

## How To Layout Your Photos Safely

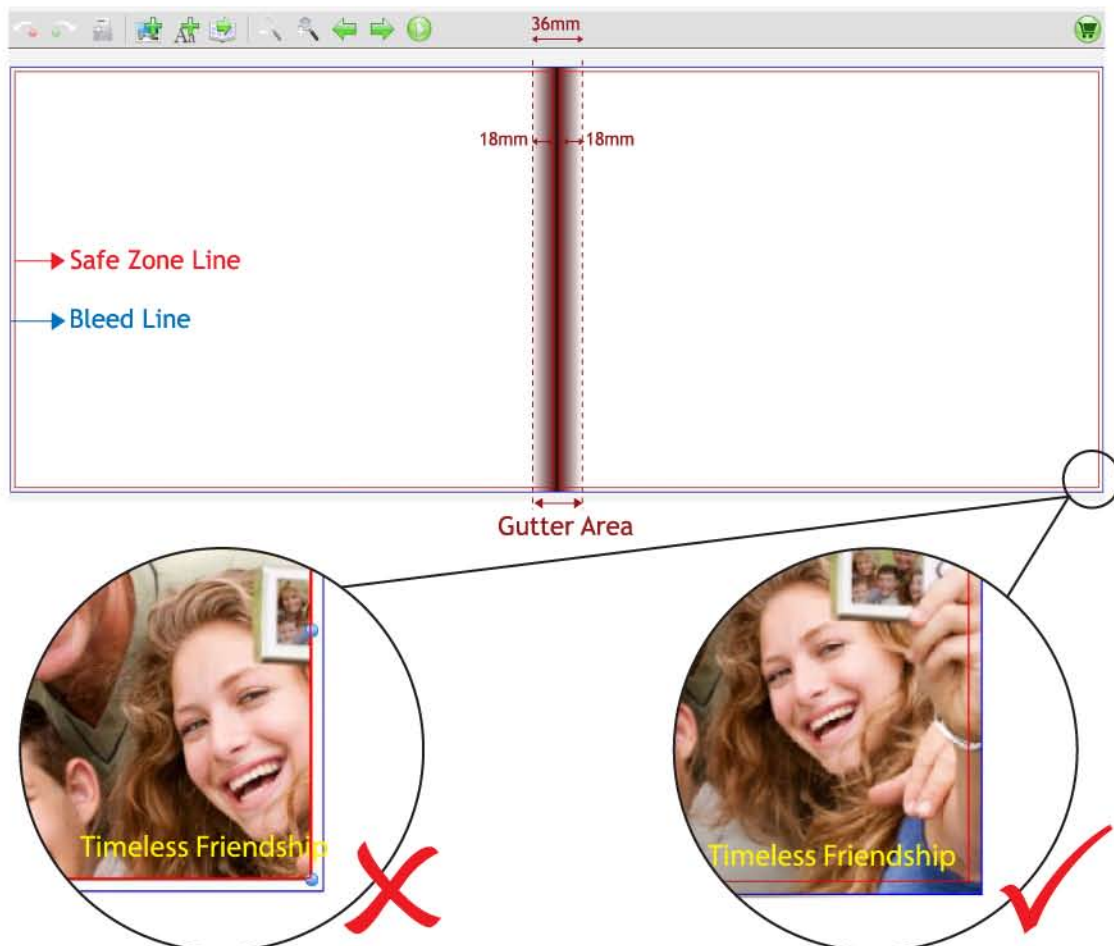
### Placing Your Photos onto the Content Pages

After the content pages are printed, they are collated and trimmed to size. The trimming also helps to keep all pages evenly sized. The trimming is done between the Safe Zone Line and the Bleed Line.

Therefore, keep important parts of your photo (face, eyes, etc.) and text within the Safe Zone area (the red line all around the pages). It's best to keep the important parts slightly away from the red line.

However, when inserting a background design, applying a solid colour or using your photo as a background, it has to blanket the entire page, until the Bleed Line (the blue line all around the pages). It necessary for you to 'bleed' the background to avoid the appearance of a white line on your pages after the trimming process.

Examples:



- i. There will be a 'white line' along the edge of the printed page as the photo is not in full bleed. Also, placing the face along the Safe Zone Line is not recommended.
- ii. The text is over the Safe Zone Line and the 'p' in Friendship will be trimmed off.

- i. The photo is in full bleed as advised and the face is within the Safe Zone area.
- ii. The text is safely away from the Safe Zone Line.

Also, another very important area to be careful of is the Gutter Area. The Gutter Area indicates the binding part of your book, which becomes the spine of your book. The Gutter Area is shown as a gray shaded area. Also, keep important parts of your photo (face, eyes, etc.) and text away from the Gutter Area or else they will be folded into the gutter and becoming 'lost' or 'hidden'.

Examples:



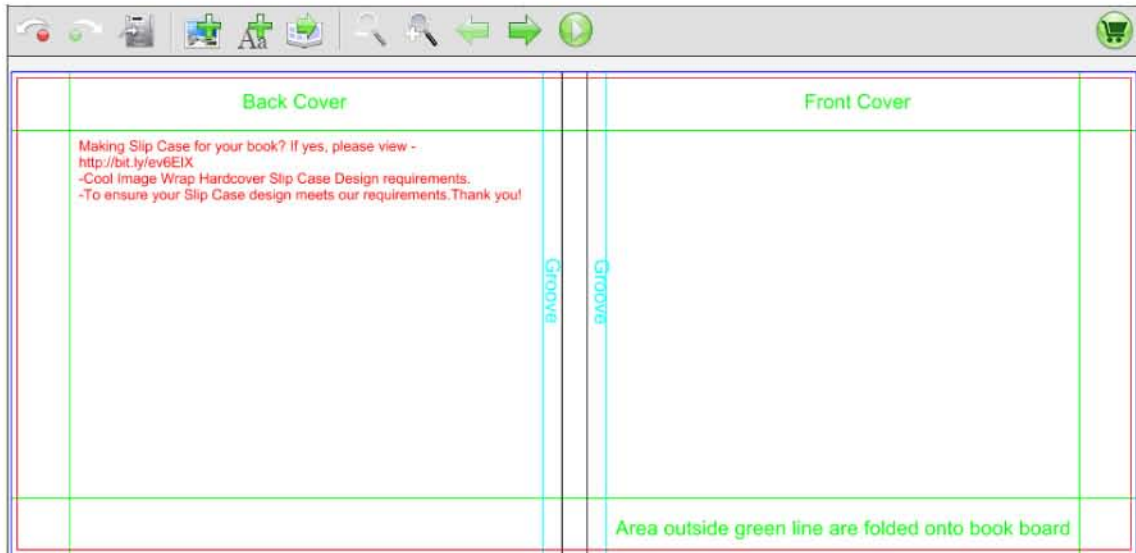
In the design, the text was placed at the very edge of the Gutter Area. As a result, the letters 'A' in After, 'H' in Ho, 'S' in September and '1' in 100th cannot be seen/read in the final printout, as they are caught in the Gutter Area. :(



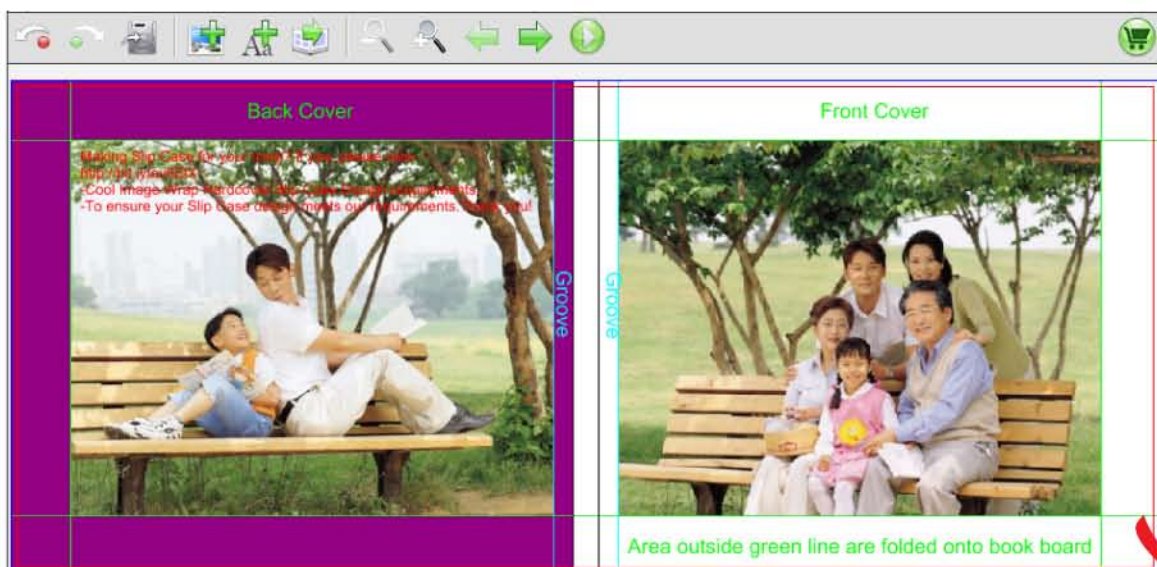
In the design, the text was placed safely away from the Gutter Area. As a result, all text is fully visible/readable in the final printout. :)

## Placing Your Photos onto the Cover

### Cool Image Wrap Hardcover & Stylish Layflat Hardcover

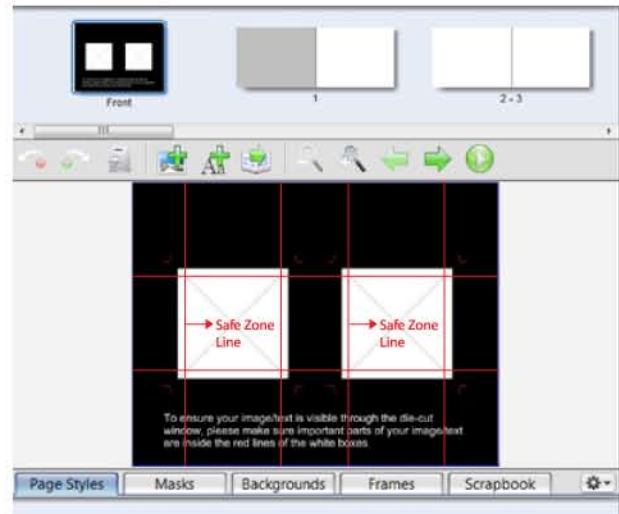
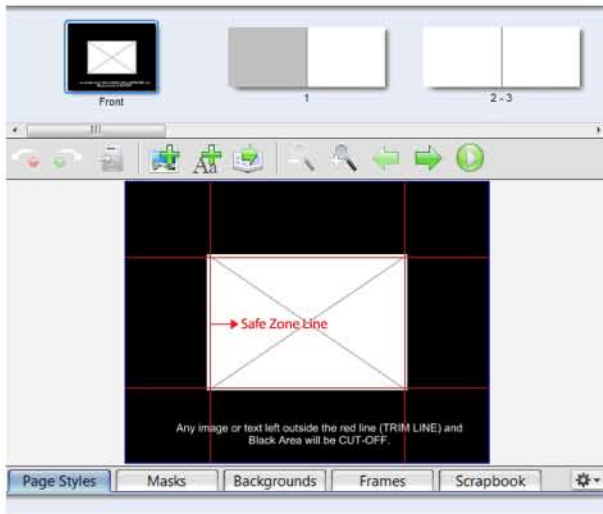


The cover design is first printed and then glued onto the book cover board. All four sides of the printed sheet will be folded in, onto the inside of the cover board. Therefore, keep important parts of your photo (face, eyes, etc.) and text away from the **Green Fold-In Line**.





## Ruff 'n' Tuff Debossed Hardcover & Window Die-Cut Hardcover



When placing your photo on the cover for these book types, ensure important parts of your photo (face, eyes, etc.) and text are within Safe Zone line. Any part left outside this line will be trimmed/cut-off.

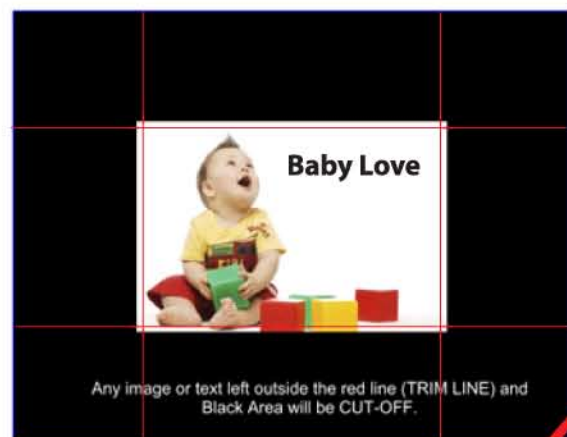
AVOID placing a mask or frame on the cover photo for these book types as they will be cut-off.

Also, DO NOT place any photos/images/text on the Black Area as they will not be printed.

Examples:



The mask or frame and the will be cut-off. The text cannot be printed.



A good example of how a cover photo and any text should be placed

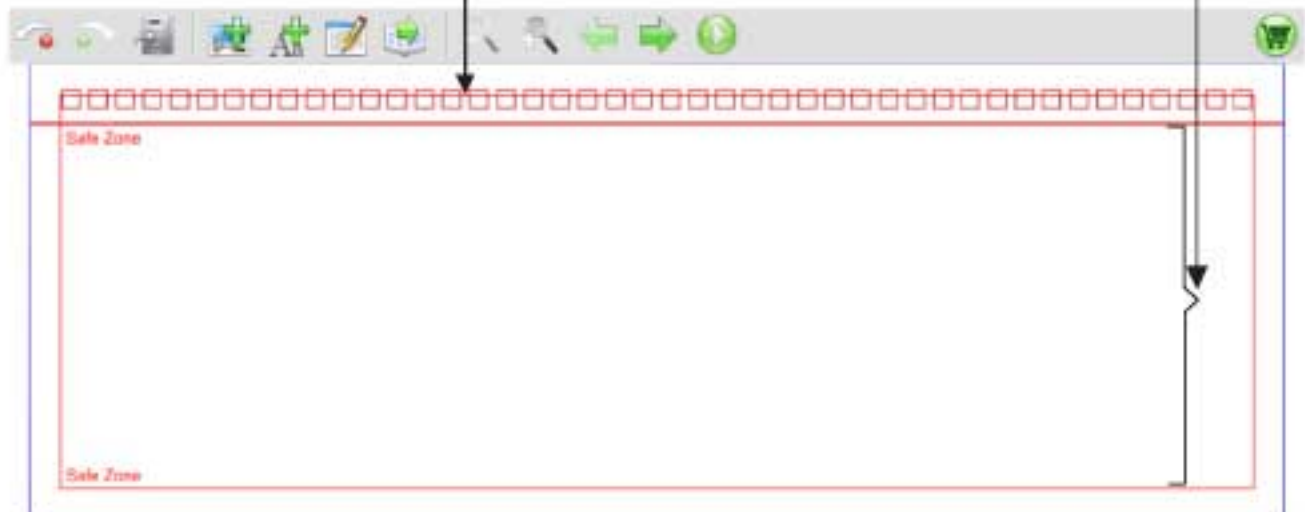
## Personalised Calendar

### Calendar Perforation

The perforation is for the binding of the calendar. Ensure all the important parts of the photo i.e face, eyes, etc. and text are away from the perforation area

### Safe Zone

You must ensure all the important parts of the photo i.e face, eyes, etc. and text are within the Save Zone area. DO NOT put your photos and text right on the Safe Zone lines. Keep them away from the lines.



### Bleed Line

When inserting a background design, applying a solid colour or using your photo as a background, you must ensure that it is until the Bleed Line. If the background does not reach the Bleed Line, there will be a white border all around the page.

After the pages are printed, they are collated and trimmed to size. The trimming makes all the pages evenly sized. The trimming is done between the Safe Zone Line and the Bleed Line. Therefore, it's necessary to follow the designing tips mentioned above, so that your printed calendar looks good.

Example 1:

Face over Safe Zone Line.

Safe Zone

April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Text over Safe Zone Line.

Calendar over Safe Zone Line.

Photo not extended until Bleed Line.

Safe Zone

April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Example 2:

