

HOW TO BUILD A 4x6" POSTCARD

Follow the guidelines below when designing your postcard.
See a visual guide on the next page.

InDesign and PDF postcard templates attached.

HOW TO SUBMIT A FILE

- Must be a PDF
- All text outlined or attach font folder (preferred)
- DO NOT include crop/printer marks
- In the PDF export settings, please make sure:
 - Compression is at 300 DPI
 - Marks and Bleeds:
 - "All Printer's Marks" is unchecked
 - "Use Document Bleed Settings" is checked

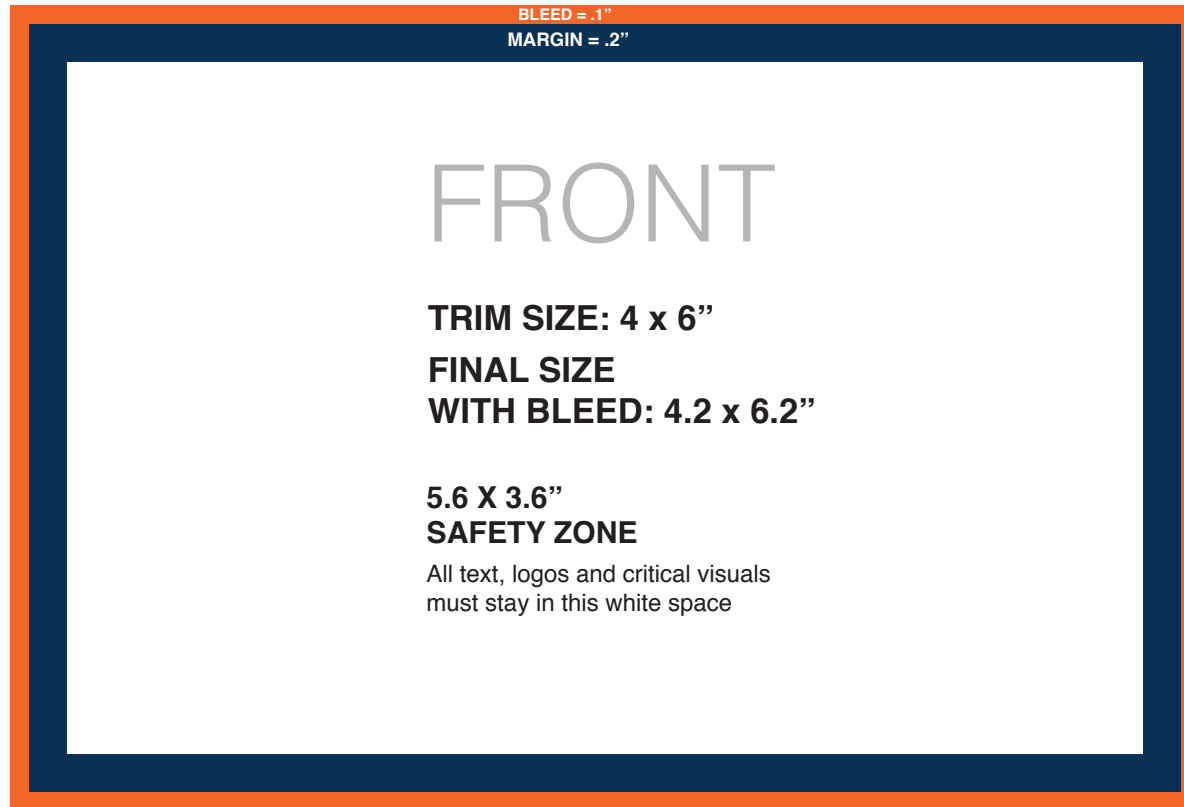
SIZE

- Trim Size: 4 x 6"
- **FINAL SIZE WITH BLEED: 4.2 x 6.2"**
- Margins: .2" all sides
- Bleed: .1" all sides

SPECIFICATIONS

- Resolution must be 300 DPI. *All images and/or logos placed in file must be 300 DPI as well, or vector*
- All text, logos and critical visuals must stay inside the margins
- No text, logos or images inside the address and indicia zones

4x6" POSTCARD



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