

TOP 5 REASONS YOU SHOULD WORK AT A STARTUP

PRINTING GUIDE

HOW TO PRINT

This card is not a standard postcard size and is not designed to be a self-mailer with the United States Postal Service (USPS).

Professional printing service providers are recommended in order to accommodate the bleed setting in this document; a standard office printer does not likely have the appropriate bleed setting.

- Use online services, like printplace.com, 24hrprint.com, or fedex.com/office
 - Look for “flyers” under products and pick the applicable size and paper type as referenced in the “About” section of this document.
 - For any printer without product types listed, provide the PDF file along with the following instructions: “Please print this file as a 4.25 inch x 5.5 inch flyer (a quarter-page 8.5”x11”), in color, front/back, on 130# gloss or 100# uncoated card stock. Note that there is a .125” bleed all around.”
- Provide the PDF file and the above instructions to your local copy center representative

ABOUT THE PDF FILE

- Dimensions
 - Final trim size is 4.25” x 5.5”
(a quarter-page 8.5”x11”)
—— Trim boundaries
The trim boundaries represent the finished size of the card.
 - Bleed is .125”
----- Bleed boundaries
Cutting for final trim size is done at these boundaries, preventing a white border around the outermost edges.
 - Margins are .5”
..... Margin boundaries
Text and graphics not meant to be trimmed must be within the margins.
- Card Stock Paper Options
 - 130# gloss or 100# uncoated
 - Below 100# or standard copy paper not recommended



An InDesign file is available upon request. Contact NCWIT Creative Director, Adriane Bradberry, at adriane@ncwit.org.

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