FILE PREPARATION GUIDELINES

We want to make your file prep as smooth as possible. By following the guidelines below, it will help to ensure that there are no delays in the production process and that everyone is happy.

TEMPLATES
Be sure that you use the correct template for your project. Some cover positions change based on the template size. Please do not attempt to reformat the template by adding, or removing, columns or rows. If you need a different size, feel free to look through our different template options and download the template you need. If you need a special size template, we will be happy to make one for you. Just let us know via email.

CARD/COVER POSITION
Please leave the area where the cards will be placed free of any ink or design. We cannot glue on top of any ink.

Please make sure your covers do not overlap onto any text or imagery on the inner sheet. Your design needs to be kept clear of the overlapping covers by a minimum of 5mm. When the covers are attached, and the PocketMaps are unfolded, the covers will overlap onto the inner sheet by 5mm. Paying attention to the above will ensure your artwork is not obscured.

COVER MOCK-UP
Please include a mock-up of the cover positions.

PRODUCTION LABEL
Please make sure the production label is included in the viewable area of your design and be sure to replace "Job #: PMXXXXX" with your job number. If you are unsure of your job number please email us to ask for it. This production label will be printed, but the location of it is entirely up to you.

Missing a production label? If you are missing the production label you may download it here.

BLEED
It is very important to pay attention to the bleed and overlap of the inner sheet and the outer cards.Please make sure there is a 3mm (1/8") bleed on all sides of your PDF file.

COLOR
All colors need to be converted to CMYK . If you need a special color or ink used please let us know and we can generate a proper quote based on your ink and color specs. Keep in mind that Photoshop automatically defaults to the RGB color process. Please pay special attention to this to ensure colors are supplied as CMYK only.

SENDING FILES
Please upload files at pocketmaps.com/upload-files Enter the email address *contact@pocketmaps.com.* Once the files are downloaded you will receive a download confirmation. We will prepress the files and send you back proofs to sign off on.

NEED MORE HELP?
If you need any assistance, call (404)442-0296 and we will be happy to help. Should we not be available, please leave a message and we will call you back. You are also welcome to send us an email anytime at design@pocketmaps.com. When sending an email please try to include screen-shots of any issues you are having, to help us better understand your problem.