

## Instructions regarding layout and format of your printed matters

**Format guide** (in addition to the templates at [www.M4-Card.com](http://www.M4-Card.com) filed under download)

Outer dimensions	Please use the exact final dimension and include a margin for cutting of 2 mm on each side.
Position of cross-hair	The cross-hair has to be positioned exactly at the centre of the CD to ensure a consistent stamping position. The CD-layout should be adjusted accordingly. The cross-hair will be covered by the CD-clip.
Crop marks	The crop marks should extend into the cut margin for 1 mm not touching each other. It can lead to inaccuracies in the production if the crop marks are created completely outside the margin for cutting.
Designation of the product: „M4-Card®“	Please do not forget to place the brand name legibly on the back side of the card. Some countries (i.e. The USA) require the country of origin on the product („made in Germany“). Additionally in the USA the annotation „ <b>Pat. No. 7,108,649</b> “ must be imprinted on the card.
Colour space: CMYK	Please note that not only documents but all included elements and pictures are CMYK. Otherwise those will be forcedly transformed which will cause an altered colour rendering.

### Preferred File Format

PDF (Version 1.3)	The PDF version 1.3 complies with <i>Acrobat 4</i> . Higher versions should be downwardly compatible. <i>Acrobat 4</i> does not yet support (live) transparencies. Those cannot be printed. Please note to have reduced all transparencies before converting to PDF 1.3. Tip: According to Adobe the Adobe Distiller leads to a reduction of transparencies.
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### Alternative File Formats

EPS With vectorised fonts	Because fonts are loaded separately within eps-files it cannot be assumed that your fonts are available in pre-press. By vectorisation / transformation into paths no information on fonts are necessary. EPS-files with <i>Adobe CS3-Format</i> are not supported! Please save them if necessary downwardly compatible.
TIF	Select a resolution of at least 300dpi for your images. We advise to use a minimum resolution of 600 dpi for fine lines and fonts.

### Programmes

If the data is only available in other formats, the following software can be used in the pre-press to print the data:

*QuarkXPress 6.5, Freehand MX, Pagemaker 6.5, Indesign CS2*

### Data check-up

Basically a data check-up especially control of content, spelling, etc. is not included in our offer. If you have doubts about the printing result we advise you to order a colour proof. Of course, we do check your data but without taking responsibility. We can only check your data delivered in one of the aforementioned formats.

### Change of data

Many times the change of data requires particular programmes, fonts or profiles. That is why we can only offer adjustments as an exception and without engagement. If necessary, please ask for a copy for your approval.

### Data transmission

Email	Up to 10 MB per email
FTP	For us to download
FTP-upload to our server	Please ask for temporary login for your upload
<b>CD/DVD (R, RW, etc) <i>preferred!</i></b>	Via mail in protective packaging or personal delivery
Thumb drives, memory cards, external hard drive	No floppy disks! Please note, that in general we do not return data storage media.

### Colour sample

Please order a colour proof before printing if you need to check the printing results in advance. This is 98% obligatory. Minor variations due to paper characteristics (e.g. difference in luminosity) can occur. If you send a colour sample we can try to adjust the printing within our means.