **DELETE** the excess Xs accordingly.
Examples : 0001 - **XXXX** 00101 - **XXXXX** 000001 - **XXXXXX**
6. Numbering can be placed in different areas for each panel.
7. Maximum 1 numbering in a perforation panel.
8. You need to apply the same numbering on all panels.
9. For Loose/Pad Type, you can only choose to either have all panels with numbering or all panels without numbering.
10. For Book Type, you can choose to have all panels with numbering, all panels without numbering or 1st panel without numbering option.
11. Numbering and numbering minimum gap is **45mm**.
12. Ensure your numbering format is:
 - within **Safe Zone**
 - at least **7mm** away from **Full Bleed** edge
 - at least **12mm** away from perforation line (if applicable)
13. **DELETE** entire numbering format if you do not require it.

DIAGRAM 1: NUMBERING FORMAT ALLOCATION FOR PAD/LOOSE TYPE

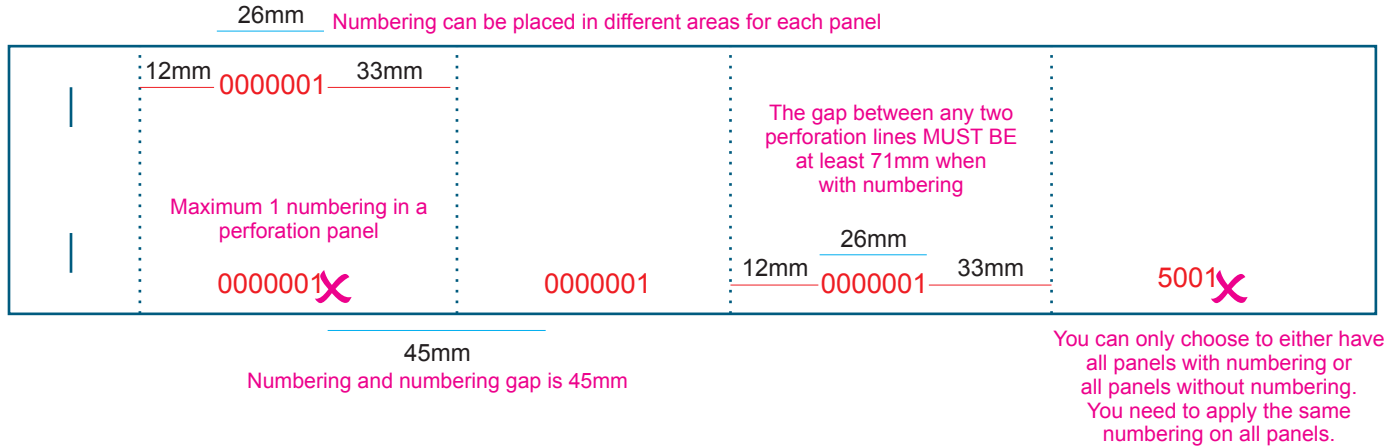


DIAGRAM 2: NUMBERING FORMAT ALLOCATION FOR BOOK TYPE

Diagram 2a: 1st Panel without Numbering

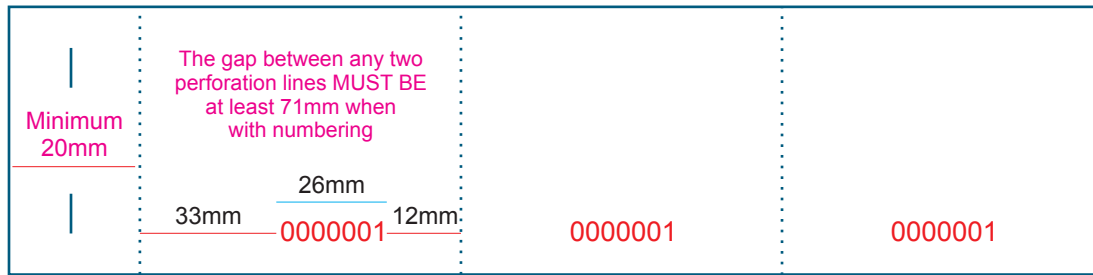
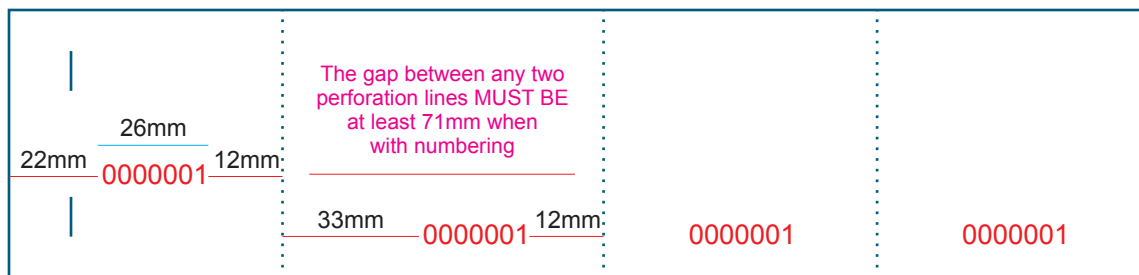


Diagram 2b: 1st Panel with Numbering



The 1st panel MUST BE at least 60mm

PERFORATION

1. When without numbering:
 - a) the gap between any two perforation lines MUST BE at least **45mm**
 - b) Book Type
 - the gap between left edge & perforation MUST BE at least **20mm** (Refer Diagram 3a)
 - the gap between perforation line & right edge MUST BE at least **45mm** (Refer Diagram 3a)
 - c) Pad/Loose Type: the gap between perforation line & left/right edge MUST BE at least **45mm** (Refer Diagram 4)
2. When with numbering:
 - a) the gap between any two perforation lines MUST BE at least **71mm**
 - b) Book Type
 - the gap between left edge and perforation line MUST BE at least **60mm** (Refer Diagram 3b)
 - the gap between perforation line and right edge MUST BE at least **50mm** (Refer Diagram 3b)
 - c) Pad/Loose Type: the gap between perforation line & left/right edge MUST BE at least **50mm** (Refer Diagram 4)
3. For **Book Type**, it is compulsory to have a minimum of 1 perforation line.
4. The location of the perforation lines can be adjusted.
5. You may **DELETE** or **ADD** the number of perforation lines in Product Size Template according to your requirement.

DIAGRAM 3A: PERFORATION ALLOCATION FOR BOOK TYPE (WITHOUT NUMBERING)

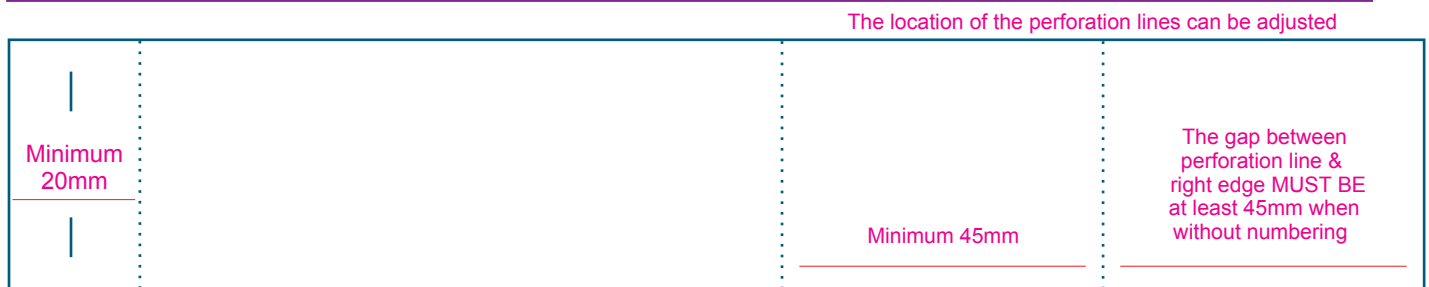


DIAGRAM 3B: PERFORATION ALLOCATION FOR BOOK TYPE (WITH NUMBERING)





DIAGRAM 4A: PERFORATION ALLOCATION FOR PAD/LOOSE TYPE (WITHOUT NUMBERING)



DIAGRAM 4B: PERFORATION ALLOCATION FOR PAD/LOOSE TYPE (WITH NUMBERING)



ARTWORK ORIENTATION

Pad Form	Book Form
Landscape	Landscape
Binding Location	Binding Location
	
Left	Left

Vouchers are printed in Landscape format.
For Pad/Book form vouchers, binding is on the Left side.

Additional Notes

Example:
Book Format: Landscape
Size: 60mm x 210mm
Binding Location: Left

Ensure your numbering format follows our guidelines

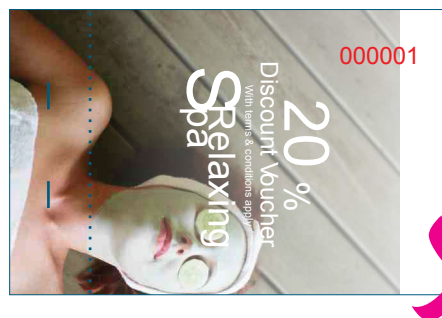


Example:
Book Format: Landscape
Size: 90mm x 140mm
Binding Location: Left



Example:
Book Format: Landscape
Size: 90mm x 140mm
Binding Location: Left

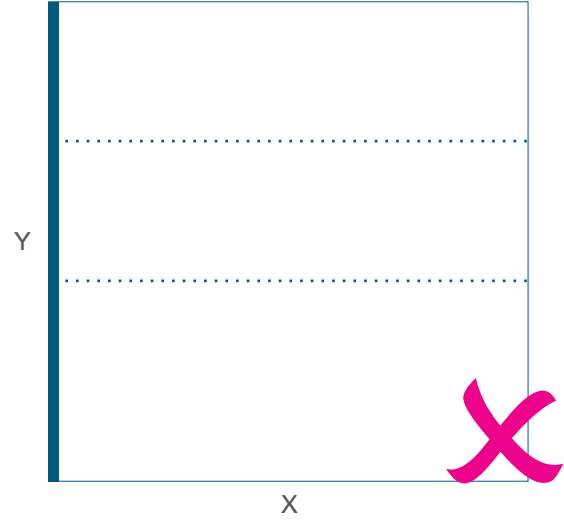
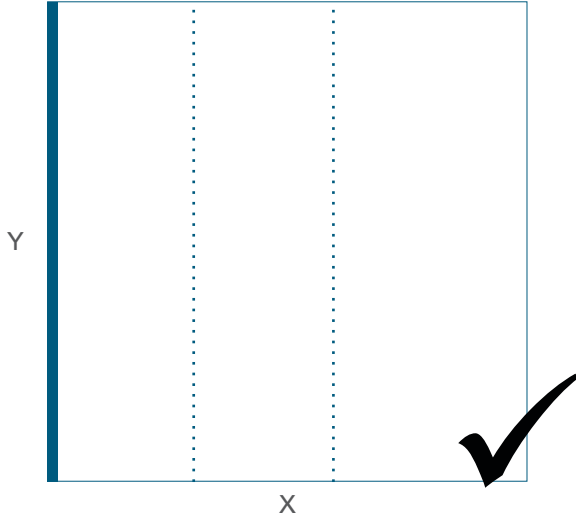
Numbering orientation must follow artwork orientation



Please double check your artwork direction

Example:
Book Format: Square
Size: 145mm x 145mm
Binding Location: Left

Perforation lines must be parallel with y



Preparing artwork can be a complex task. To avoid error, extra cost and delays, we have prepared a comprehensive checklist to assist you in preparing your Vouchers 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 image are in CMYK 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

- Font size is not less than 4pts
- Layout Program: Curve/Create Outline/Path all fonts
- Adobe Photoshop: Set resolution at or 300dpi and Rasterize Type

Line

- Line thickness is not less than 0.25pts

Product Size Template

- Artwork is prepared in the correct PRODUCT SIZE TEMPLATES
- All guidelines and text descriptions in PRODUCT SIZE TEMPLATES are REMOVED
- Perforation Guideline and Numbering CANNOT BE DELETED if applied to product
- Background design expanded to Full Bleed size
- Vital elements must be kept within the Safe Zone
- No crop marks are applied

Artwork File

- Numbering and numbering minimum gap is 45mm
- Maximum 1 numbering in a perforation panel
- For Book Type, it is compulsory to have a minimum of 1 perforation line
- For Book Type, it compulsory to have at least 20mm of space from the trimming edge to the first perforation line from the left side; for stitching purpose
- The gap between any two perforation lines MUST BE at least 45mm when without numbering
- The gap between any two perforation lines MUST BE at least 71mm when with numbering
- For Pad/Loose type, the gap between perforation line & left/right edge MUST BE at least 45mm when without numbering
- For Pad/Loose type, the gap between perforation line & left/right edge MUST BE at least 50mm when with numbering.
- Numbering is at least 12mm away from perforation line and at least 7mm from Full Bleed edge

Artwork Orientation

- Artwork are in the correct orientation and position you want your artwork to be

Other

- Other than hyphen (-) and underscore (_), your filename doest NOT include any other marks or symbols
- No overprint setting is used