

PRINTMASTER

PLEASE USE THESE GUIDELINES FOR HANGTAGS:

1. Build quark document to 8 1/2" x 11" size. You do not need to float in an oversized document and add crops. Maintain at least a 1/8" to 1/4" margin from Trim edge to prevent text and/or graphics from being cut off. Keep all important info within live area [ex: for an 8 1/2" x 11" flyer: live area = 8" x 10 1/2"]. See *diagram below*. the green area designates Hangtag Live Area.
2. Leave 2" clearance from top for hole & corners. Please do not place hole or cropped corners on document for output. *Blue area in diagram below designates area to be die cut.*
3. Give 1/4" bleed off sides of document and keep all info inside 1/4" from all edges. If sending a PDF and has bleeds, make sure to include 1/8" bleed on all sides [document size 8 3/4" x 11 1/4"]
4. Make sure 2 color art will separate to 2 colors. IF SENDING A PDF, USE BLACK AND 100% CYAN, YELLOW OR MAGENTA IN PLACE OF PMS COLOR. PMS colors separate to 4/C Process from pdf files and are not always solid of any one color.
5. Please follow essential specifications prior to sending Printmaster your files.

** NOTE: Laser and color inkjet prints do not always reflect true final Color representation or Postscript Film output separations. To check spot color separations, print separations of file for output before sending to Printmaster. RGB, Index Color, and Lab Color cannot be color separated and are recognized as black only. BMP, JPG, PCX, PUB, WPD or DOC files and True Type fonts cannot be recognized nor processed by an Imagesetter. **Please note that files are accepted as is. Printmaster will not be held responsible for incorrect file structure. Reruns due to the result of incorrect file structure are billed at full rate and subject to additional production charges. If there is an alteration to any file(s), then additional charges will be incurred. Charges for layout and design of items and/or color separation at a rate of \$25 per 30 minutes (minimum charge \$25). Color proofs will be supplied upon request for an additional charge.**

