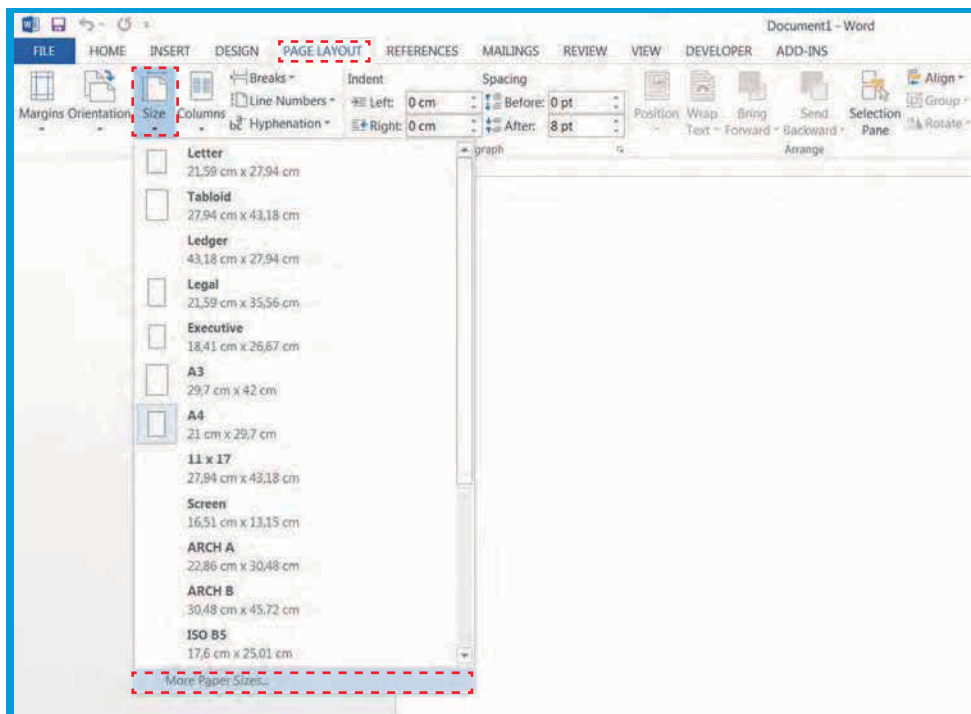# ÍNDICE

bizay
YOUR BUSINESS
YOUR WAY

EXPLANATORY GUIDE
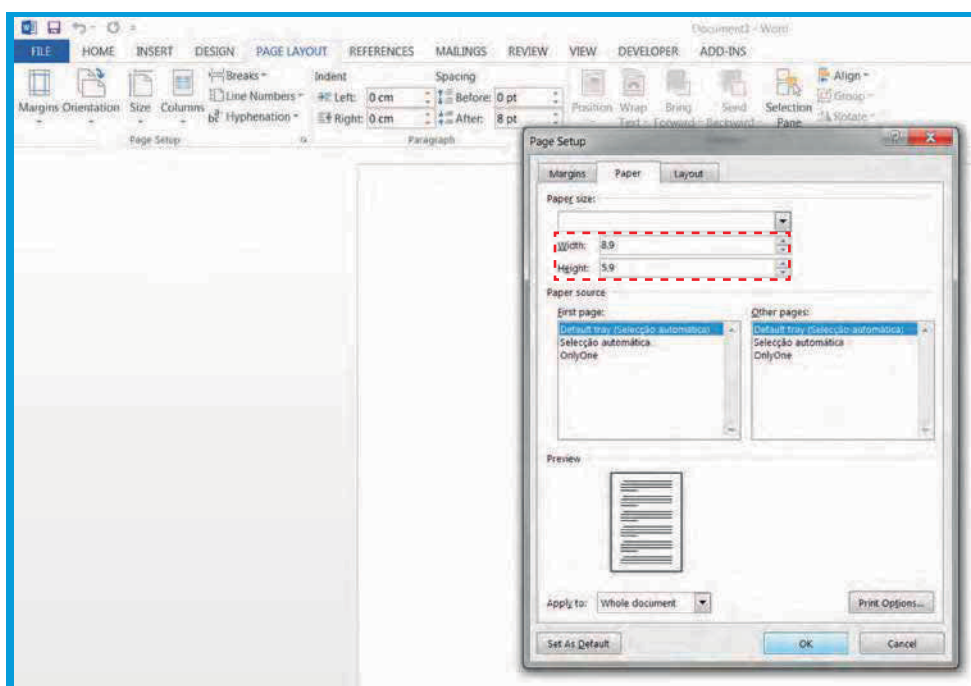## MICROSOFT® OFFICE WORD

CREATE DOCUMENT

1 In the upper bar select **Page Layout**. Then click on **Size** and, further down, on **More Paper Sizes...**

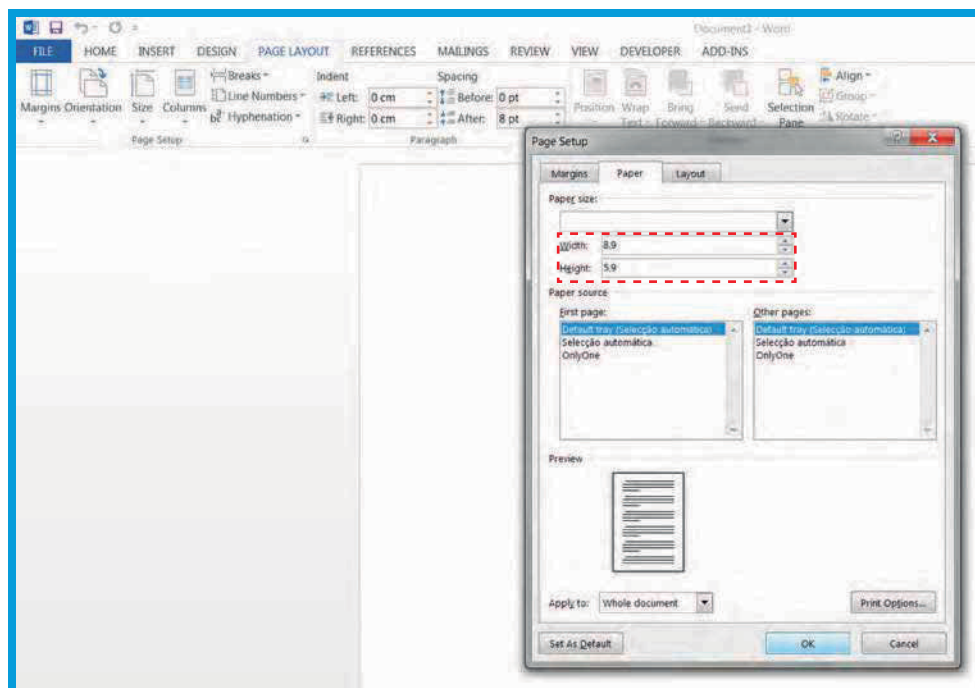**2** In the box that opens, enter the size of your document.

BLEED

Bleed is the extra measure you should put on your document to ensure that it does not have white borders around it.
You should therefore add 4 mm to the height and width of your document.

1 Certifique is added 4mm (0,4cm) to the height and width of the your document. In the case of the business card with 8,5x5,5cm insert 8,9x5,9cm.
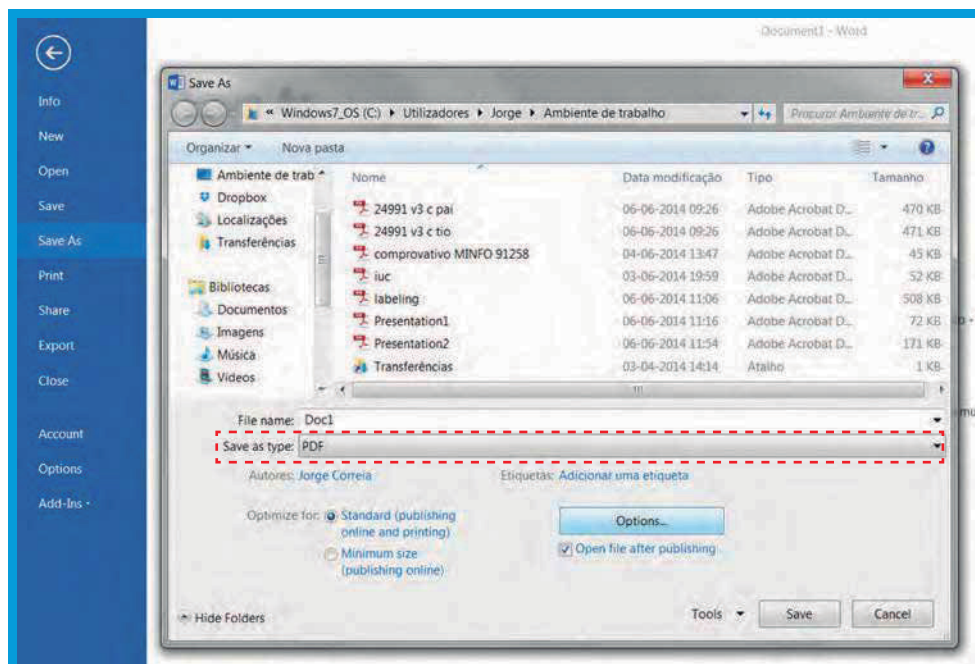

SAVE DOCUMENT

It is recommended that you save the PDF document in order to guarantee its quality.

1 To save your document choose **File > Save As.**
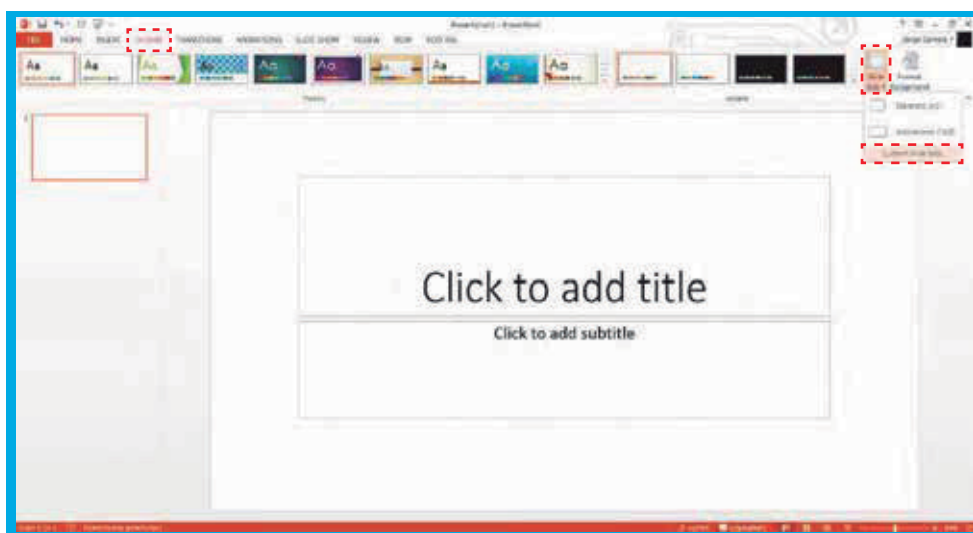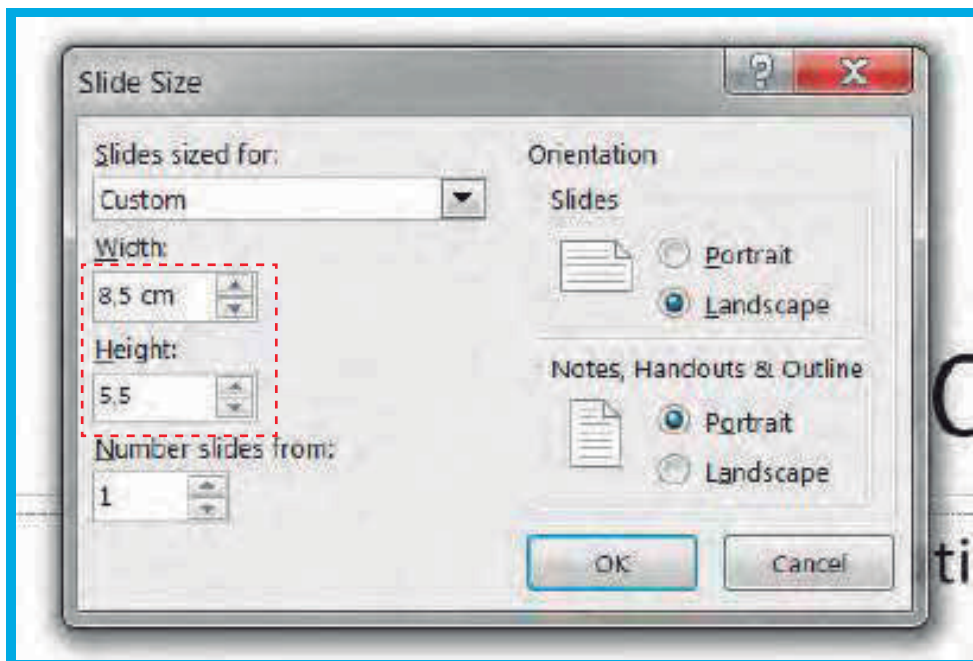Choose **Save as type: PDF**. Then select the **Save**.

CREATE DOCUMENT

1 In the upper bar select **Design** and then on the right side in **Slide Size** and in **Custom Slide Size.**

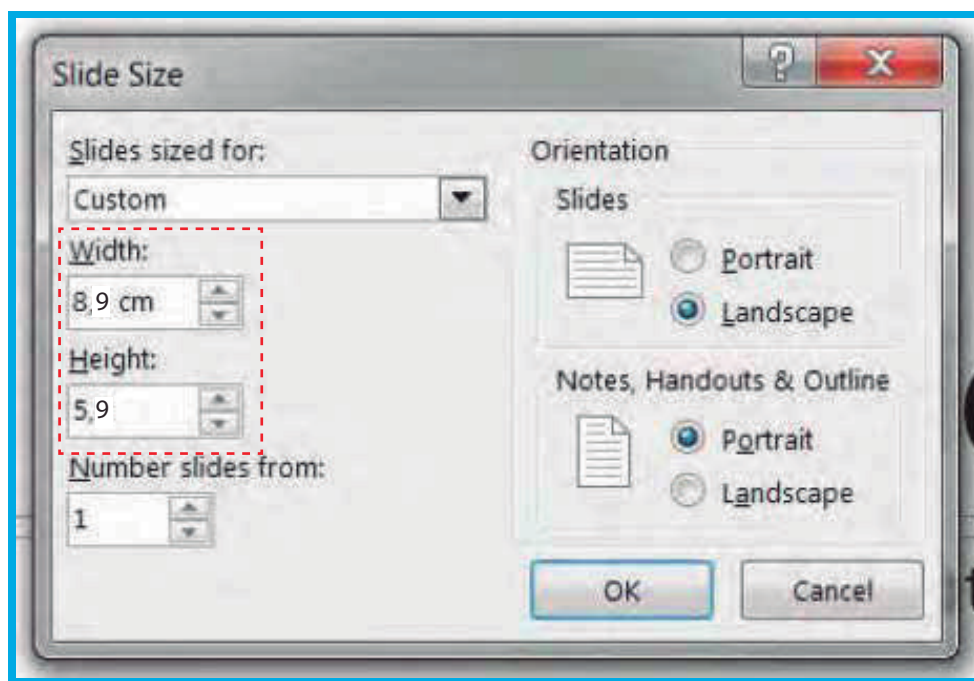**2** In the box that opens put the size of your document.

BLEED

Bleed is the extra measure you should put on your document to ensure that it does not have white borders around it.
You should therefore add 4 mm to the height and width of your document.

1 Certifique is added 4mm (0,4cm) to the height and width of the your document. In the case of the business card with 8,5x5,5cm insert 8,9x5,9cm.
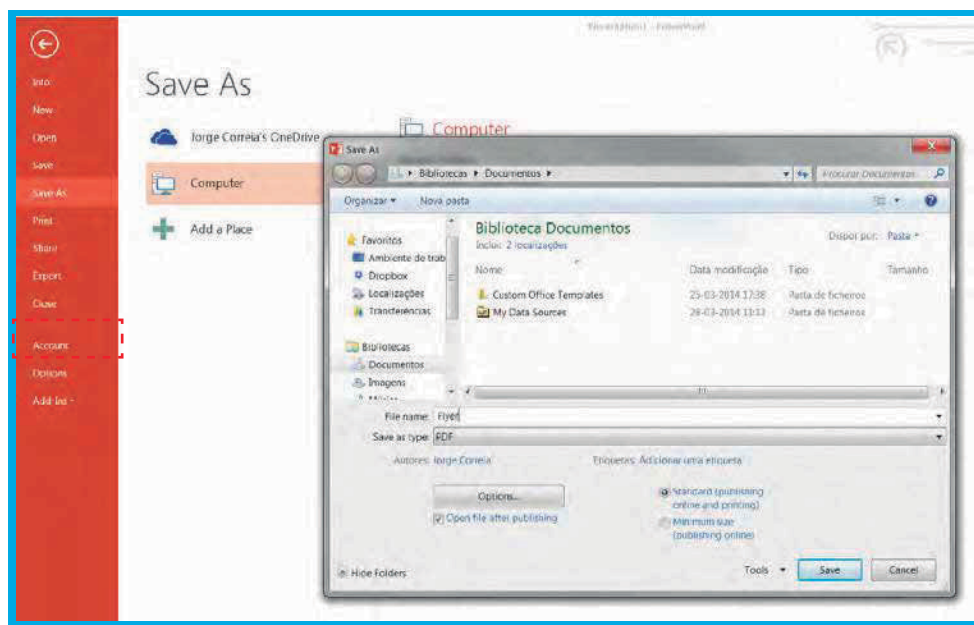

SAVE DOCUMENT

It is recommended that you save the PDF document in order to guarantee its quality.

1 Go to **File > Save As** in **Save as type** select the location where you want to save your document and save to **PDF**.
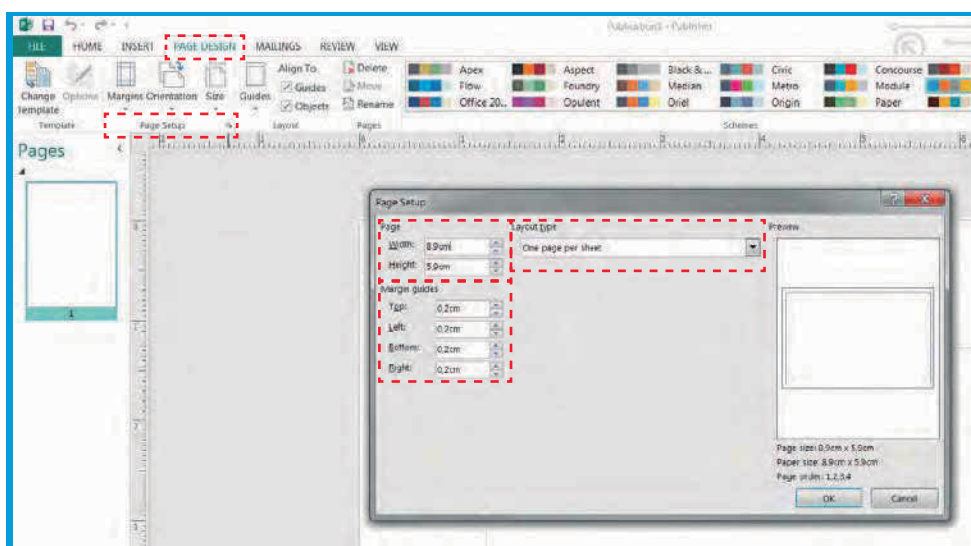
EXPLANATORY GUIDE
MICROSOFT® OFFICE PUBLISHER

CREATE DOCUMENT

1 Go to **Page Design > Page Setup** (right arrow).
It will open a window (image below) where you can define the settings of the document.

2 Add another 4mm (0,4cm) to the height and width so that your document has enough margin for cutting.

3 In the case of a business card with the dimension 8,5x5,5cm, in **Page** place 89mm (8,9 cm) in width and 59mm (5,9 cm) in height.

4 In **Layout type** select the option **One page per sheet.**

5 Add 0,2 cm to the margins (**Margins Guides**) to make sure that you do not place important text or images outside the margin line, as this is the line where the product will be cut.
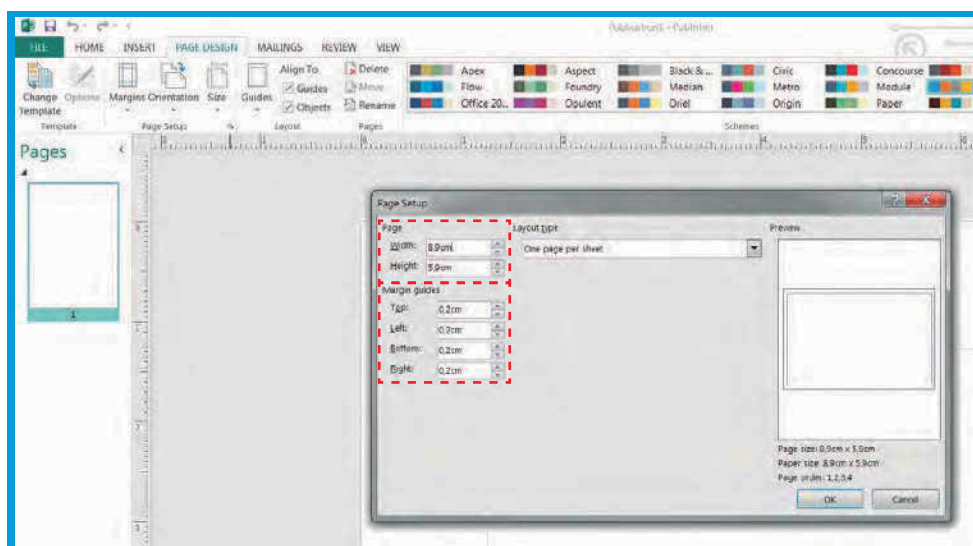
BLEED

Bleed is the extra measure you should put on your document to ensure that it does not have white borders around it.
You should therefore add 4 mm to the height and width of your document.

1 Certifique is added 4mm (0,4cm) to the height and width of the your document. In the case of the business card with 8,5x5,5cm insert 8,9x5,9cm.
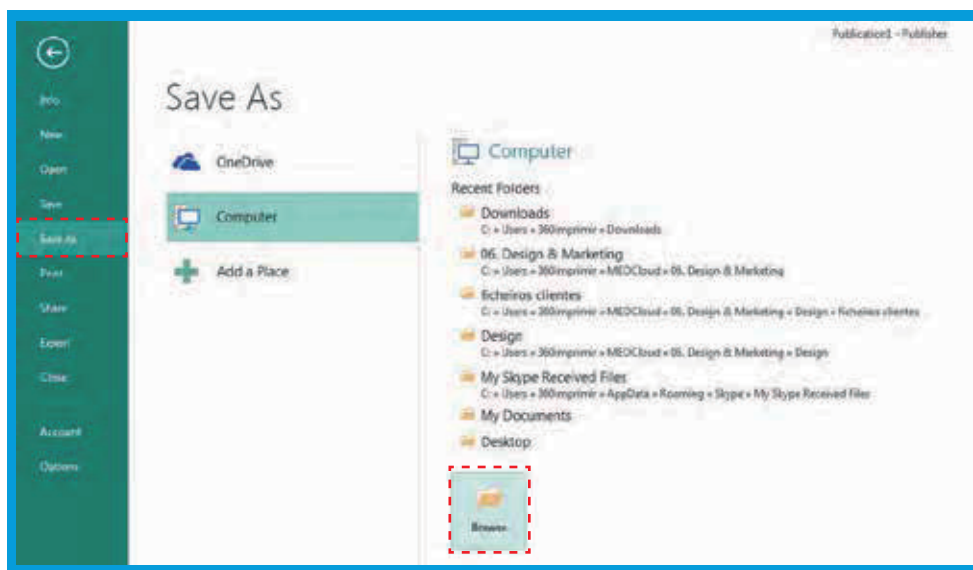

2 In **Margin Guides** add 0.2cm to each side, this will cause a line to appear around your card.
This line serves as a guide, so we know how far we can write or put images, because it will be here that the product will be cut.

SAVE DOCUMENT

It is recommended that you save the PDF document in order to guarantee its quality.
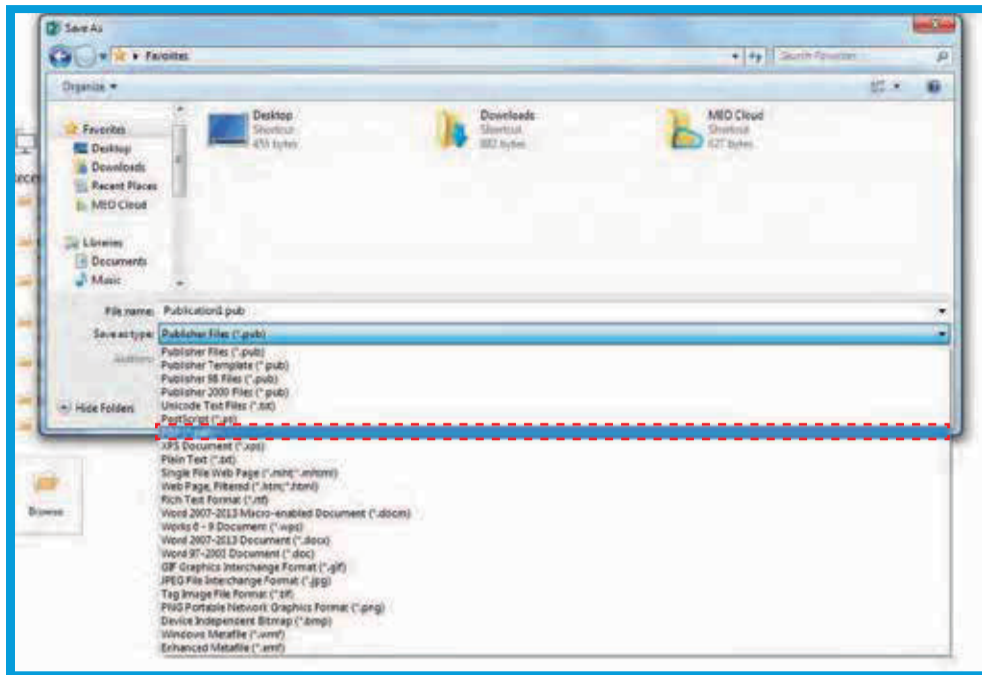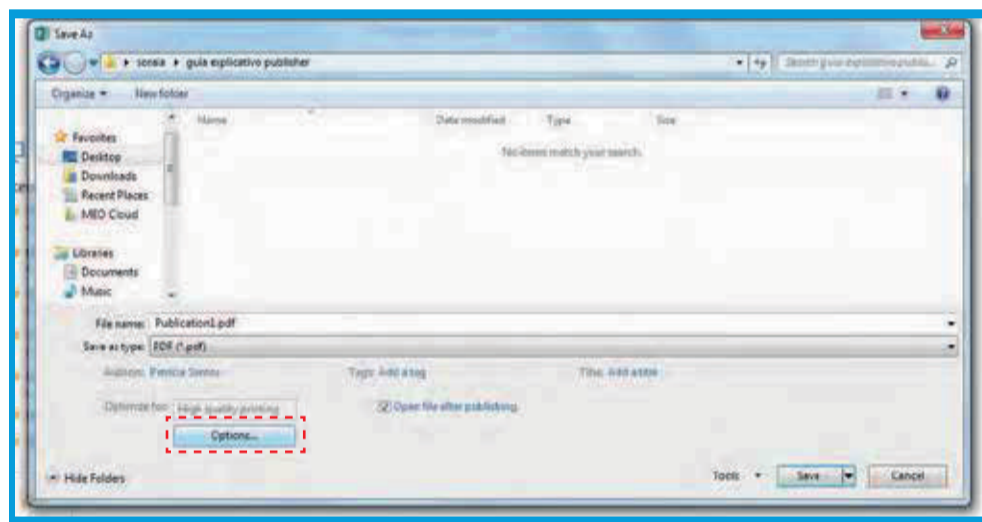
1 Go to **File > Save As** and then click **Browse.**

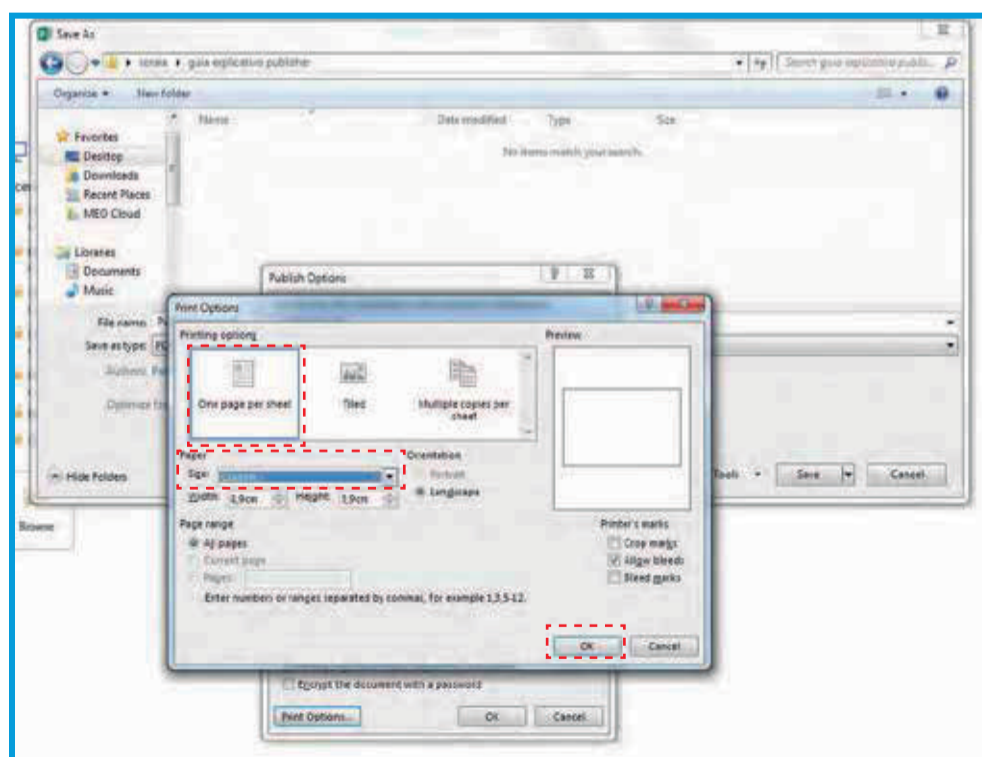**2** In the window that will open select save to **PDF.**

3 Then click on **Options**.

4 In this new window, choose **One page per sheet** and **Size > Custom.**
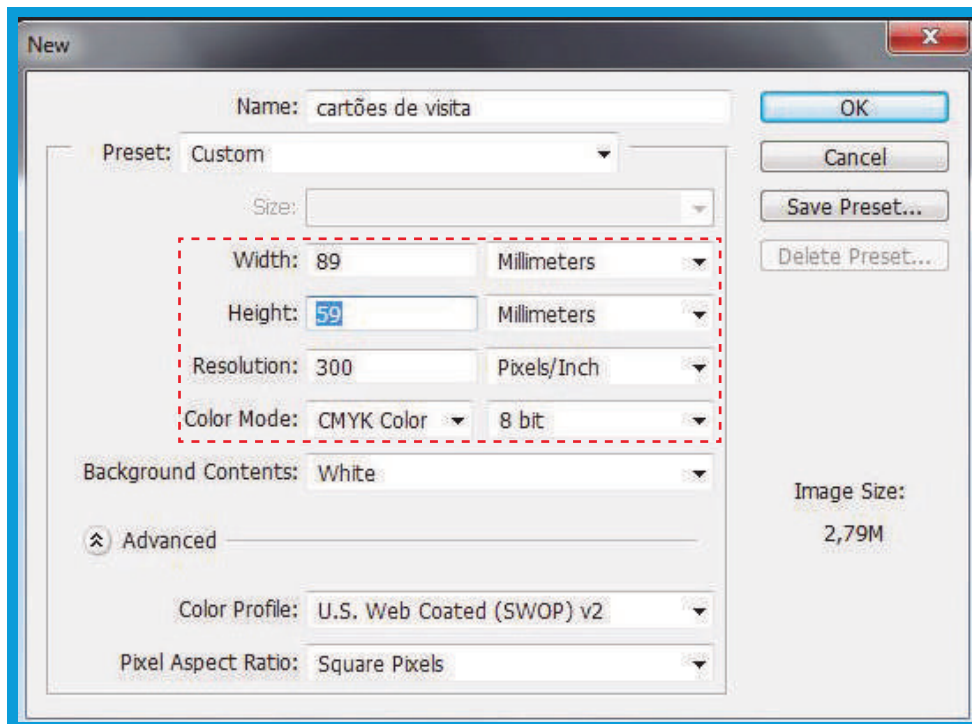

5 Select **Ok** and save the document.

CREATE DOCUMENT

1 Go to **File > New**.
It will open a window (image below) where you can define the settings of the document.

2 Add another 4mm (0,4cm) to the height and width so that your document has enough margin for cutting.

3 It is important that you put in **300 dpi** resolution to ensure the quality of the images, as well as select the **CMYK** color system to avoid unexpected colors at the time of printing.
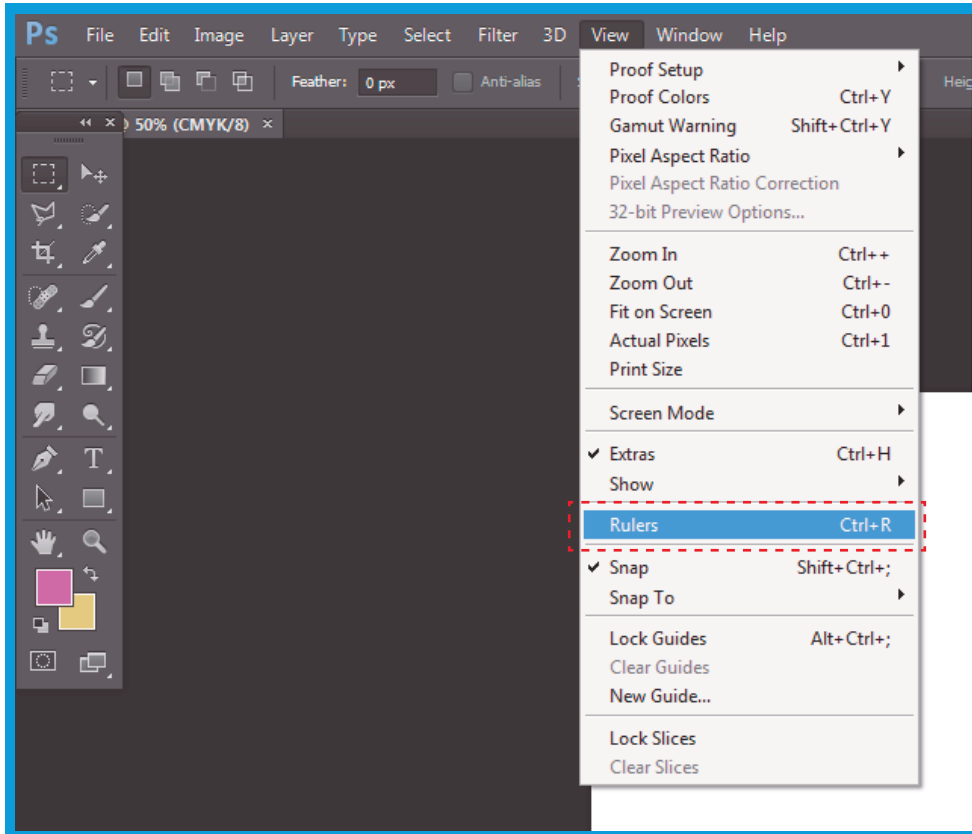
BLEED

Bleed is the extra measure you should put on your document to ensure that it does not have white borders around it.
You should therefore add 4 mm to the height and width of your document.
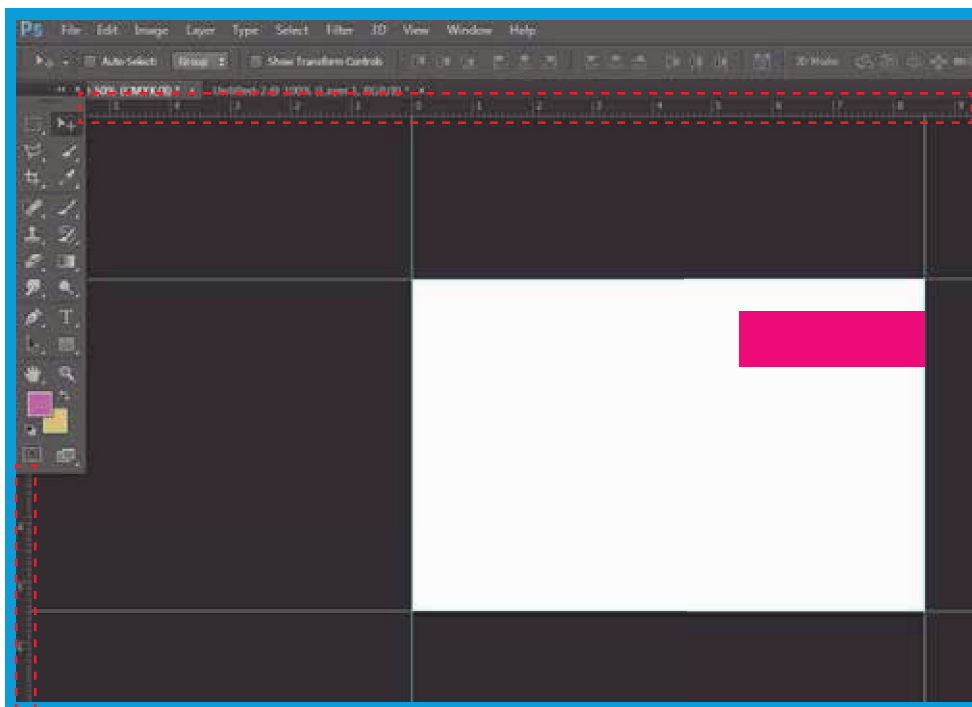
1 Increase the size of the **Canvas** by applying guidance lines to the edges of the document.
If you don't have the tabs visible, go to **View** and select **Rulers**.

2 Push on the ruler and pull the guides to the endsof the document.
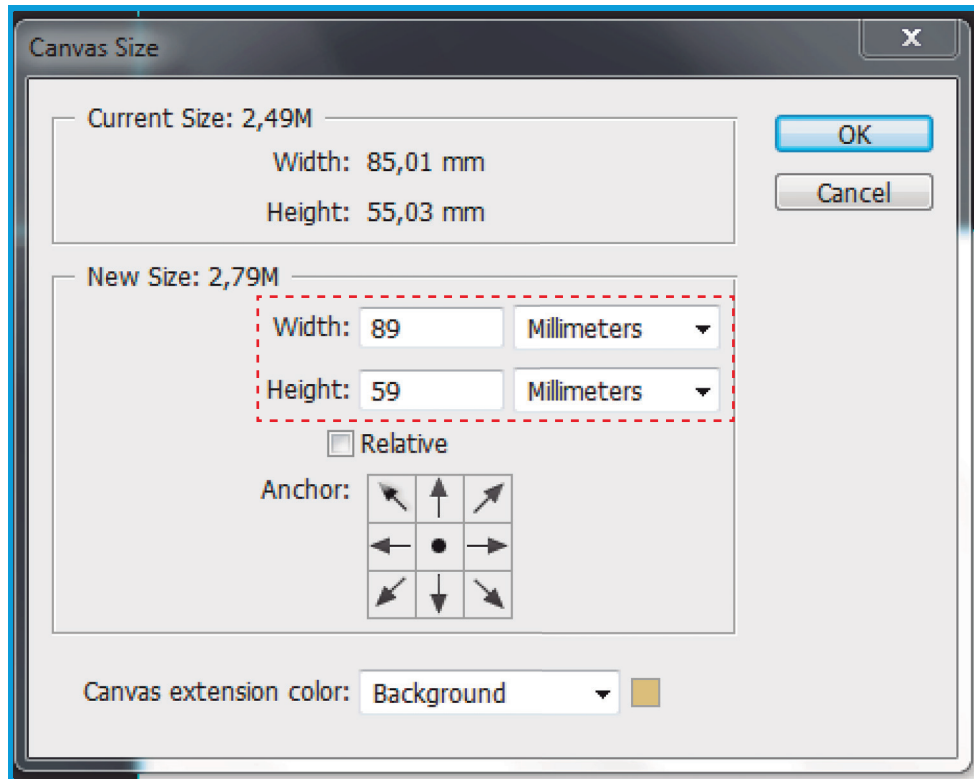do documento.

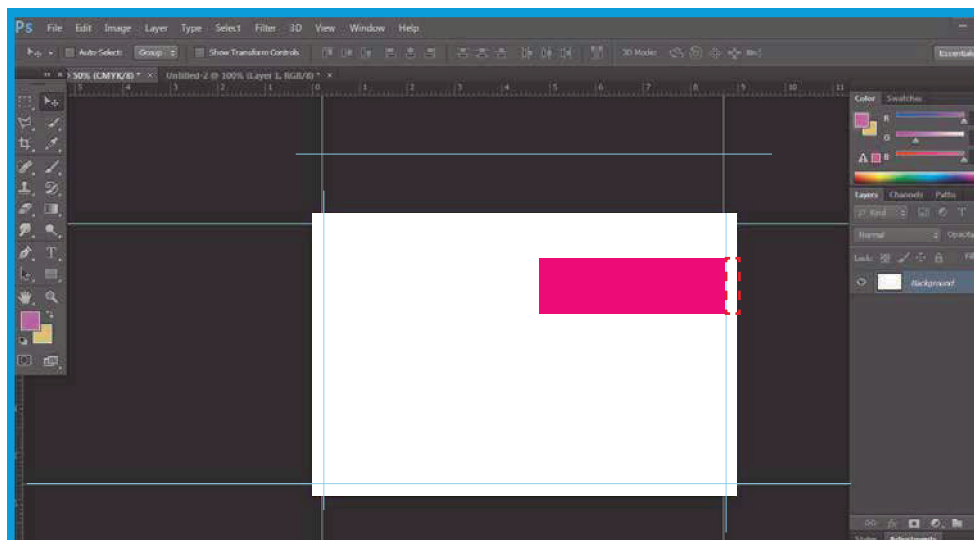**3** Go to the top menu **Image > Canvas Size**.

4 In **Canvas Size** (image below) indicate the size of your document not forgetting to put more 4 mm in height and width to create the Bleed.

5 You will see lines that de fi ne your Bleed, so extend your template to the limits of Bleed.
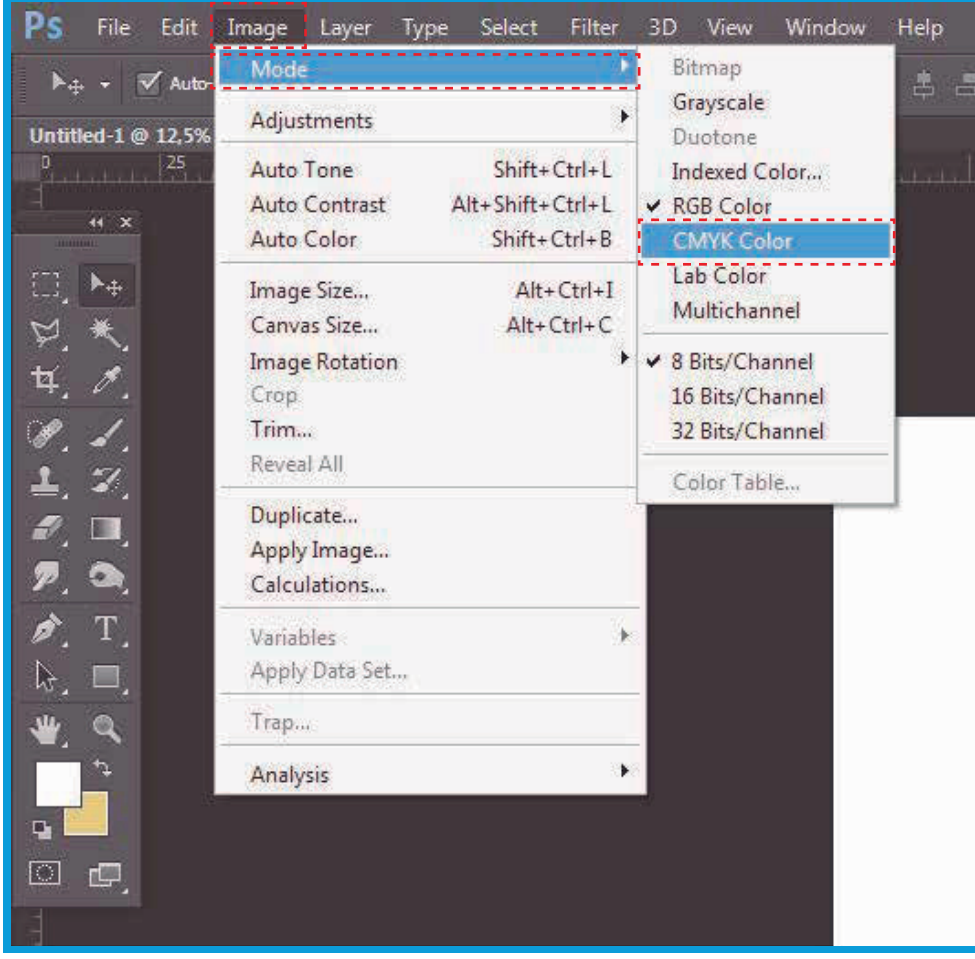In the example below, the pink ornament should be extended to the new end created.

SAVE DOCUMENT

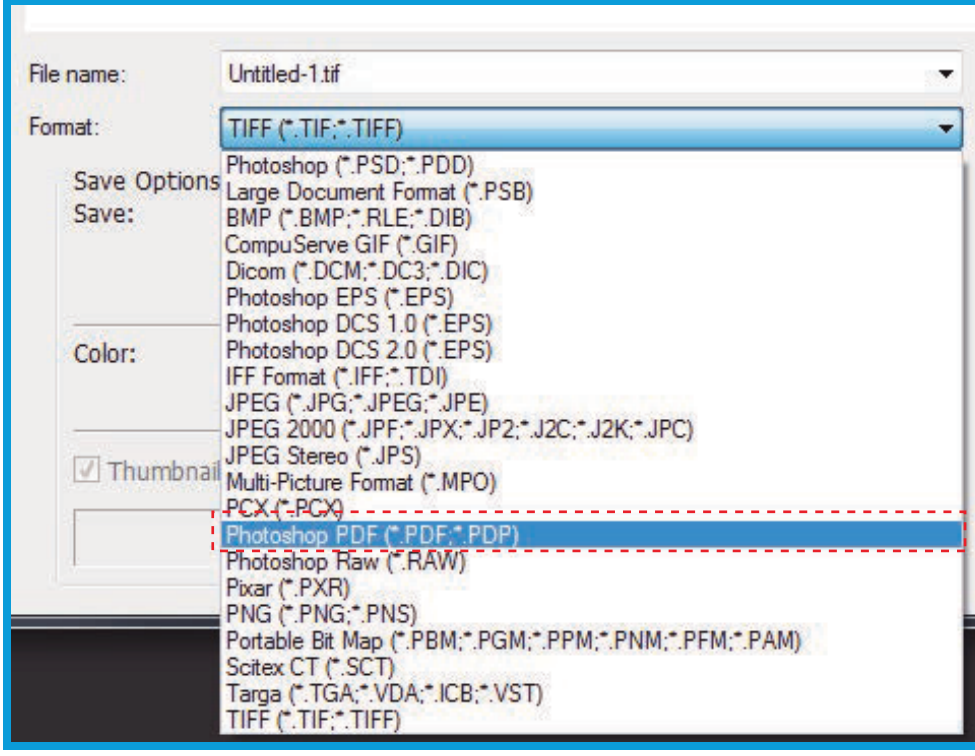It is recommended that you save the PDF document in order to guarantee its quality.

1 Before you save the document, be sure to place it in **CMYK** so that there are no changes in color.
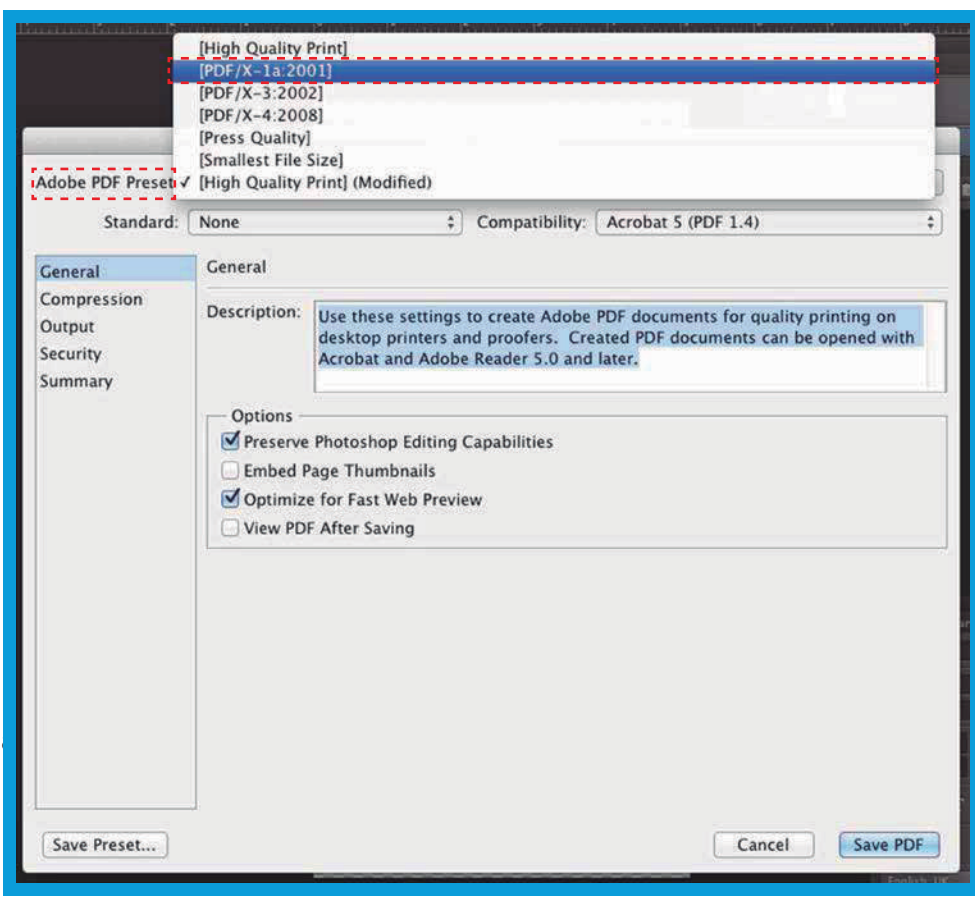Go to **Image > Mode > CMYK Color.**

2 Save the document in **File > Save As** and select the **PDF** format.
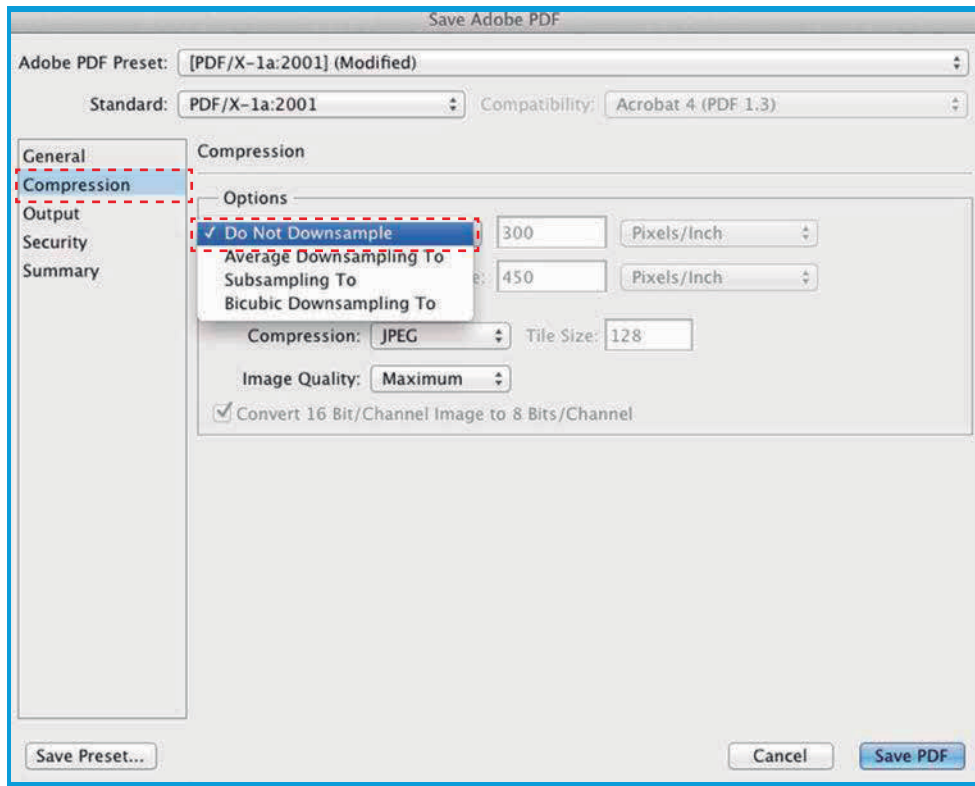Click Save.

3 In the window that opens, in **Adobe PDF Preset** select **[PDF/X-1a:2001].**
This option ensures that the PDF will not be changed.

4 Do lado esquerdo clique em **Compression** e de seguida do lado direito in **Options** select the option **Do Not Downsaple.**
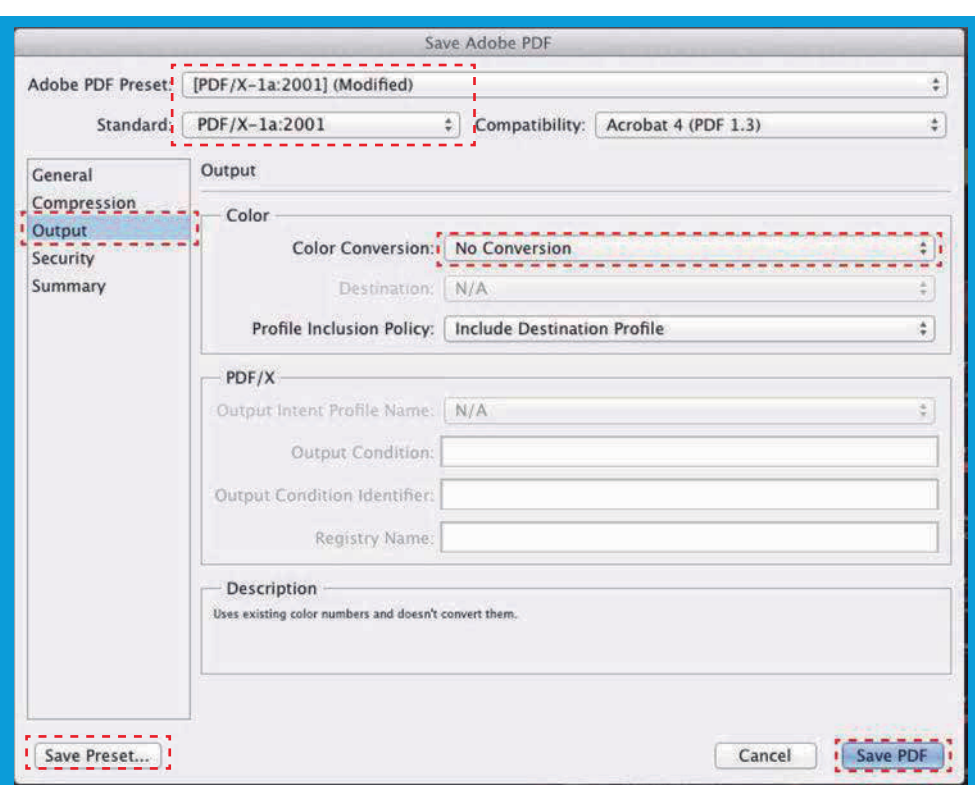

5 Then select **Output** and on the right side in **Color Conversion** select **No Conversion** option. This option ensures that you burn your files with no color prompts.

NOTA: Please note that the **Standard** field continues with the **PDF/X-1a:2001** option selected, otherwise your file will not be correctly saved.

Below, click **Save Preset...** , save these PDF presets with whatever name you want, so you can always reuse them.
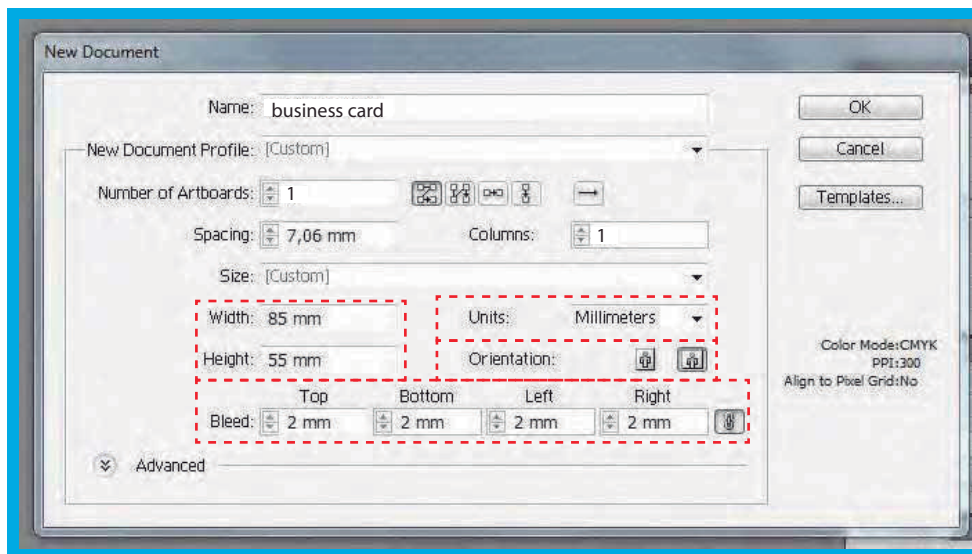Clique on **Save PDF**.

CREATE DOCUMENT

1 Go to **File > New**.
It will open a window (image below) where you can define the settings of the document.

2 In **Units** choose the unit you prefer, in this case we used **Milimeters.**

3 In **Width** set the width of your document, and in the **Height** field a altura do mesmo.

4 In **Orientation** define whether you want your document to appear vertically or horizontally.

5 In the **Bleed** option, place 2mm (it is advisable to place this dimension for any document you build).
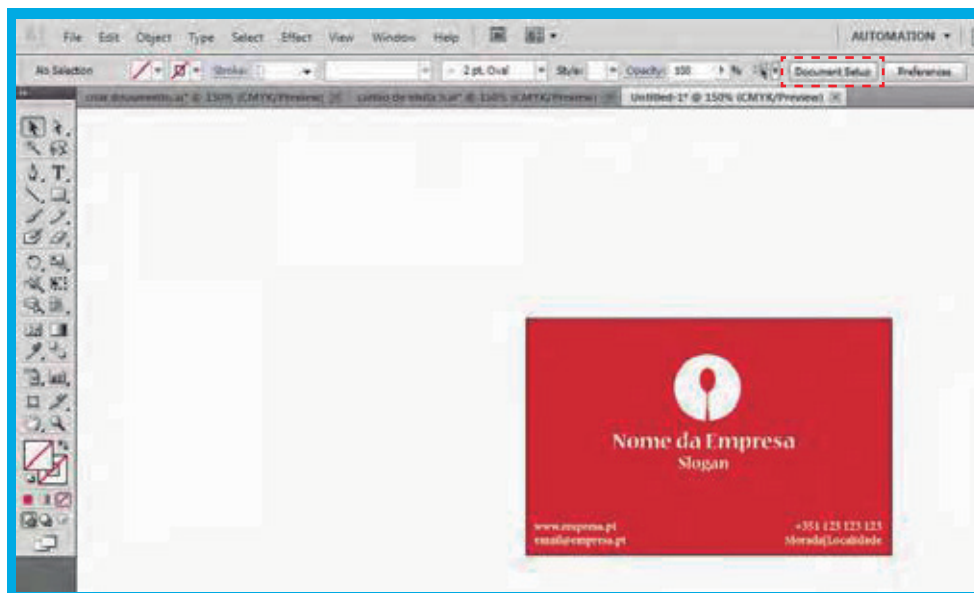
BLEED

Bleed is the extra measure you should put on your document to ensure that it does not have white borders around it.
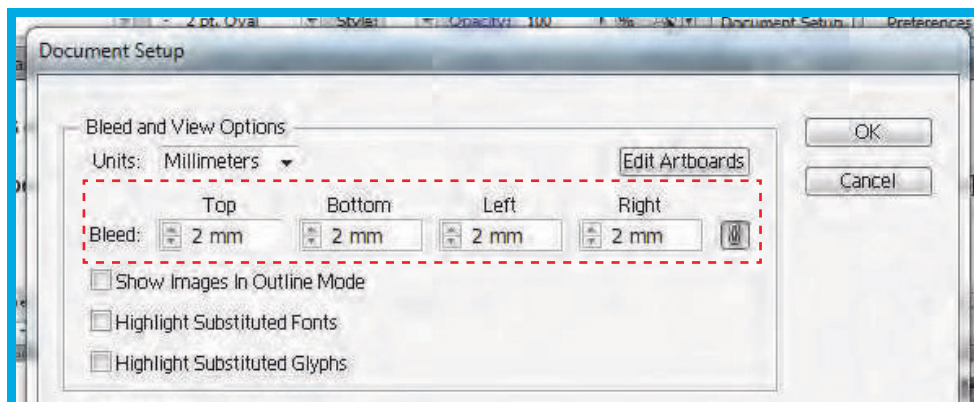You should therefore add 4 mm to the height and width of your document.

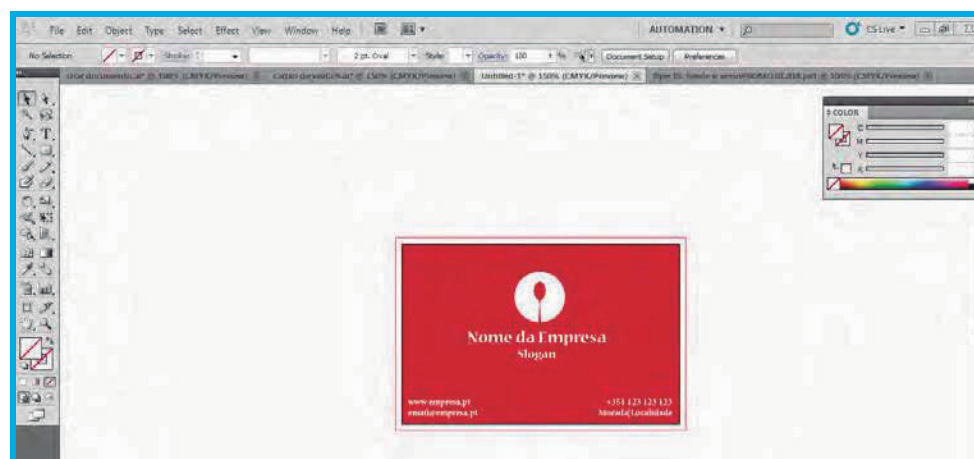**1** In the top menu, click the **Document Setup** button.

2 It will open a window (image below). In the **Bleed** option put 2 mm in all fields.
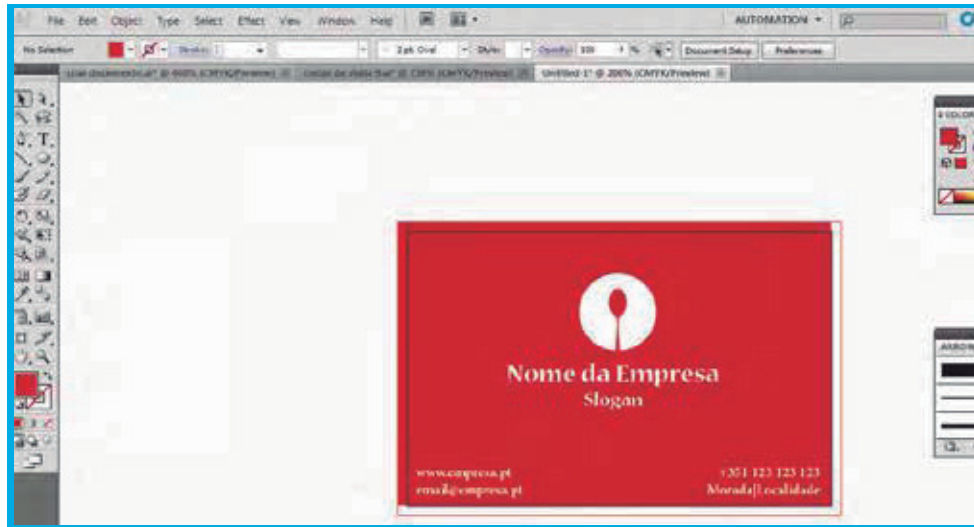

3 Select **Ok.**
An external line will appear in your document.

4 Make the elements of your background (images, color, lines ...) hit the edges. Do not place text outside or too close to the black outline, ensuring that it will not be cut.
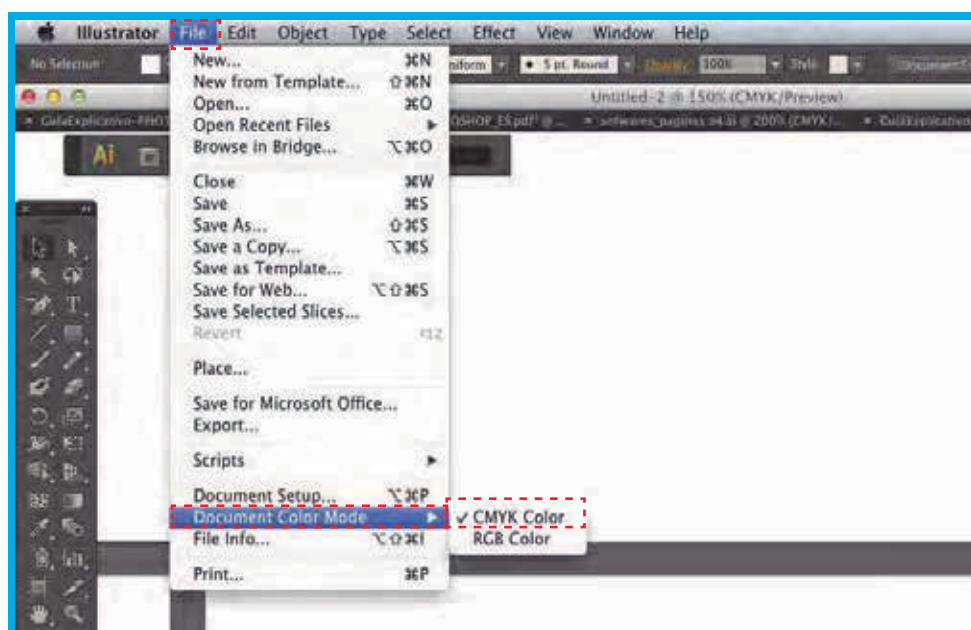

SAVE DOCUMENT
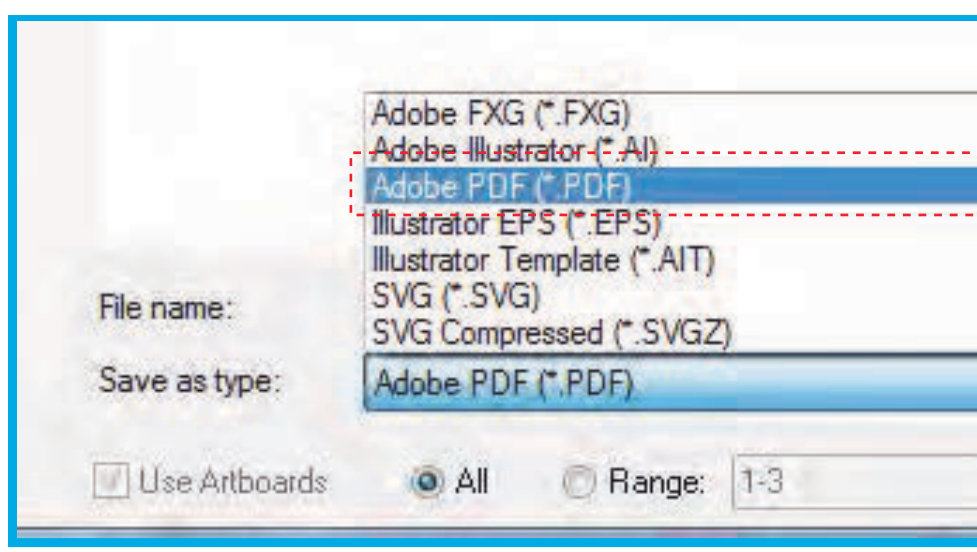It is recommended that you save the PDF document in order to guarantee its quality.

1 Before you save the document, be sure to place it in **CMYK** so that there are no changes in color.
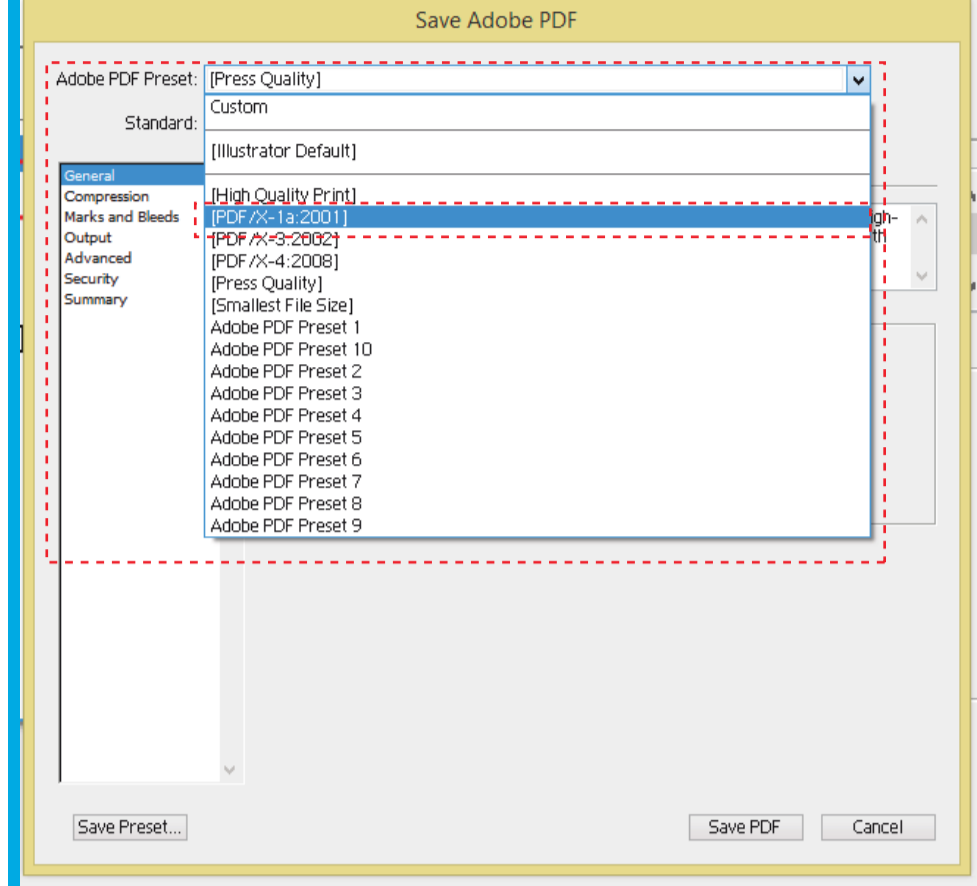Go to **File > Document Color Mode > CMYK Color.**

2 Save the document in **File > Save As** and select the **PDF** format.
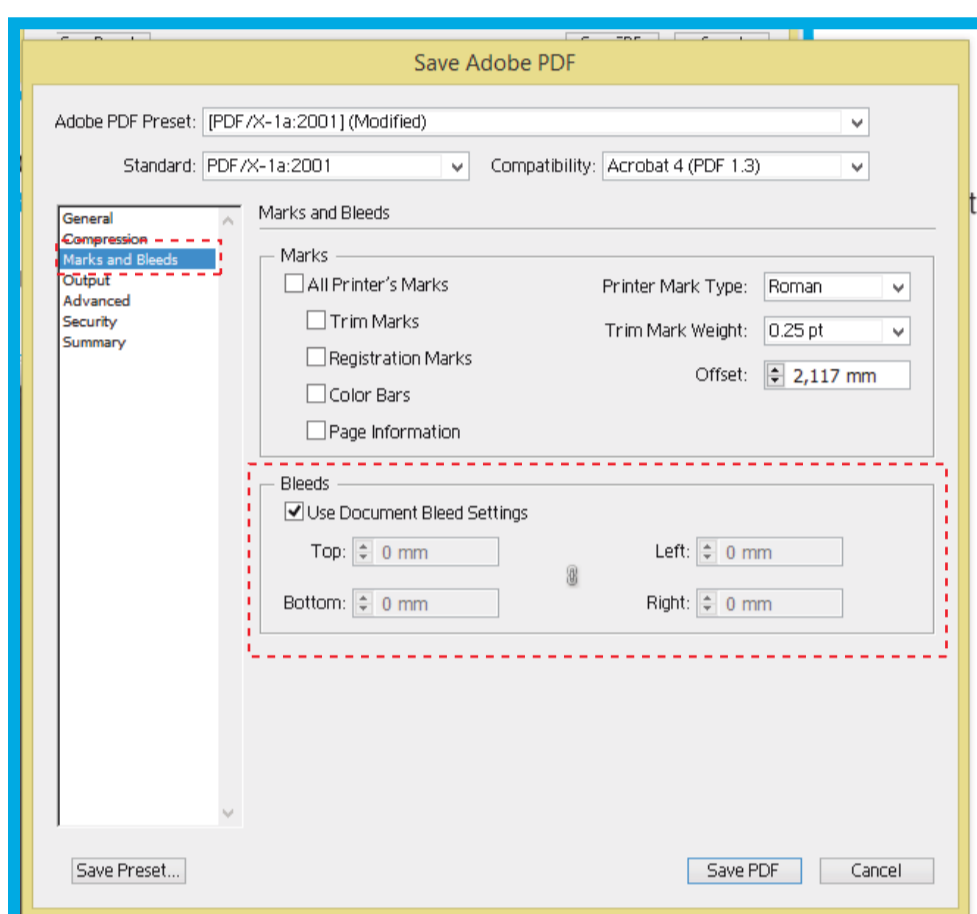

3 In the window that opens, in **Adobe PDF Preset** select **[PDF/X-1a:2001]**. Esta opção garante que o PDF não sofrerá alterações.
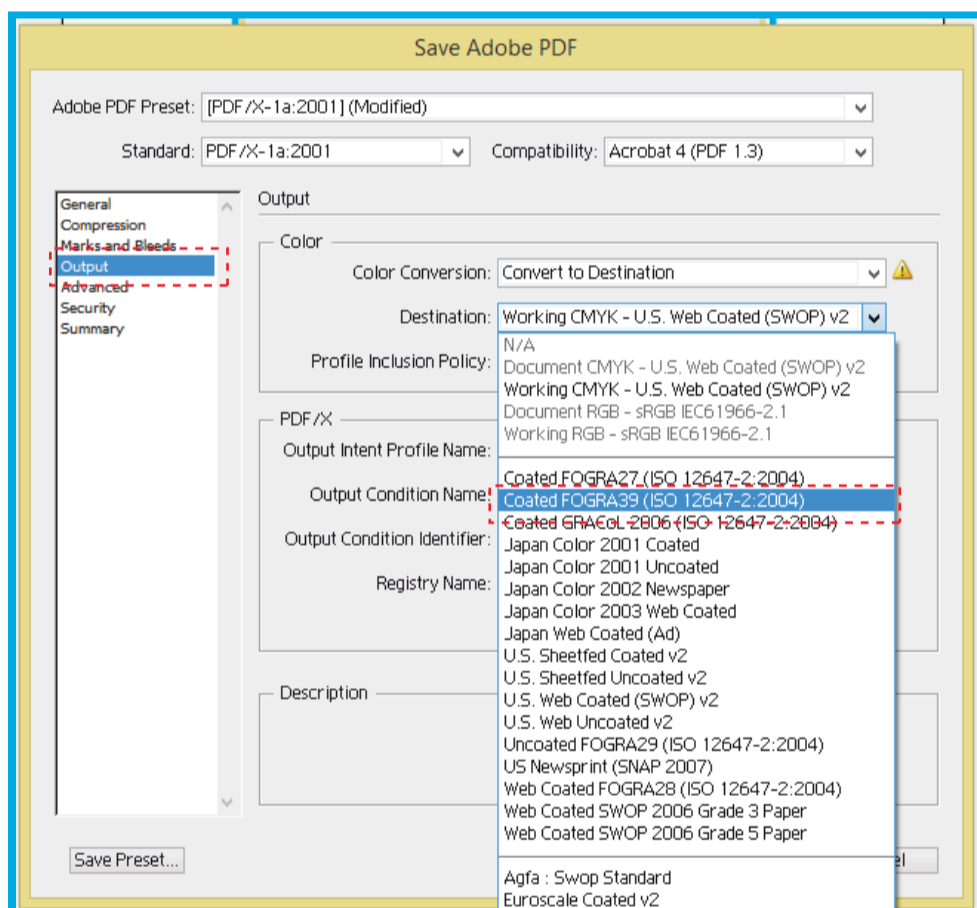

4 On the left side click on **Marks and Bleeds**, and then under **Bleeds** select the **Use Document Bleed Settings** option (this allows the document to be saved with the safety margins you created earlier.
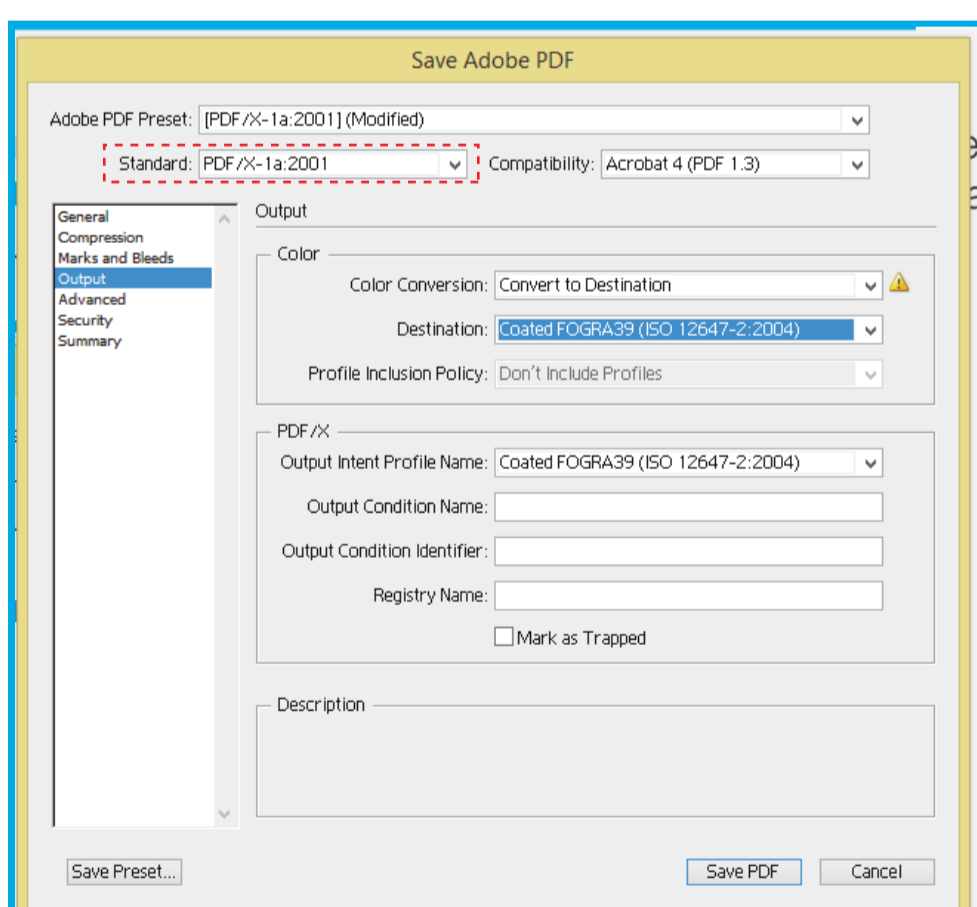

5 In **Output** and then in **Destination** select the **FOGRA39** color profile, which will prevent your filw with a different color tone at the time of printing.
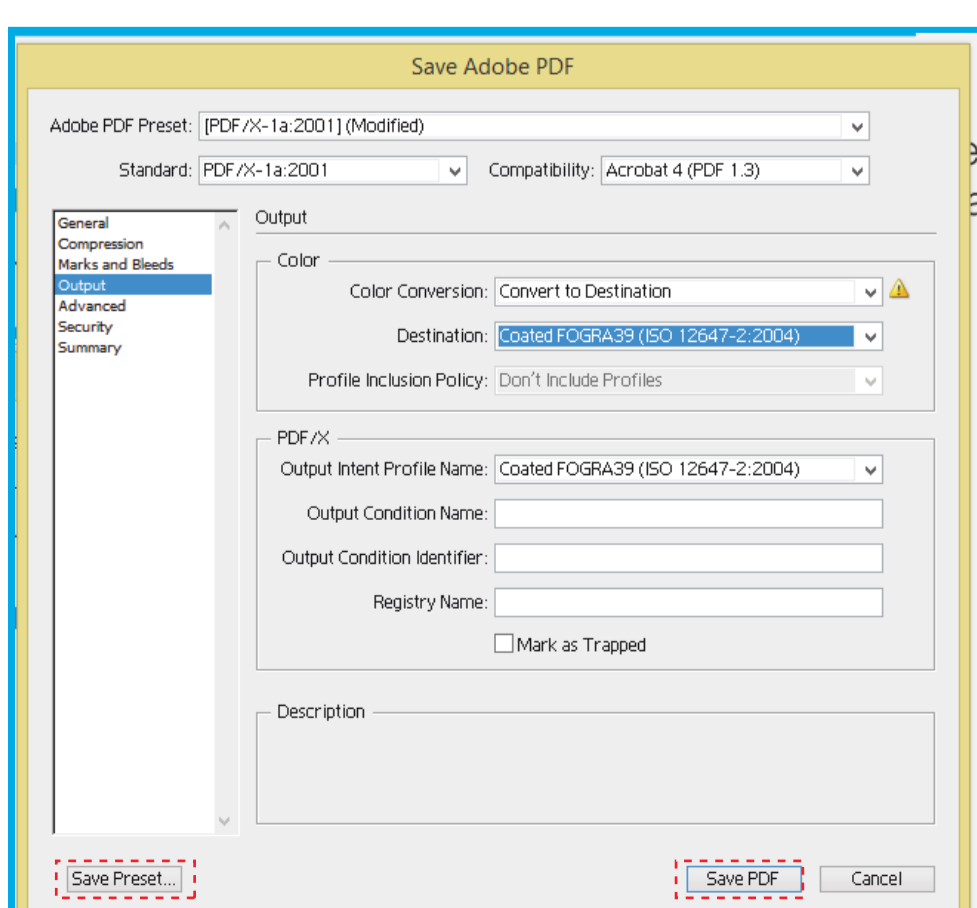

6 After all changed fields, make sure that the **Standard** field continues with the selected **PDF/X-1a:2001** option, otherwise your fi le will not be recorded correctly.

7 Click **Save Preset,** save these PDF presets with the name you want, so you can always reuse it.
Finally, click **Save PDF**.

NOTA: If you are using a newer version of Illustrator, the **Save Preset** option will not appear, so you do not need to follow this step.
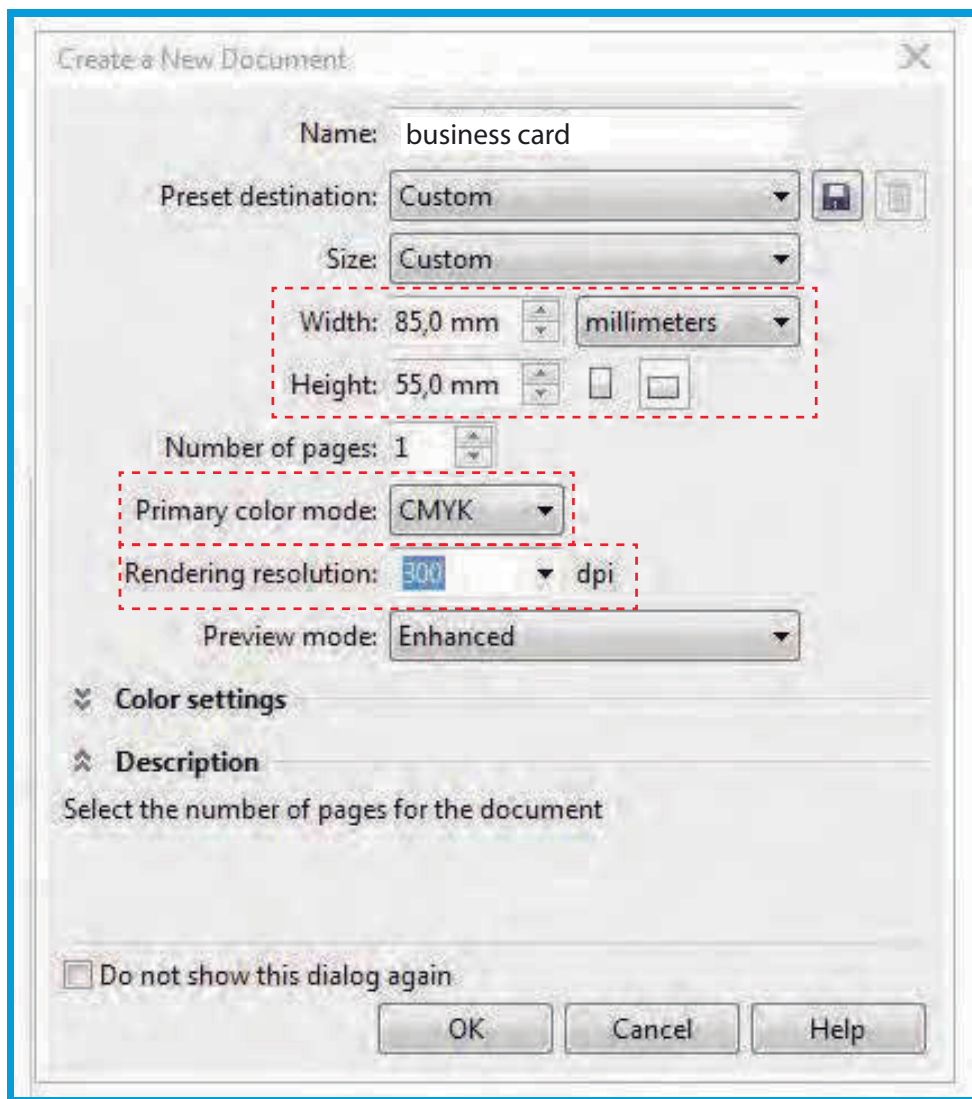
EXPLANATORY GUIDE
CORELDRAW®

CREATE DOCUMENT

1 Go to **File > New**.
It will open a window (image below) where you can define the settings of the document.

2 In this window, define the name and dimensions of the document. Select the **CMYK** option in the **Primary color mode** field and **Rendering resolution** enter **300dpi**.
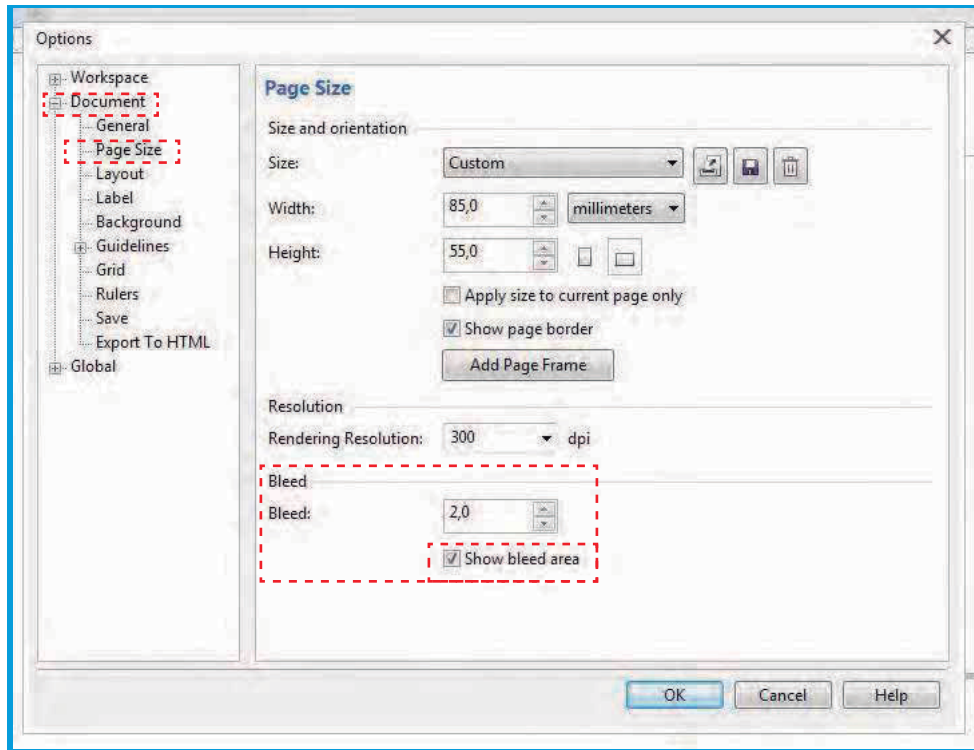
BLEED

Bleed is the extra measure you should put on your document to ensure that it does not have white borders around it.
You should therefore add 4 mm to the height and width of your document.

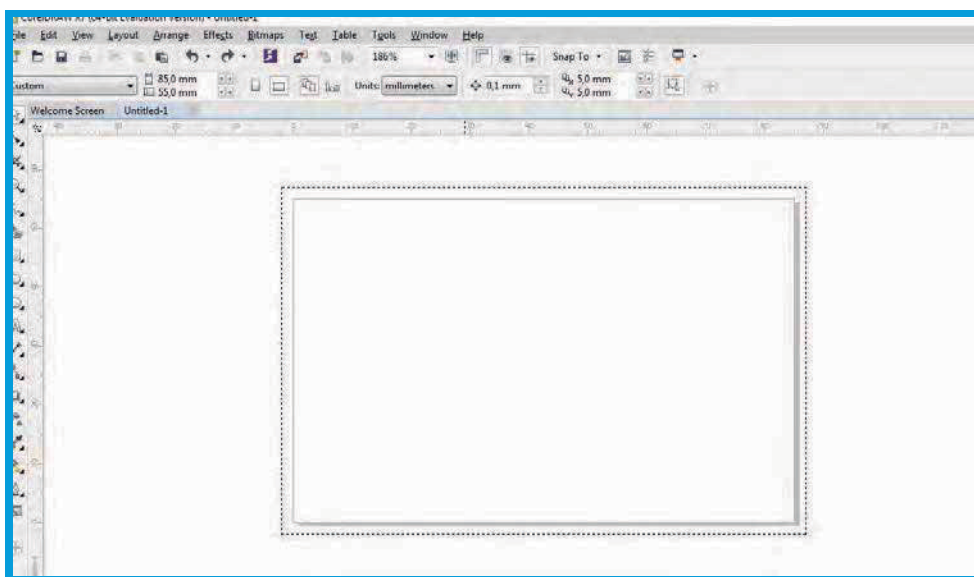**1** Go to **Tools > Options.**

2 In the **Options** window, open the **Document > Page Size** option.

3 On the **Bleed** panel place the 2mm measurement on the editable field and add the option **Show bleed area**.

4 Your document should look similar to the one shown below.
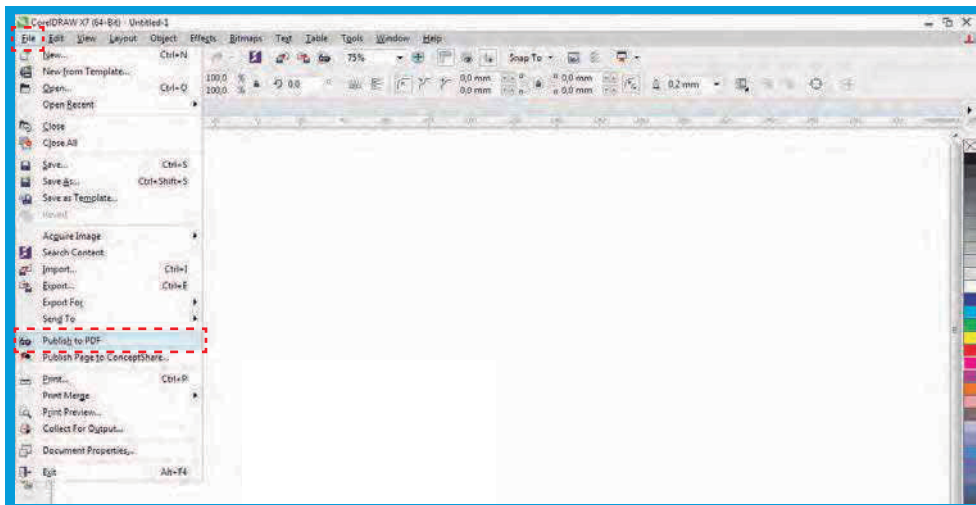Then, extend the bottom of your fi lter to the bleed area.

SAVE DOCUMENT

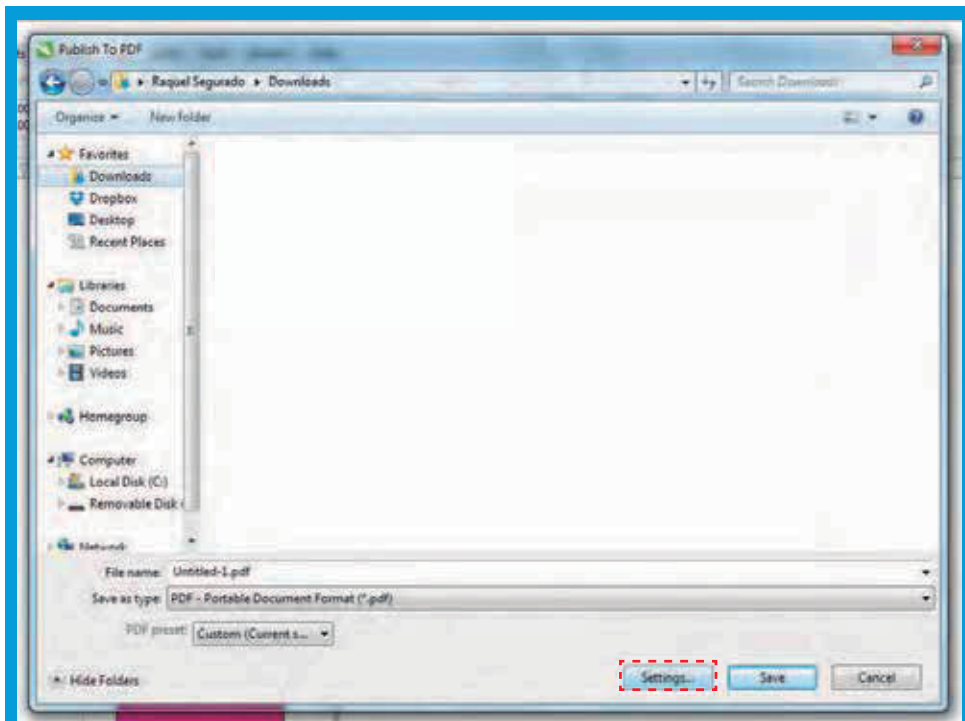It is recommended that you save the PDF document in order to guarantee its quality.

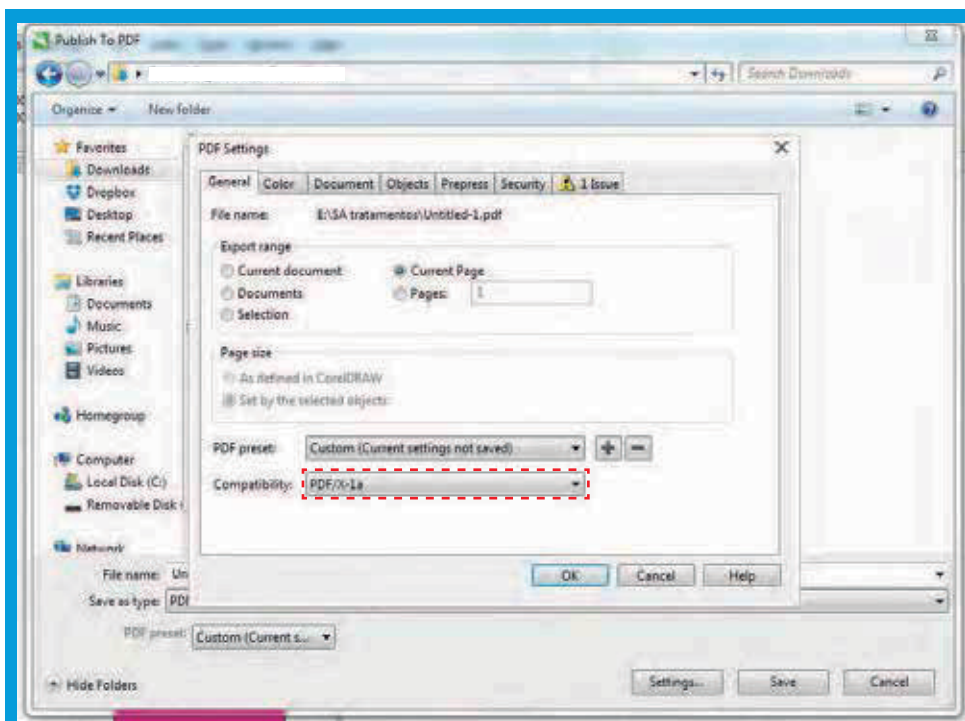**1** To save your document go to **File > Publish to PDF**.

2 In the window that will open, click **Settings...**
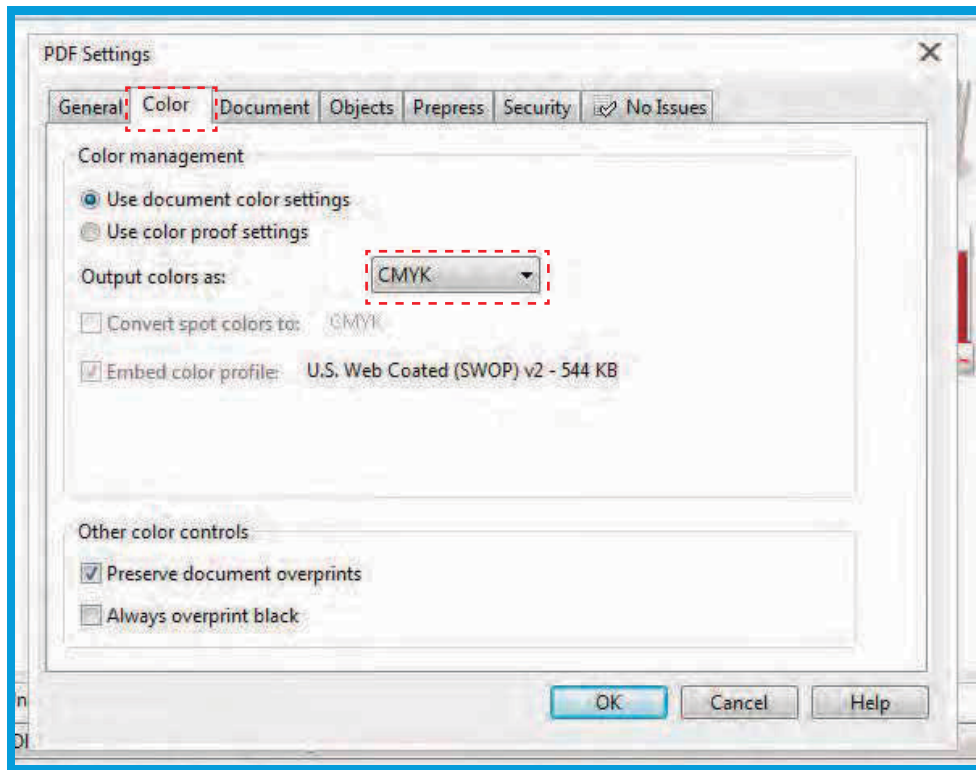

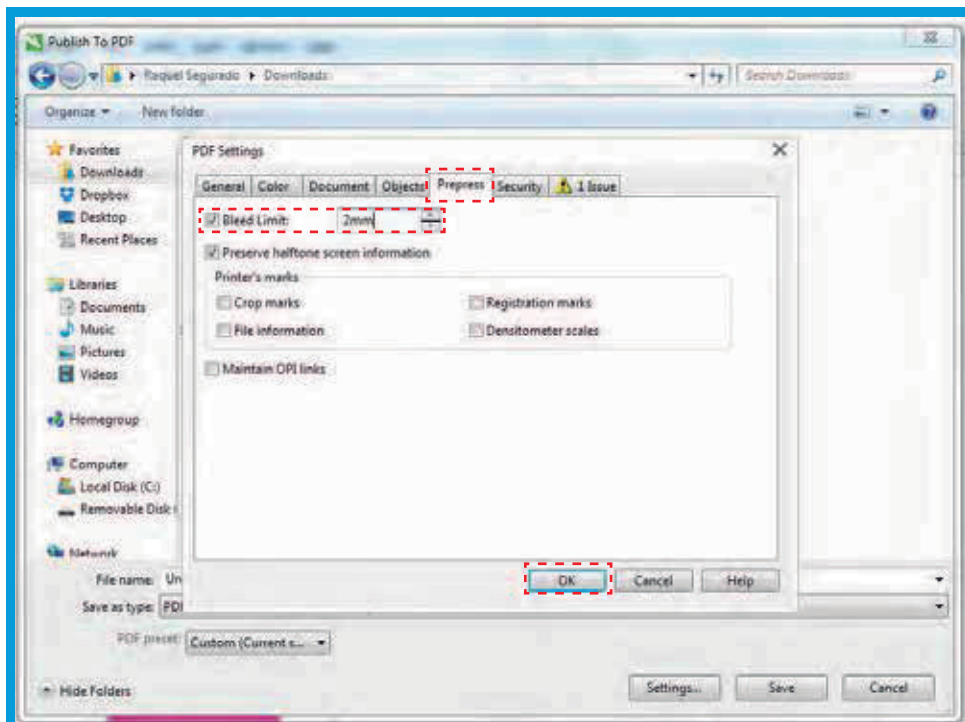**3** On the **General** tab select the **PDF/X-1a** option.

4 On the **Color** tab, select **Use document color settings** and in **Output color as** select **CMYK.**

5 On the **Prepress** tab in **Bleed Limit** write **2mm.**
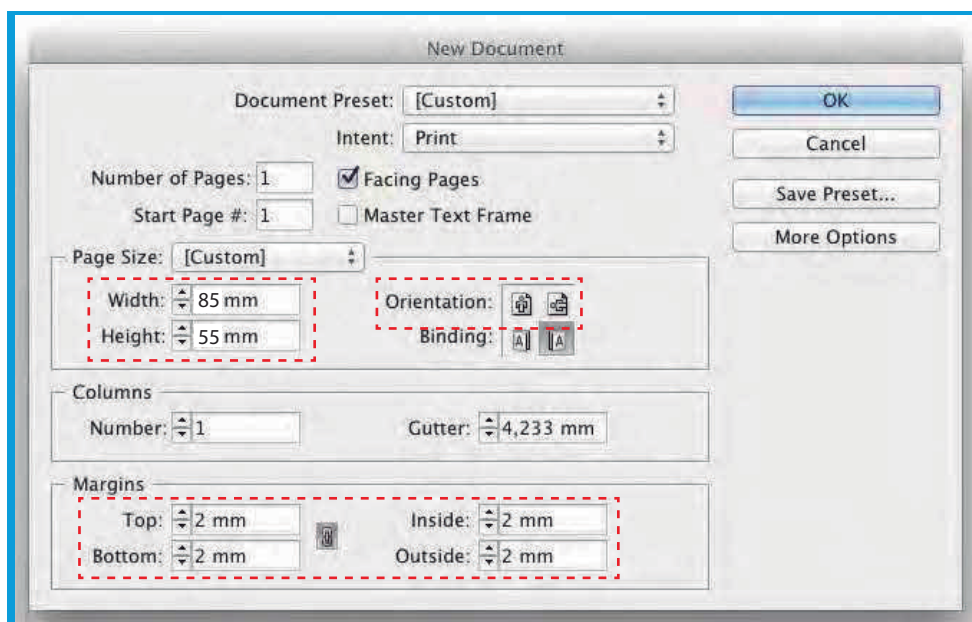Finally, click **OK** and save the document.

CREATE DOCUMENT

1 Go to **File > New > Document**.
It will open a window (image below) where you can define the settings of the document.

2 In **Page Size** place the dimension of your document.

3 In **Width** define the width of your document, and in the **Height** field, the height of the document.

4 In **Orientation** define whether you want your document to appear vertically or horizontally.

5 In the **Margins** option, place 2mm (this margin will define the security area, ie all texts should remain within this area).
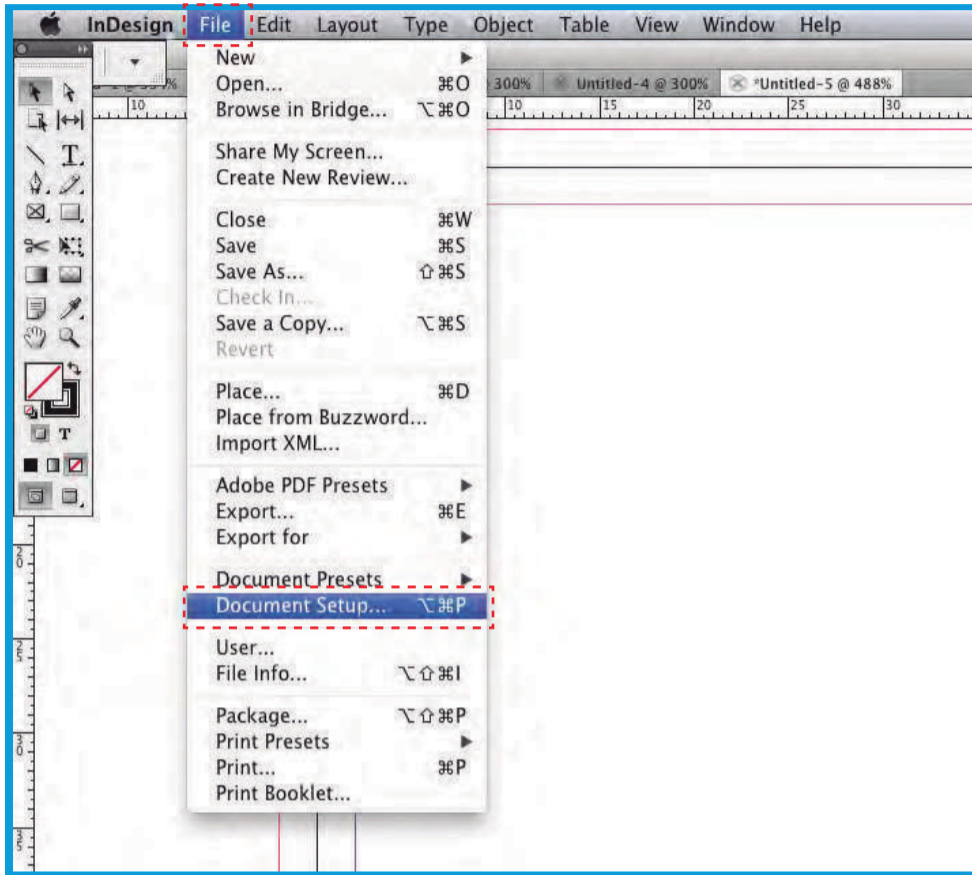
BLEED

Bleed is the extra measure you should put on your document to ensure that it does not have white borders around it.
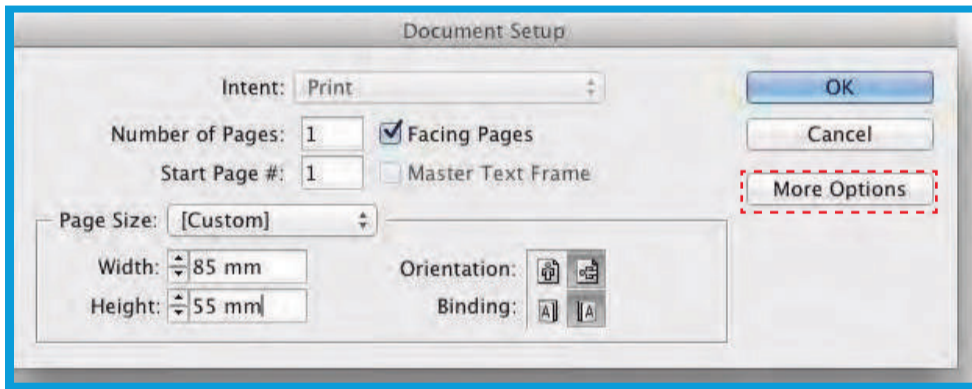You should therefore add 4 mm to the height and width of your document.

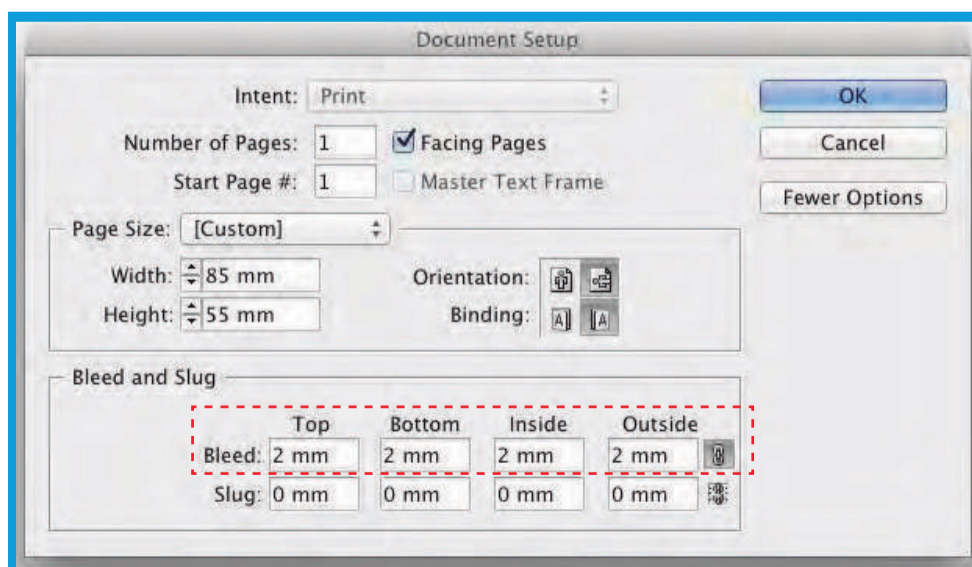**1**   In the top menu, click **File > Document Setup.**

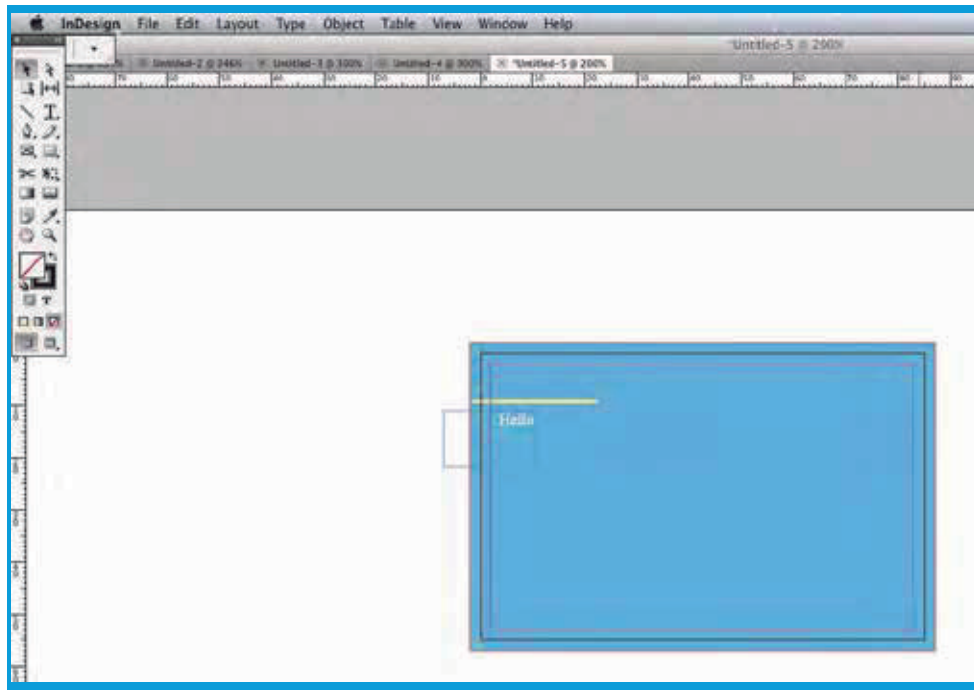**2**   Will open a window (image below). Click **More Options.**

3   In **Bleed and Slug** write **2 mm** in all fields, as in the image below.

4 Make the elements of your background (images, color, lines ...) hit the edges. Place the texts inside the pink line (safety margin), ensuring that they do not suffer a cut when printing.
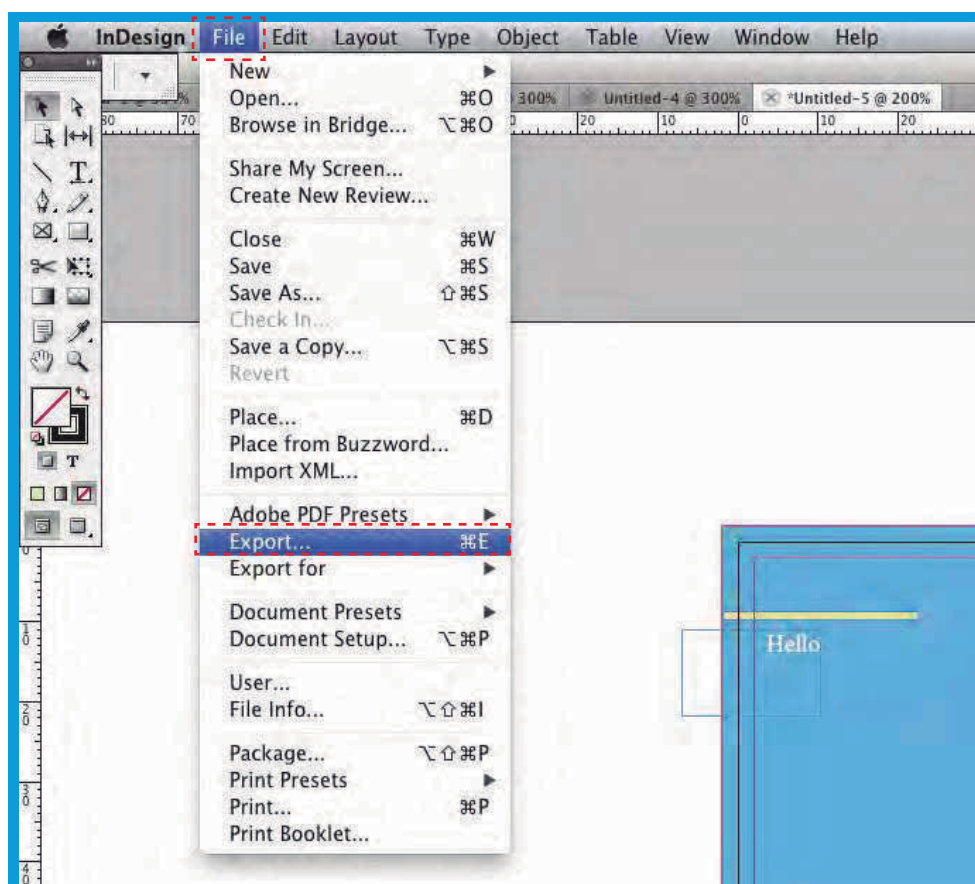

SAVE DOCUMENT

It is recommended that you save the PDF document in order to guarantee its quality.
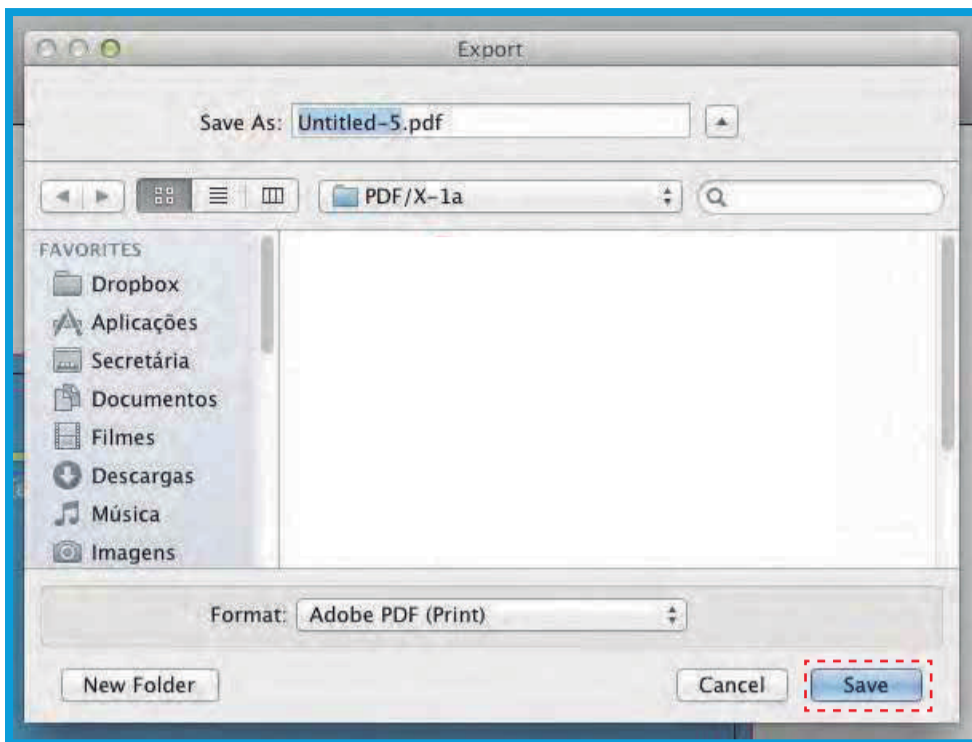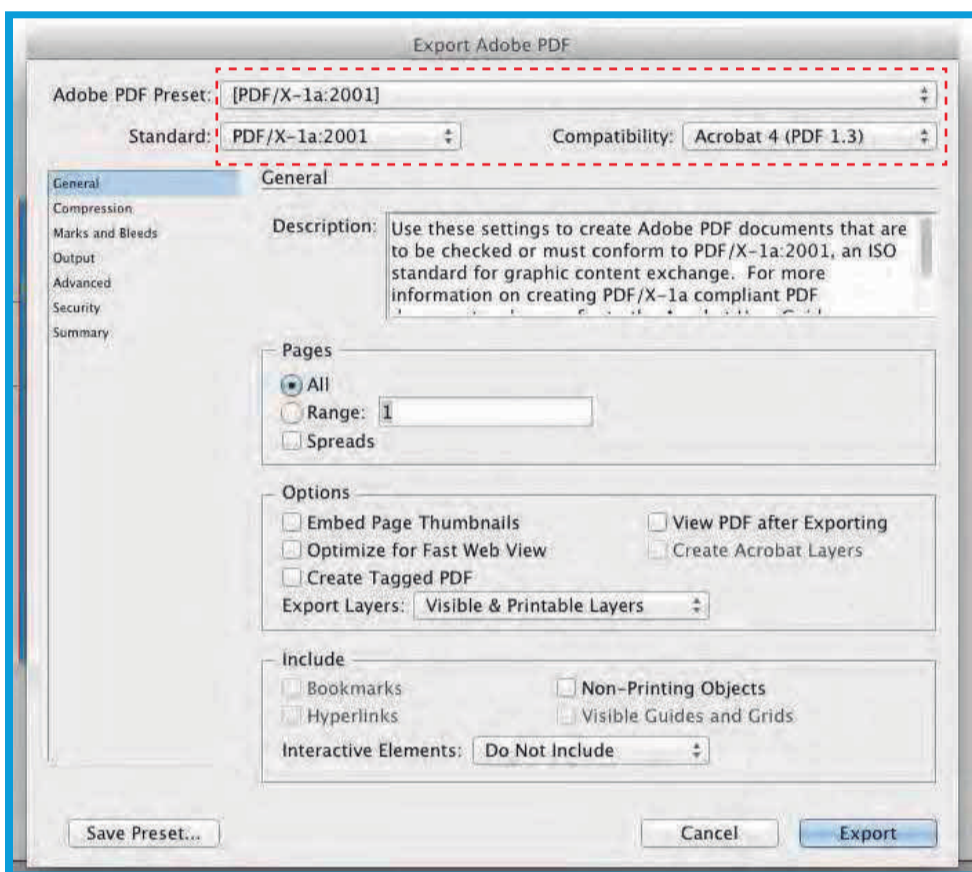
1 Go to **File > Export.**

2 Click **Save** in this new window.
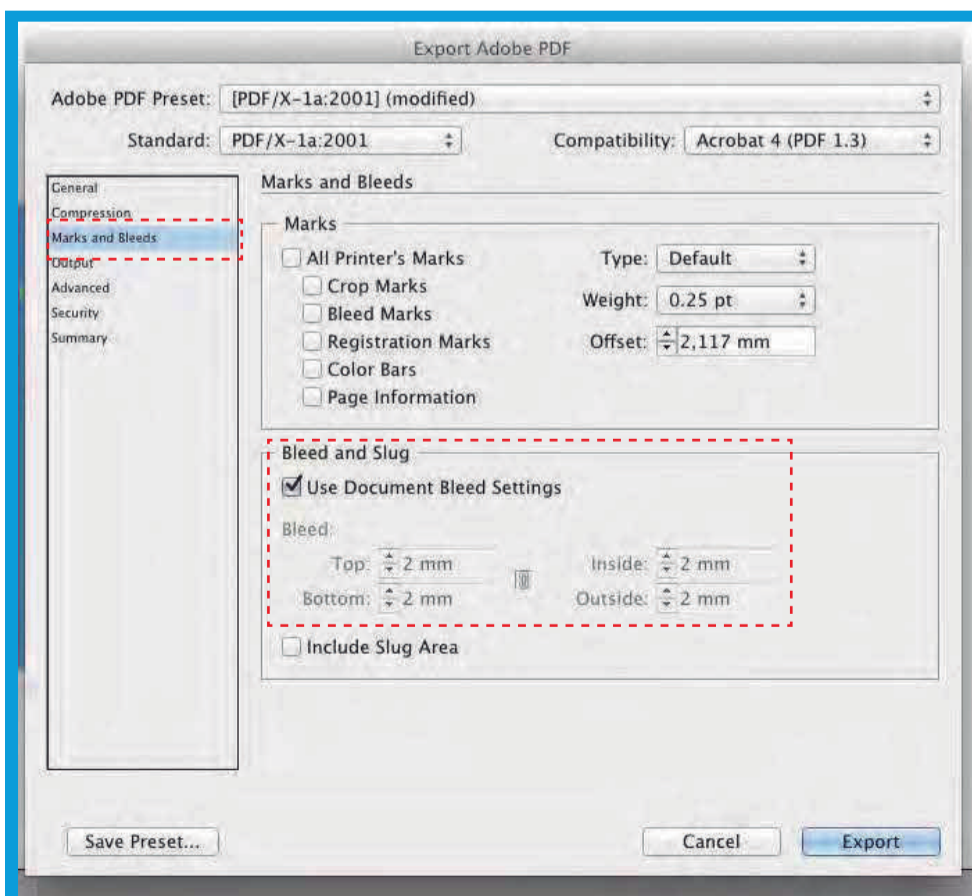

3 In the window that opens, in **Adobe PDF Preset** select **[PDF/X-1a:2001].** This option ensures that the PDF will not be changed.
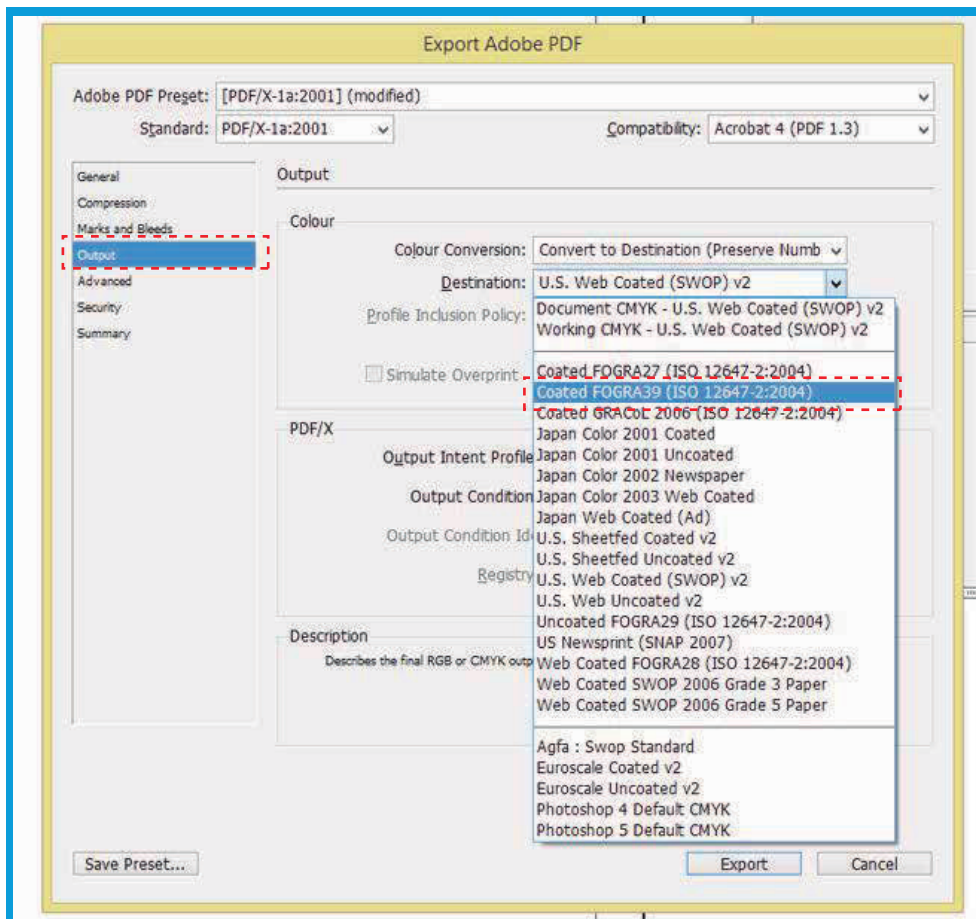

4 On the left side click on **Marks and Bleeds** and, below in **Bleeds** select the option **Use Document Bleed Settings.**
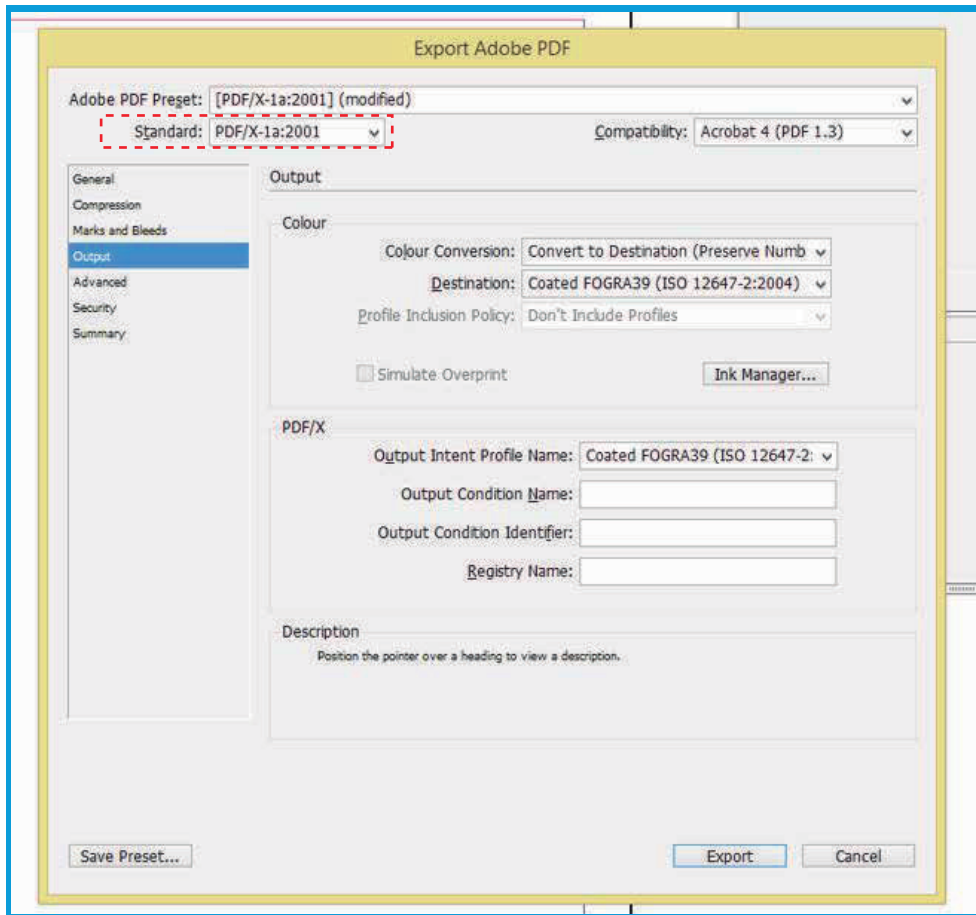
5 In **Output** and then in **Destination** select the **FOGRA39** color profile, which will prevent your file from having a different color tone at the time of printing.
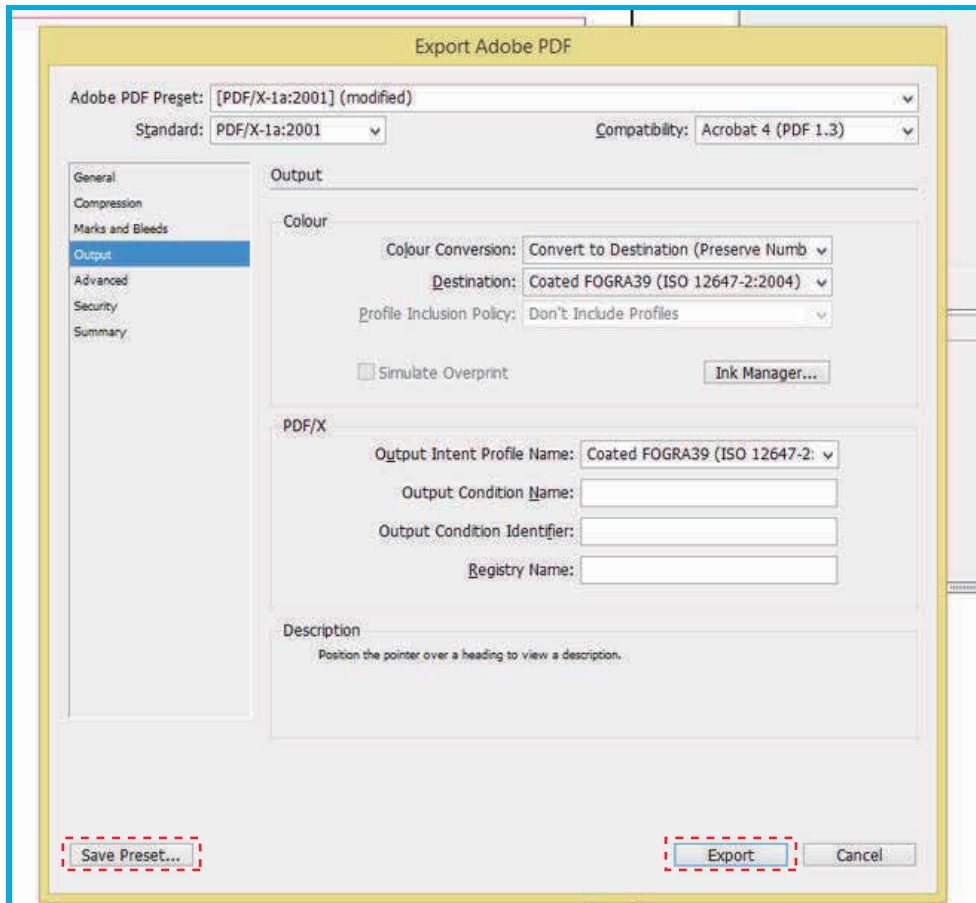

6 After all changed fields, make sure that the **Standard** field continues with the selected **PDF/X-1a:2001** option, otherwise your file will not be recorded correctly.

7 Click **Save Preset,** save these PDF presets with the name you want, so you can always reuse it.
Finally, click **Export.**

NOTA: If you are using a newer version of InDesign, a the **Save Preset** option will not appear, so you do not need to follow this step.
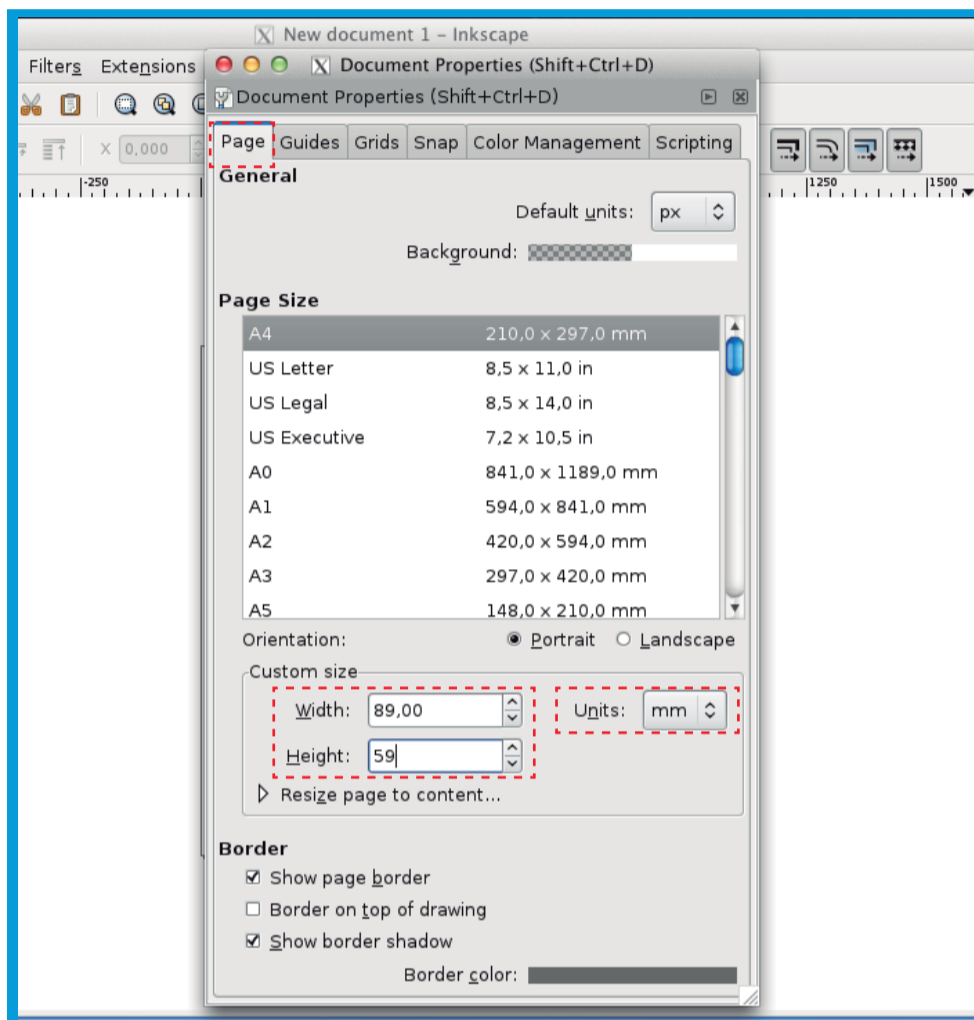
CREATE DOCUMENT

1 Go to **File > New**.
It will open a window (image below) where you can define the settings of the document.
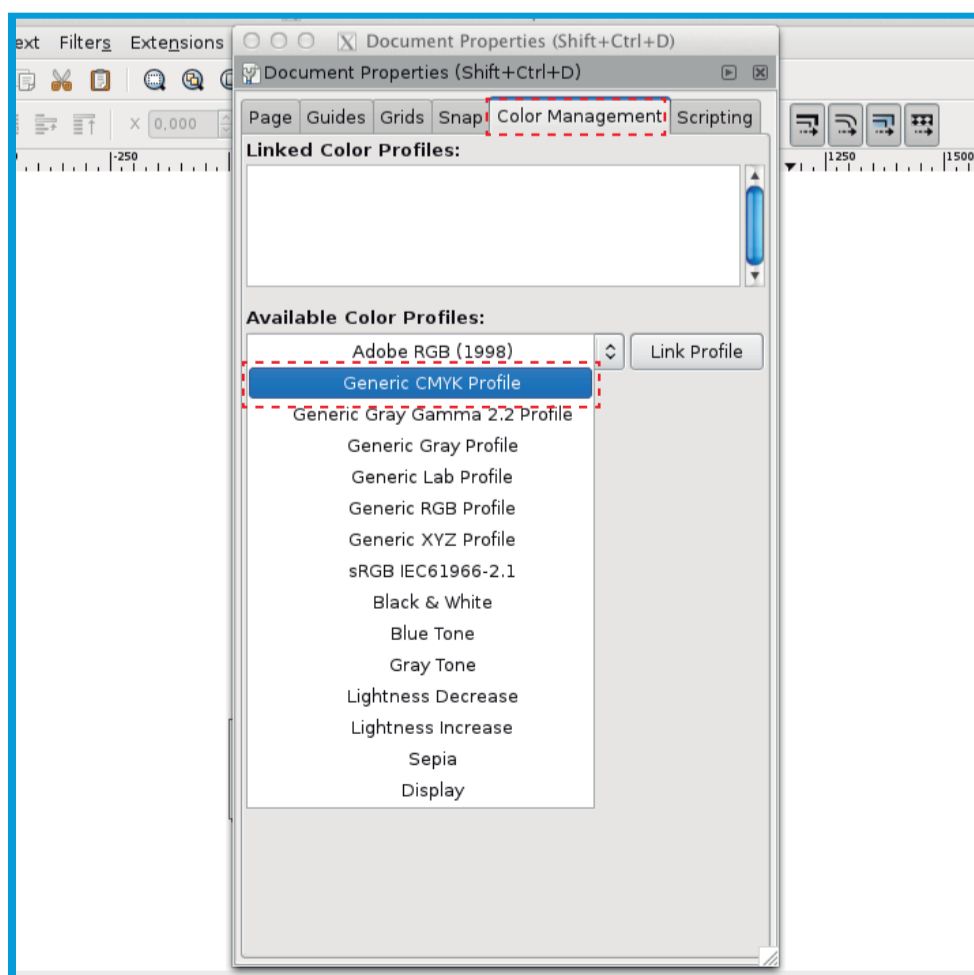

2 In **Units** choose the unit you prefer, in this case we used **Milimeters.**

3 In **Width** set the width of your document, and in the **Height** field a altura do mesmo.

4 In the **Color Management** tab under **Available Color Profiles** select **Generic CMYK Profile** so that there are no changes to the color.
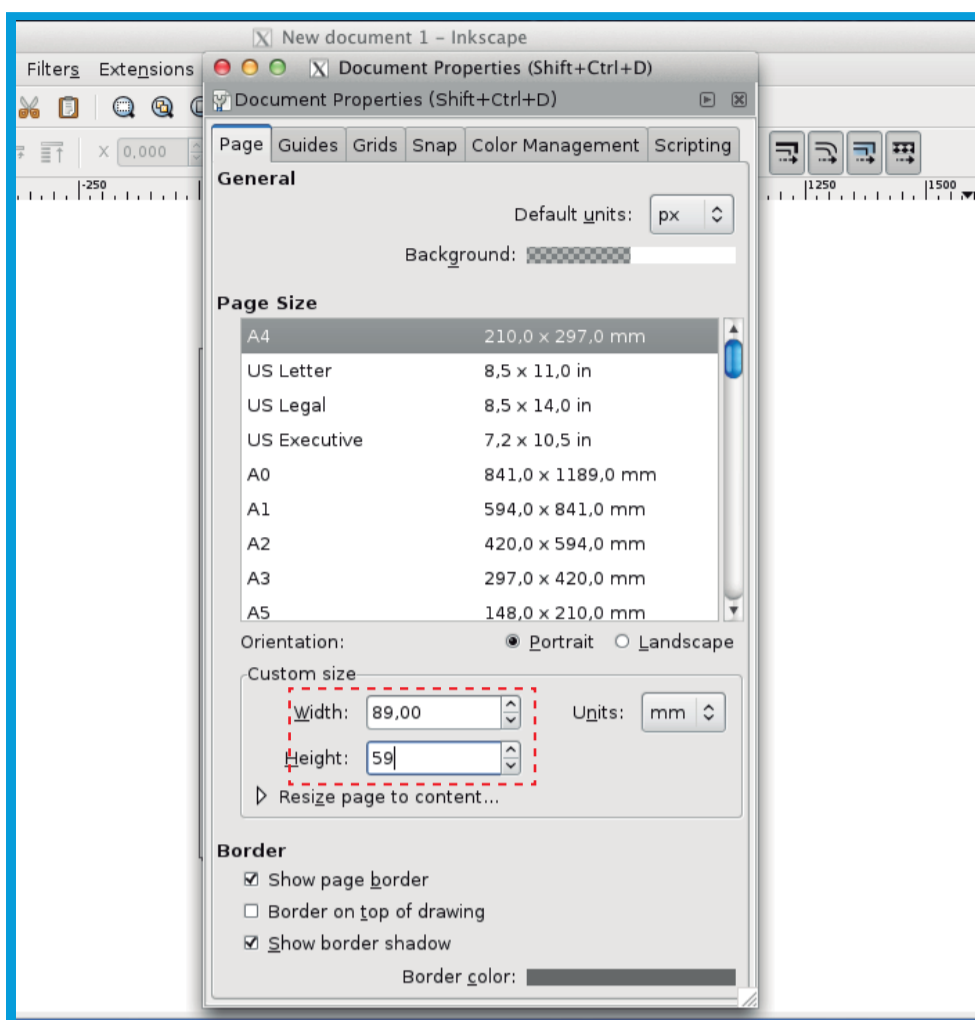
BLEED

Bleed is the extra measure you should put on your document to ensure that it does not have white borders around it.
You should therefore add 4 mm to the height and width of your document.

1 Make sure you add 4 mm to the height and width of your document. In the case of the business card with 85x55mm insert 89x59mm.
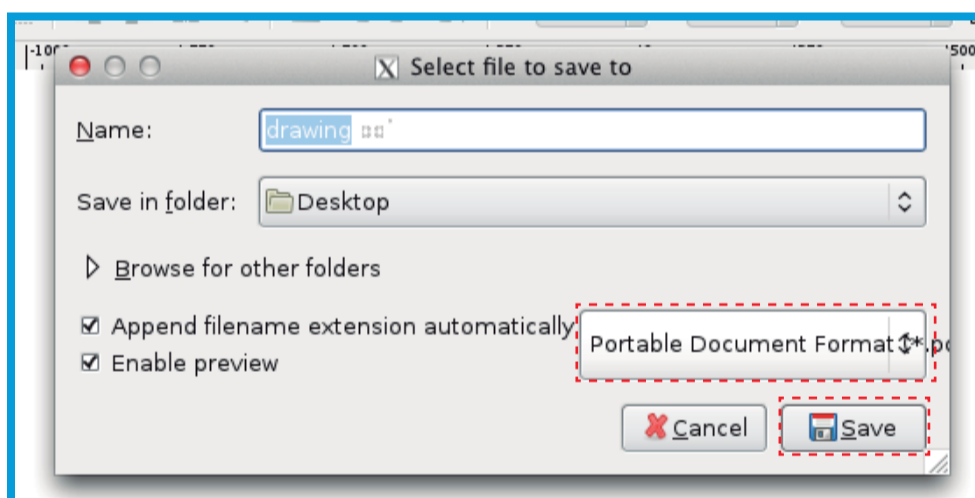

SAVE DOCUMENT

It is recommended that you save the PDF document in order to guarantee its quality.

1 Go to **File > Save As** and in the window that opens (image below), select **Portable Document Format (PDF)** and then click **Save**.

2 In the new window that opens, select **Convert texts to path** option so that your document does not change.
In **Resolution for rasterization (dpi)** insert **300**.
Click **Ok**.