



ARTWORK GUIDE & TEMPLATES

NCR BOOKS



# NCR books

**NCR books have multiple uses for delivery notes and invoices to business forms, and check lists.**

Choose from three sizes, A3, A4 and A5. (For small sizes please see our receipt books), with a choice of 5 paper colours.

Optional extras include numbering, drilling and the option of a glued writing shield.

This PDF document includes important information on supplying artwork, together with product size templates and useful information.

Remember we are only a phone call or email away so if you have any queries about supplying artwork or product information please do not hesitate to contact us.

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# bleed, file format & fonts

## Bleed

If your artwork continues to the edge of the sheet bleed is required.

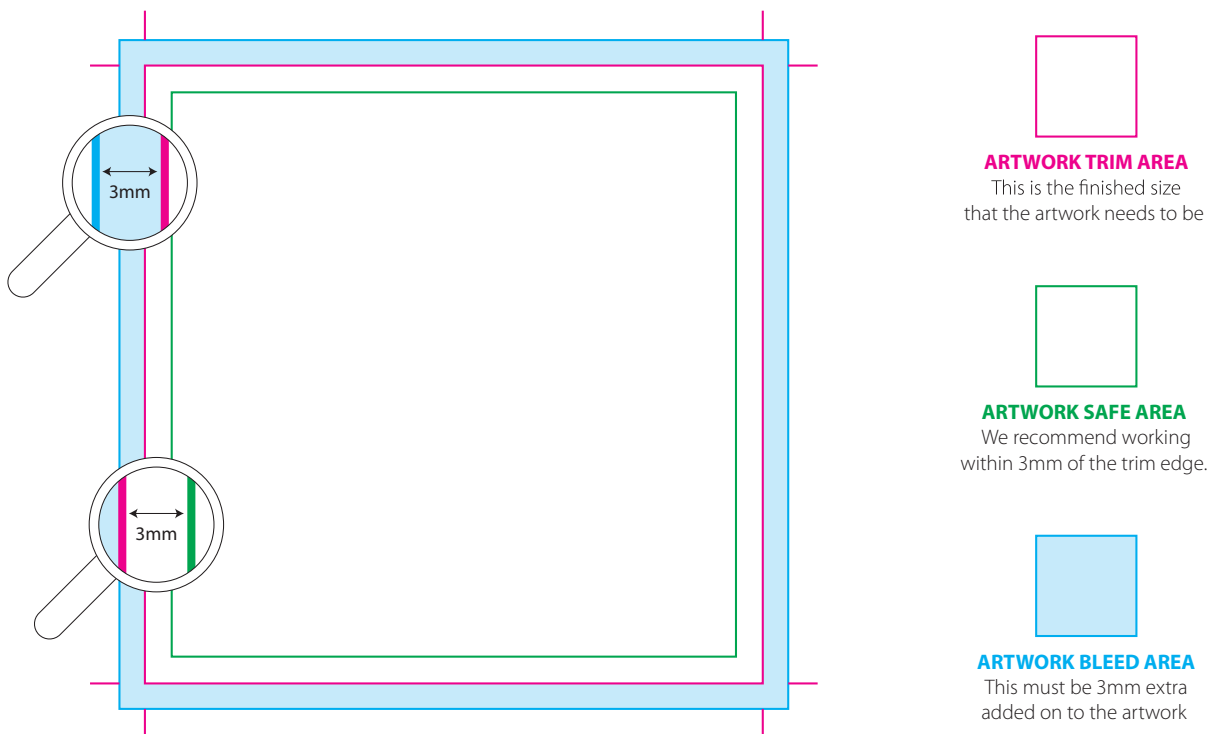
Printing presses do not print right to the edge of the sheet so to achieve full bleed we print on oversized sheets and then cut back down to the original size.

For tear off note pads that requires the design to continue off the sheet an extra 3mm bleed is required. For example if you are printing an A4 note pad with bleed, the artwork needs to be set to 216 x 303mm. The job is then cut back to the final size of 297 x 210mm.

## Safe Zone

We recommend using a safe zone if you are printing important graphics or text near the edge of the sheet. We work to cutting tolerances of +/- 2mm.

For standard note pads we recommend working within a safe zone of 3mm inside of the original size. For example on an A4 note pad the safe zone measurements would be 291 x 204mm



## File format

We only accept artwork as a press ready PDF and this is the only file format you can upload with us.

## Fonts

If you have created your artwork in a software program such as Adobe Illustrator or Indesign, we recommend converting all text to outlines. This will make the file non-dependent on fonts and prevent any font issues.

When working with PDF files please embed all fonts in the document when asked to do so. This is particularly important when working with custom fonts.

# the difference between NCR pads, books and sets

NCR products are available to order in pads, books or sets.

## NCR pads

NCR pads are made of either 2, 3 or 4 part sets. The NCR sheets are glued together and the sheets are simply removed from the pad. A pad is made up of a grey backboard to give it strength and has a loose or glued writing shield.

## NCR books

NCR books include a front cover and allow for one or more of the sheets to remain in the book. For example, a 2 part (duplicate) book, the top copy would be perforated and the bottom copy is not perforated and remains in the book. The copy that is not removed from the book is known as "fast".

NCR books are not glued in, they are stitched (stapled) together. The front cover is then spine taped to cover the staples.

## NCR sets











NCR sets are simply loose sets of 2, 3 or 4 parts. They are not glued into a pad or stitched into a book and therefore do not require a writing shield.

## What are sets per pad?

Our NCR pads are based on 50 sets per pad. For example a 2 part (duplicate) set will include 50 top (CB) copies and 50 bottom (CF) copies.

# material specification

All our NCR material is 75gsm and is available in the following colours

| NCR paper colour  |   |
|---|---|
| White    | This is the default colour for the top copy |
| White    | Also available for middle or bottom copies  |
| Yellow   | Available for any middle or bottom copies   |
| Pink     | Available for any middle or bottom copies   |
| Blue     | Available for any middle or bottom copies   |
| Green    | Available for any middle or bottom copies   |
| Backboard   |   |
| grey     | Standard 750 micron thick backboard         |
| Writing Shield  |   |
| Buff     | 270gsm buff writing shield                  |
| Front Cover   |   |
| Buff    | 270gsm buff front cover                     |
| White  | 350gsm silk                                 |

## Paper terminology:

### What does NCR stand for and what is CB, CFB, CF?

The acronym NCR stands for No carbon required. Prior to NCR papers a physical sheet of carbon was required to transfer the image from one sheet to another. NCR paper has a special coating to transfer the image from one sheet to another meaning a carbon sheet is not required.

NCR papers are made with a coated back (CB) coated front and back (CFB) and coated front (CF).

Depending upon the number of sets will determine what papers are used. For example a 2 part NCR pad will use CB and CF papers only. A 3 or 4 part NCR pad will use CB, CFB and CF papers.

### Printing 4 colour process onto tinted papers

Please consider that when printing 4 colour process onto tinted papers such as yellow, pink, green or blue this will affect the look and appearance of your design. We recommend only printing 4 colour process onto white paper.

### Printing onto the reverse

NCR pads have the option of printing onto the reverse of the sheet. This is particularly useful for printing terms and conditions.

We recommend setting the artwork to a maximum of 70% black if printing on the reverse of the sheet.

# drill holes, writing shield & numbering

## NCR books

For A4 and A5 books you have the option of drill holes. Please ensure important text and graphics are kept away from the drill hole areas. Please refer to pages 13 - 15 for 2 and 4 hole drill templates.

## Loose or glued writing shield

A writing shield is required to prevent copies picking up transfer from the copy in use. The default writing shield option is a loose writing shield. Each book is supplied with a loose manilla writing shield that is inserted under the first set after each pad has been finished.

For a small charge we can glue the writing shield to the pad. Glued writing shields are first creased and then glued to the foot of the pad.

## Numbering

Each NCR set throughout the pad can be sequentially numbered.

We number in black only and can number the sheet in one position.

We number in a default font and size as follows:

1 2 3 4 5 6

For numbering please supply a separate PDF file with the number start position together with the start of the number.

We will number from this start point so please double check this before submitting the file.

# perforation

Please allow a minimum of 12mm in your artwork for perforation and stitching.

The perforation position is determined by the orientation of the book.

For portrait books or when the portrait option is selected the perforation will be 12mm in from the **left hand edge** of the sheet.

For landscape books or when the landscape option is selected the perforation will be 12mm in from the **top** of the sheet.

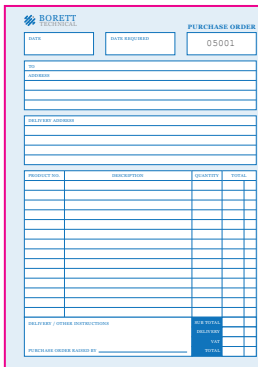
## Which sheets are perforated

For 2 part NCR books the top copy is perforated and the bottom copy remains in the book.

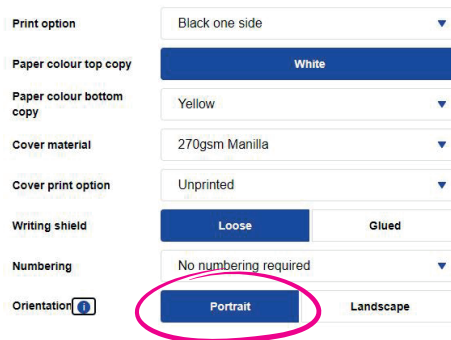
For 3 part NCR books the top and middle copy is perforated and the bottom copy remains in the book.

For 4 part NCR books the top, second and third copy are perforated and the bottom copy remains in the book.

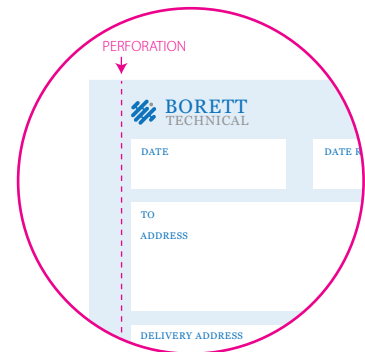
If you require all copies to be perforated or you wish to retain more than one copy in the book, please contact us and we can adjust the standard perforation settings.



The artwork is portrait



The portrait option has been selected



The finished product will have a perforation 12mm from the left hand edge.



# check list & contact information

## Checklist

- ✓ Please ensure the artwork is set to the correct size and has 3mm bleed if required.
- ✓ Artwork must be set to Black or CMYK only. We do not work with RGB colour space.
- ✓ Do not include any spot colours in your work as these will be converted to CMYK.
- ✓ Placed images should be a minimum of 300 dpi and set to CMYK.
- ✓ The font size should be no smaller than 6 points. Please embed all fonts or convert all text to outlines.
- ✓ If printing onto the reverse we recommend setting this to 70% black
- ✓ If printing CMYK onto tinted papers please consider this will affect the colour and look when compared to printing onto white.
- ✓ If your job requires numbering please supply a separate PDF showing the numbering position and start number.
- ✓ Minimum line weight is 0.25pt

**Questions or further advice** – we are here to help

We will be pleased to assist you with any artwork or order queries you may have.

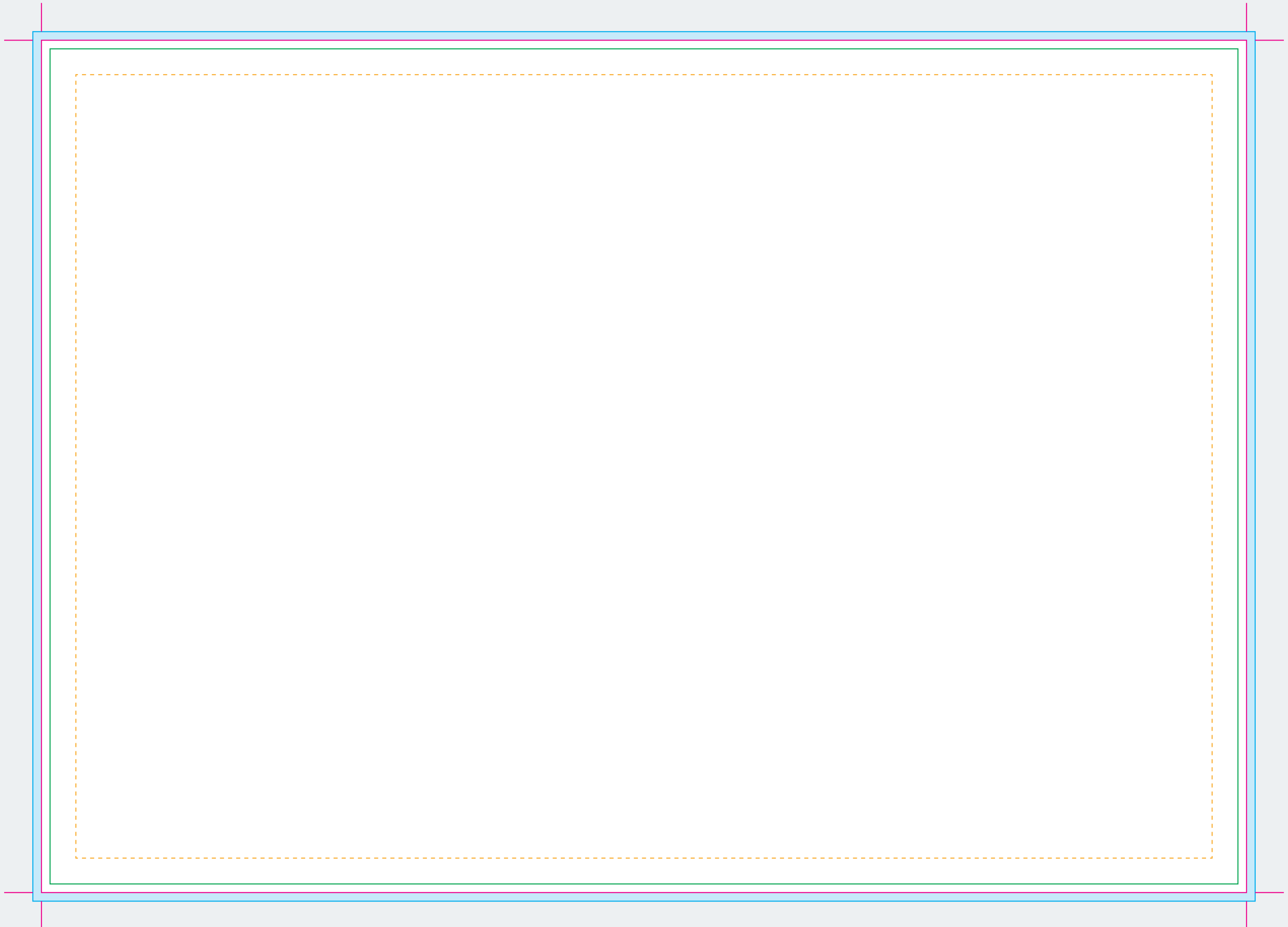


**0845 367 4467**



**sales@tradepads.com**

# A3 (297 x 420mm) Template



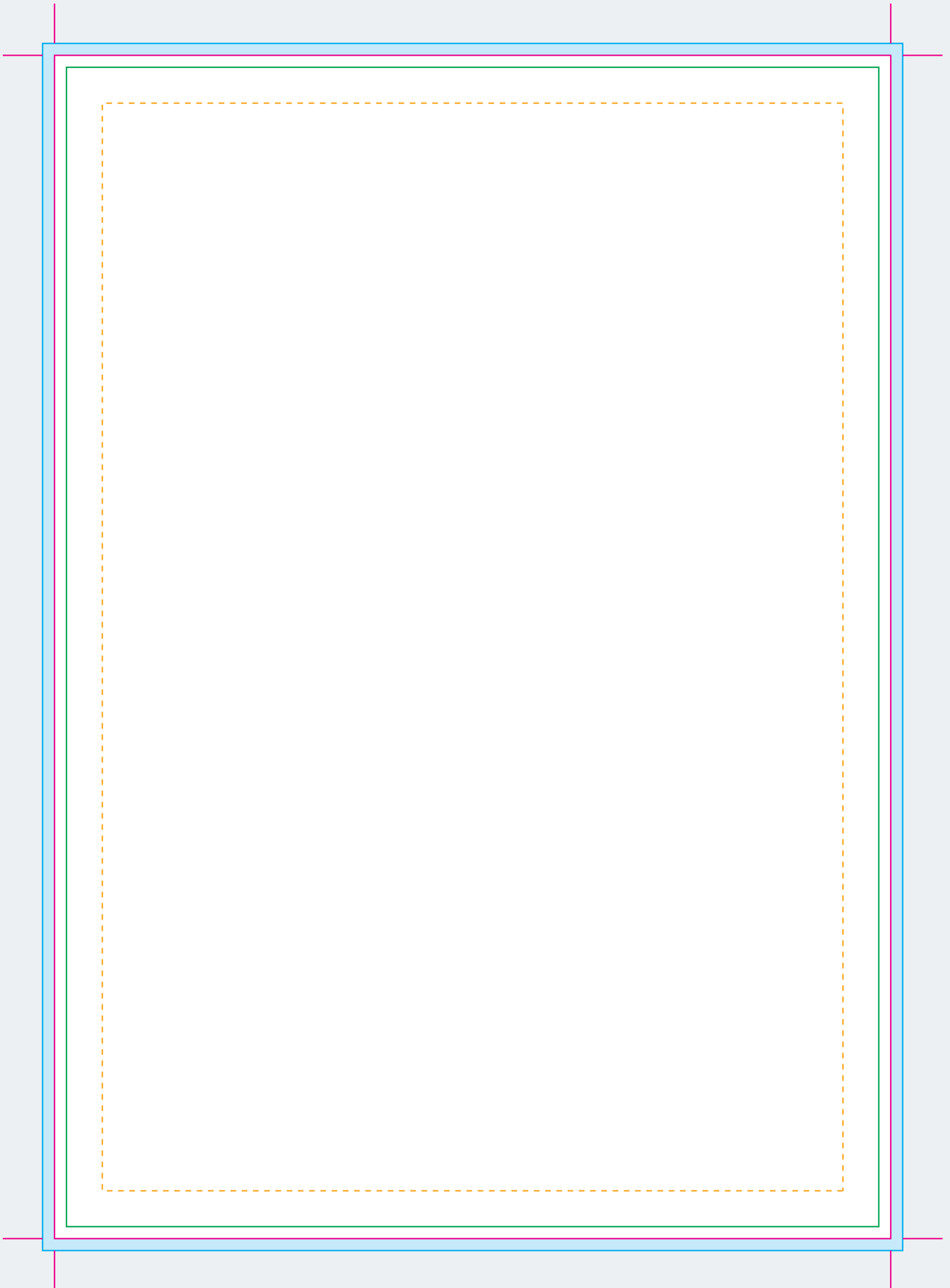
Bleed area  
303 x 426mm

Finished 'trimmed' size  
297 x 420mm

Artwork safe area  
291 x 414mm

Perforation area  
12mm from the stitched edge

# A4 (210 x 297mm) Template



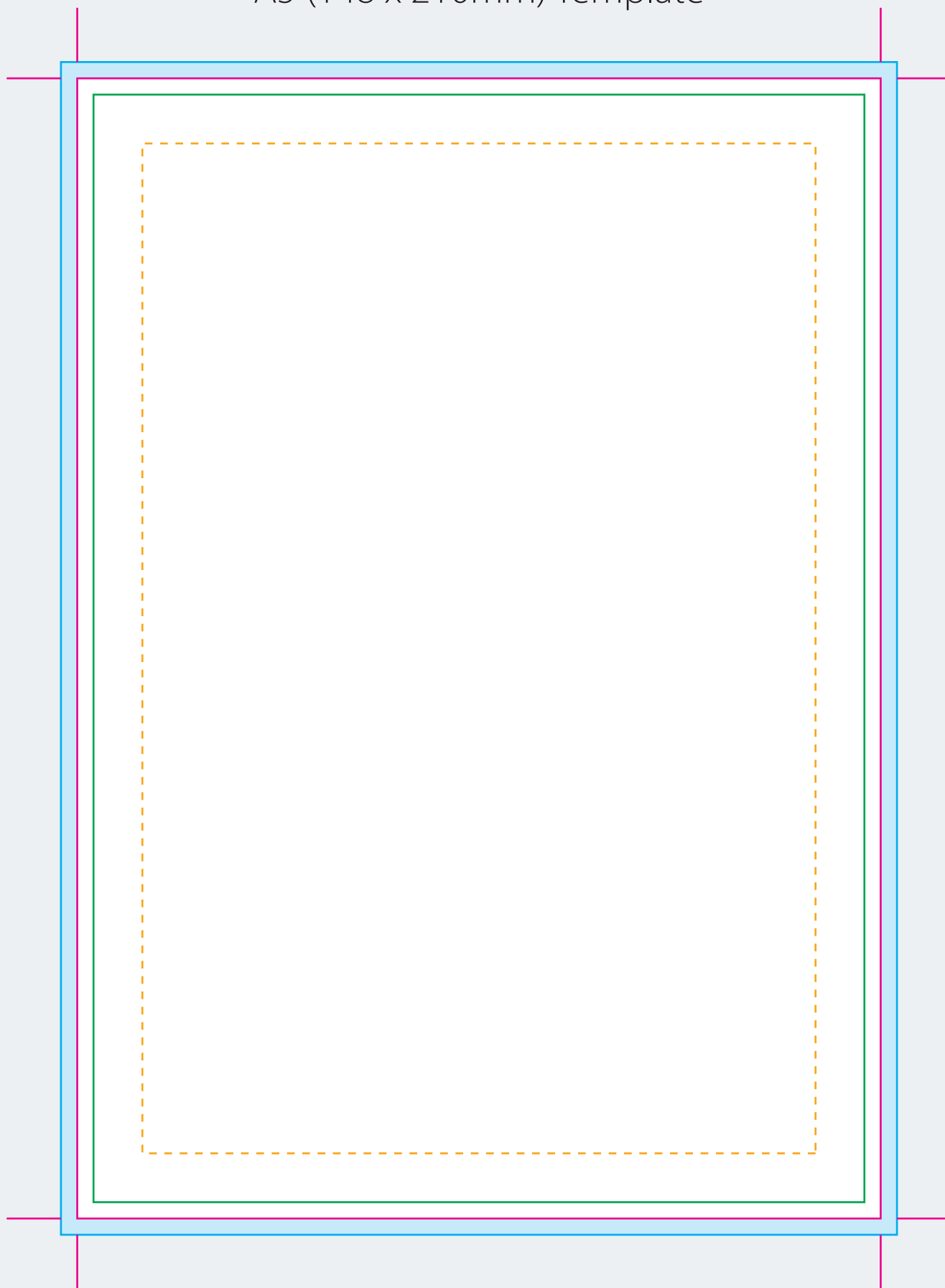
**Bleed area**  
216 x 303mm

**Finished 'trimmed' size**  
210 x 297mm

**Artwork safe area**  
204 x 291mm

**Perforation area**  
12mm from the stitched edge

# A5 (148 x 210mm) Template



Bleed area

154 x 216mm

Finished 'trimmed' size

148 x 210mm

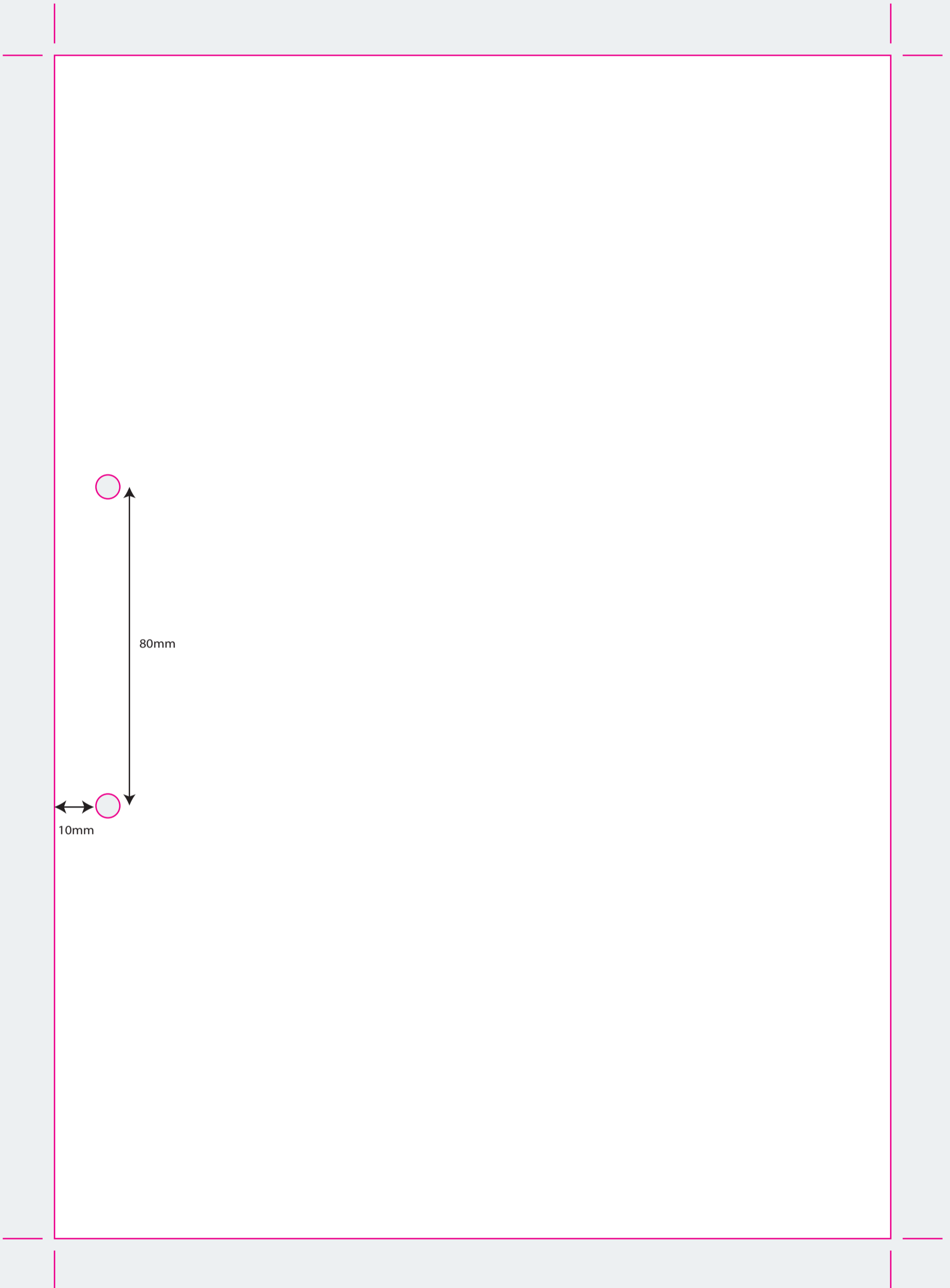
Artwork safe area

142 x 204mm

Perforation area

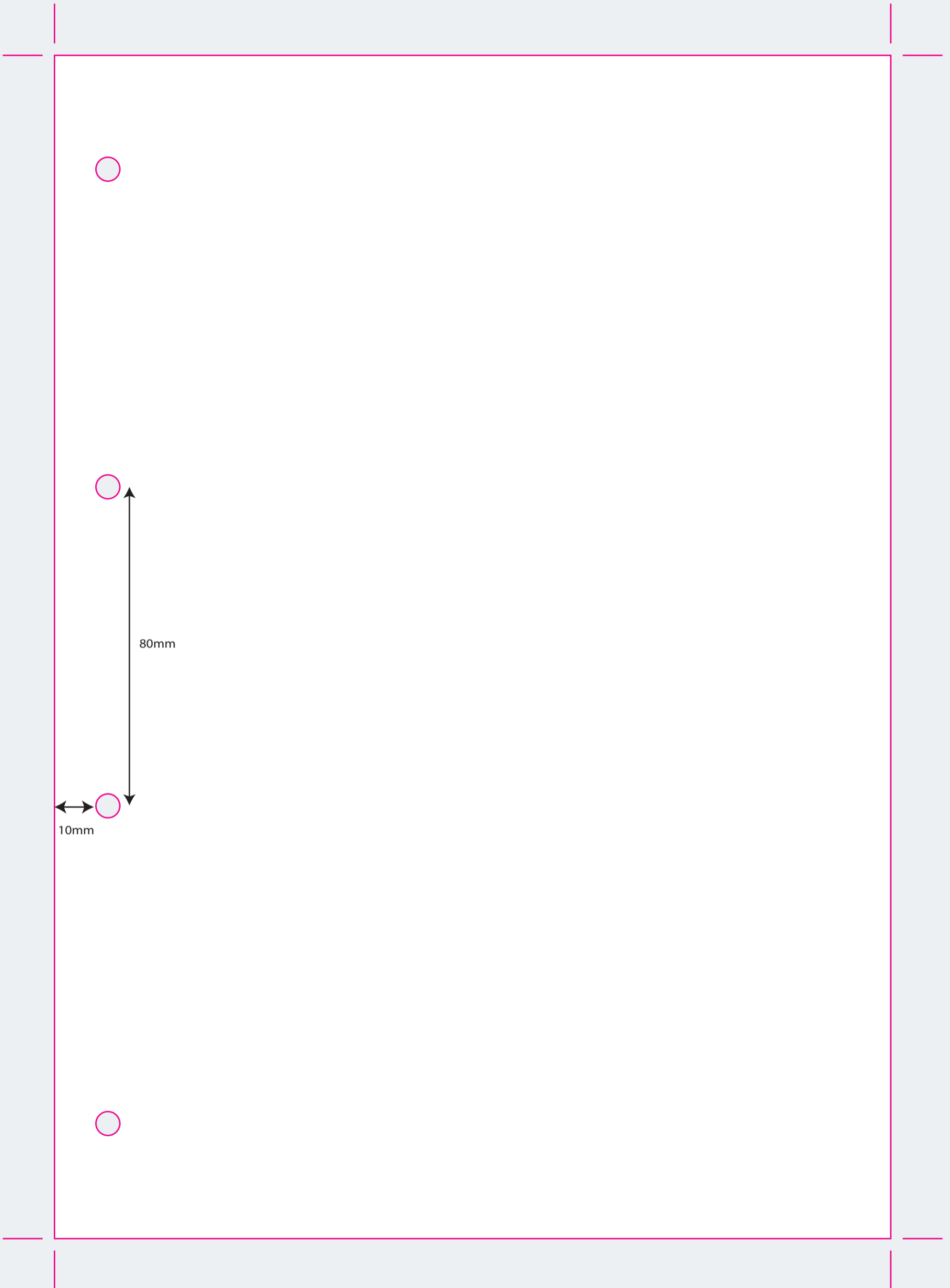
12mm from the stitched edge

# A4 (210 x 297mm) 6mm Two Drill Hole Template



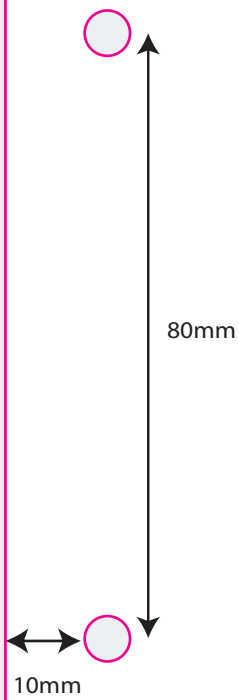
6mm Drill hole size (actual size)

# A4 (210 x 297mm) 6mm Four Drill Hole Template



6mm Drill hole size (actual size)

# A5 (148 x 210mm) 6mm Drill Hole Template



6mm Drill hole size (actual size)