



ARTWORK GUIDE & TEMPLATES

COVERED NOTE PADS



covered note pads

Covered note pads give extra advertising space to a normal note pad as well as protecting the inside of the pad.

Our covered note pads are available in 5 sizes, A4, A5, DL, A6 and A7. The cover is printed onto 300gsm board with an option for printing onto the inside of the front cover. For an added finish choose from gloss or matt lamination.

Choose from 3 paper weights and select from a choice of sheet configurations from 15 up to 100 sheets.

Optional extras include drill holes, printing to both sides of the sheets and a range of card backboard options.

This PDF document includes useful information on supplying artwork information together product size templates and popular over lay templates including lines and graphs.

Remember we are only a phone call or email address 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.

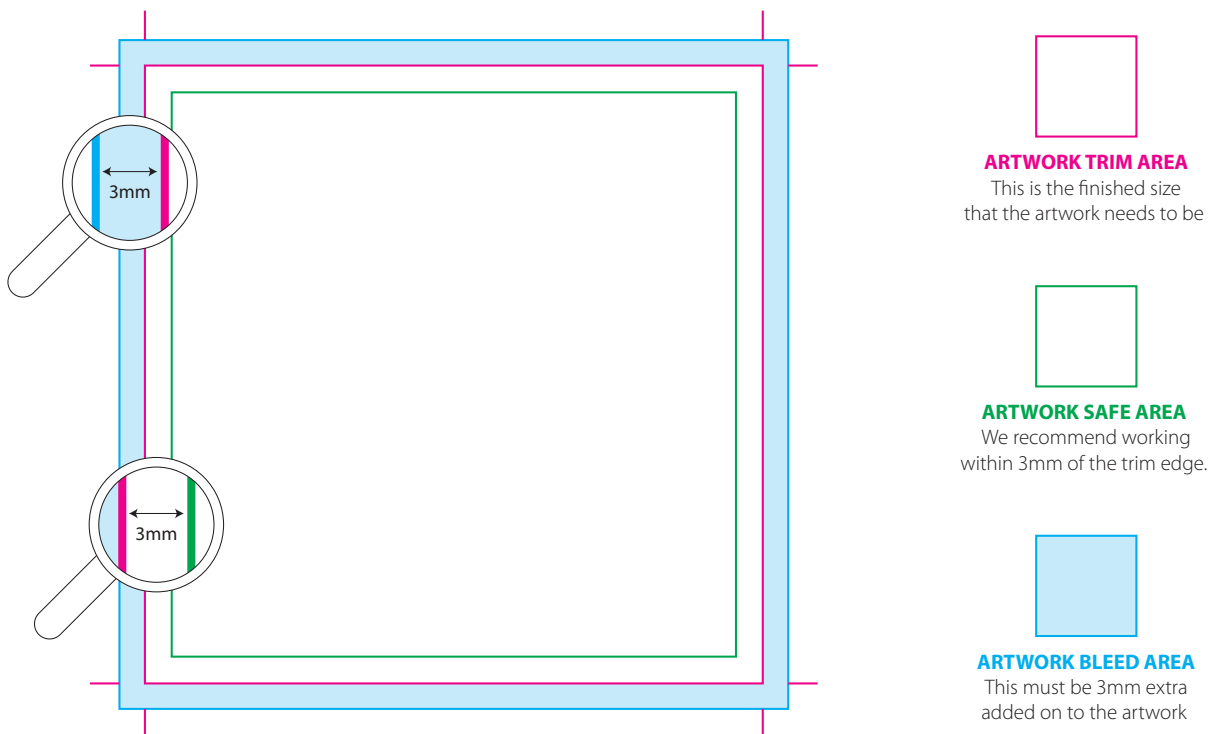
Printing presses do not print right to the edge of the sheet so to achieve full bleed we print on oversized sheets and then cut back down to the original size.

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.

cover guidance

How are covers added to note pads

The cover for a note pad includes an extended length or wrap around section to enable it to be glued to the note pad.

The cover is creased in 2 places to allow the cover to open and close correctly. The cover is then applied with glue to the wrap around section and glued to the backboard of the pad.

We do not recommend printing important text or graphics where the crease lines are located.

Crease position and number of sheets per pad

Please add 40mm to the finished height of the cover to allow for the wrap around section of the cover.

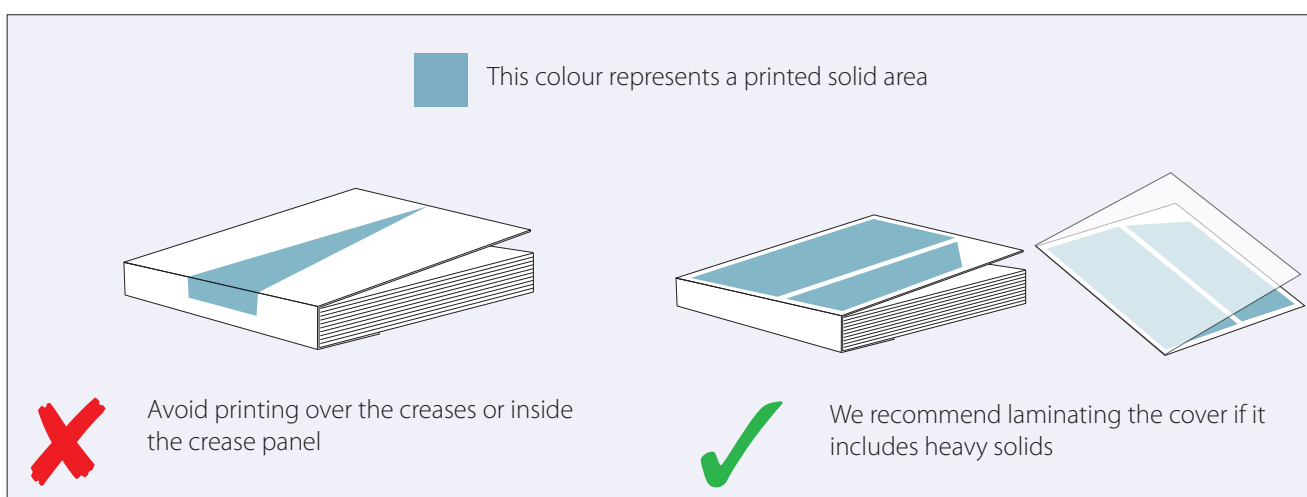
For example on an A4 note pad, the finished size of the cover should be 337 x 210mm (40mm added to the height) + 3mm bleed if required.

The depth of the crease will depend upon the number of sheets selected and the weight of the paper chosen.

Our guide below shows the crease position based on 80gsm paper for 15, 25, 50, 75 and 100 sheet options.

number of sheets in the pad	crease size required
15	2.5mm
25	3mm
50	6mm
75	9mm
100	12mm

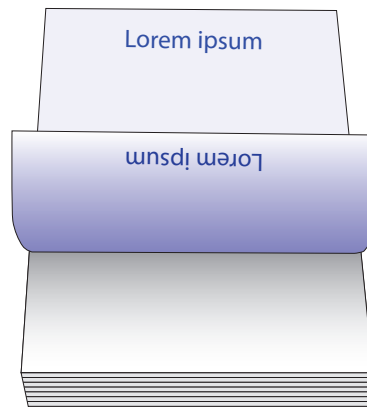
Please ensure you supply the cover artwork with sufficient wrap around. Do not set the cover artwork to the finished size of the note pad as this will be rejected.



Printing on the inside front cover

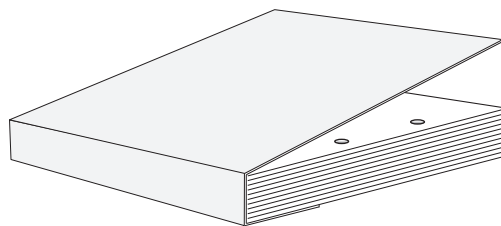
If printing on the inside front cover please either supply this as a two page PDF with page two being the artwork for the inside front cover.

Artwork for the inside cover needs to be set to the opposite orientation of the front cover when ordering portrait covered pads otherwise the artwork will read upside down as shown in the example below



Hole drilling

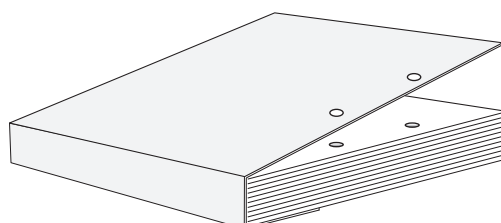
If you have selected hole drilling as an option the default selection is to have the note pad drilled only. The cover of the note pad will not be drilled as shown below:



default drill position (cover not drilled) - covered note pad

Drilling through the cover

If you would like the cover of the note pad drilled please contact us when you have placed your order and we can amend the order for you.



drill holes through cover - available on request

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.
- ✓ 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.

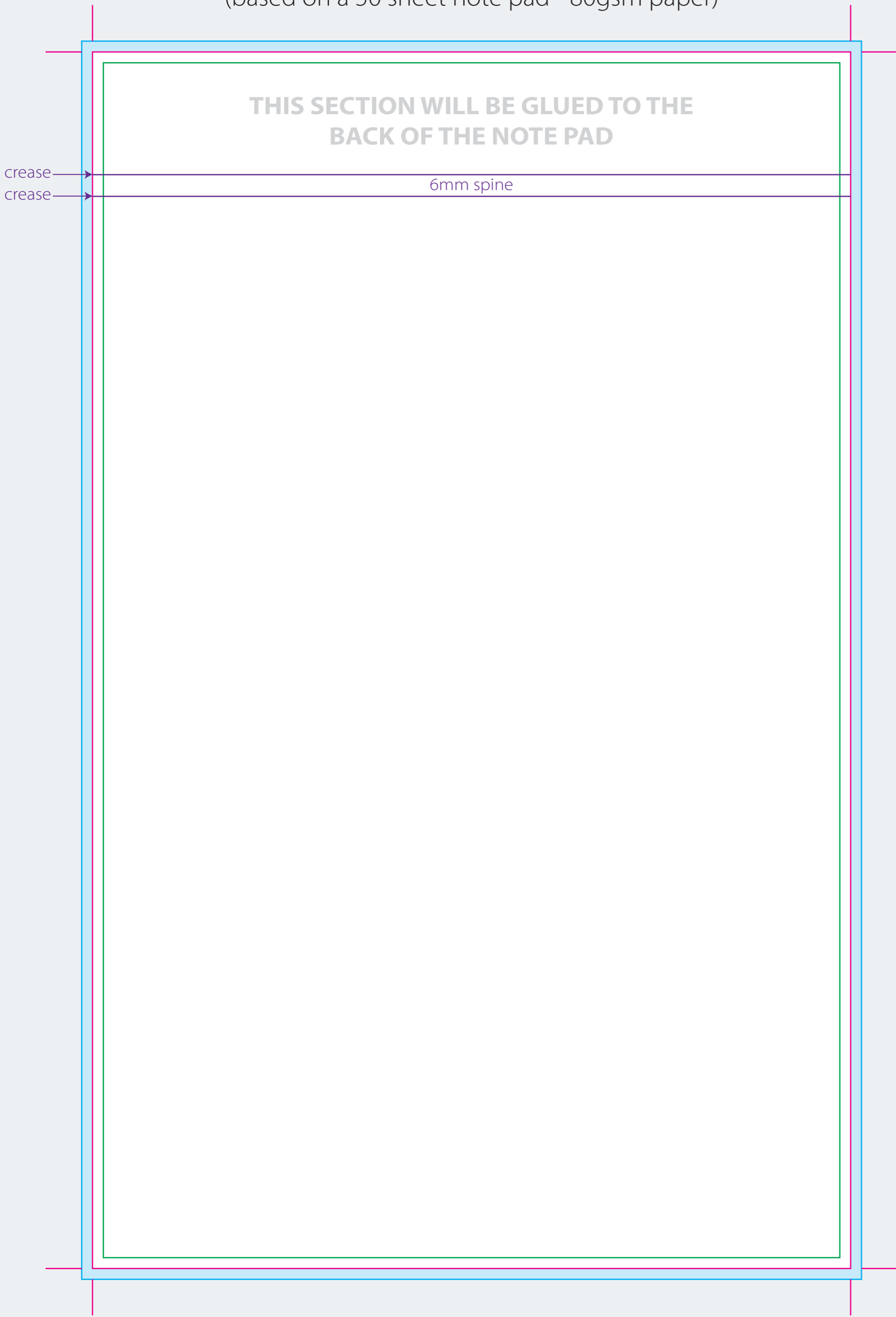


0845 367 4467



sales@tradepads.com

A4 (210 x 297mm) Cover Template
(based on a 50 sheet note pad - 80gsm paper)

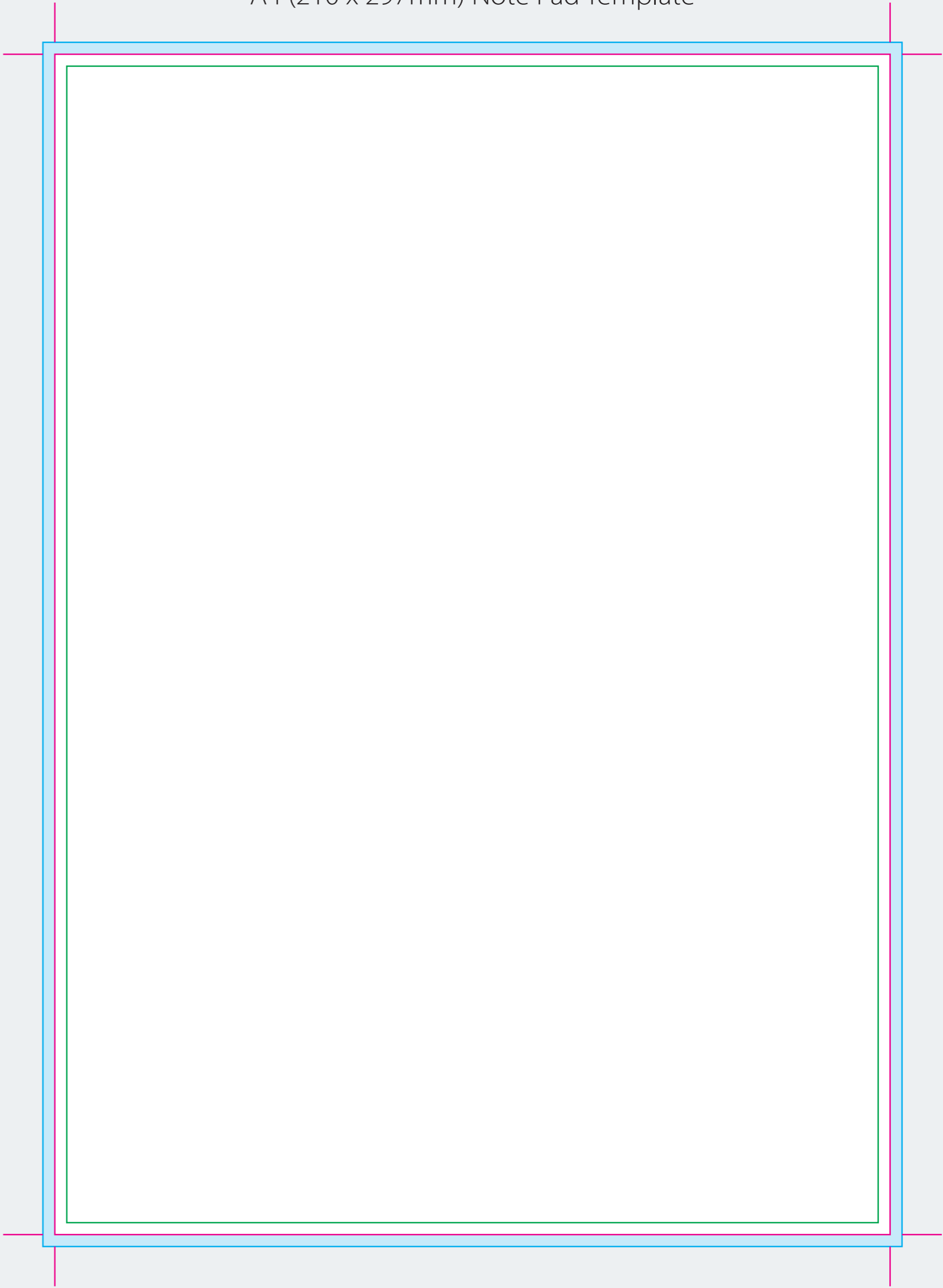


Bleed area
216 x 343mm

Finished 'trimmed' size
210 x 337mm

Artwork safe area
204 x 331mm

A4 (210 x 297mm) Note Pad Template



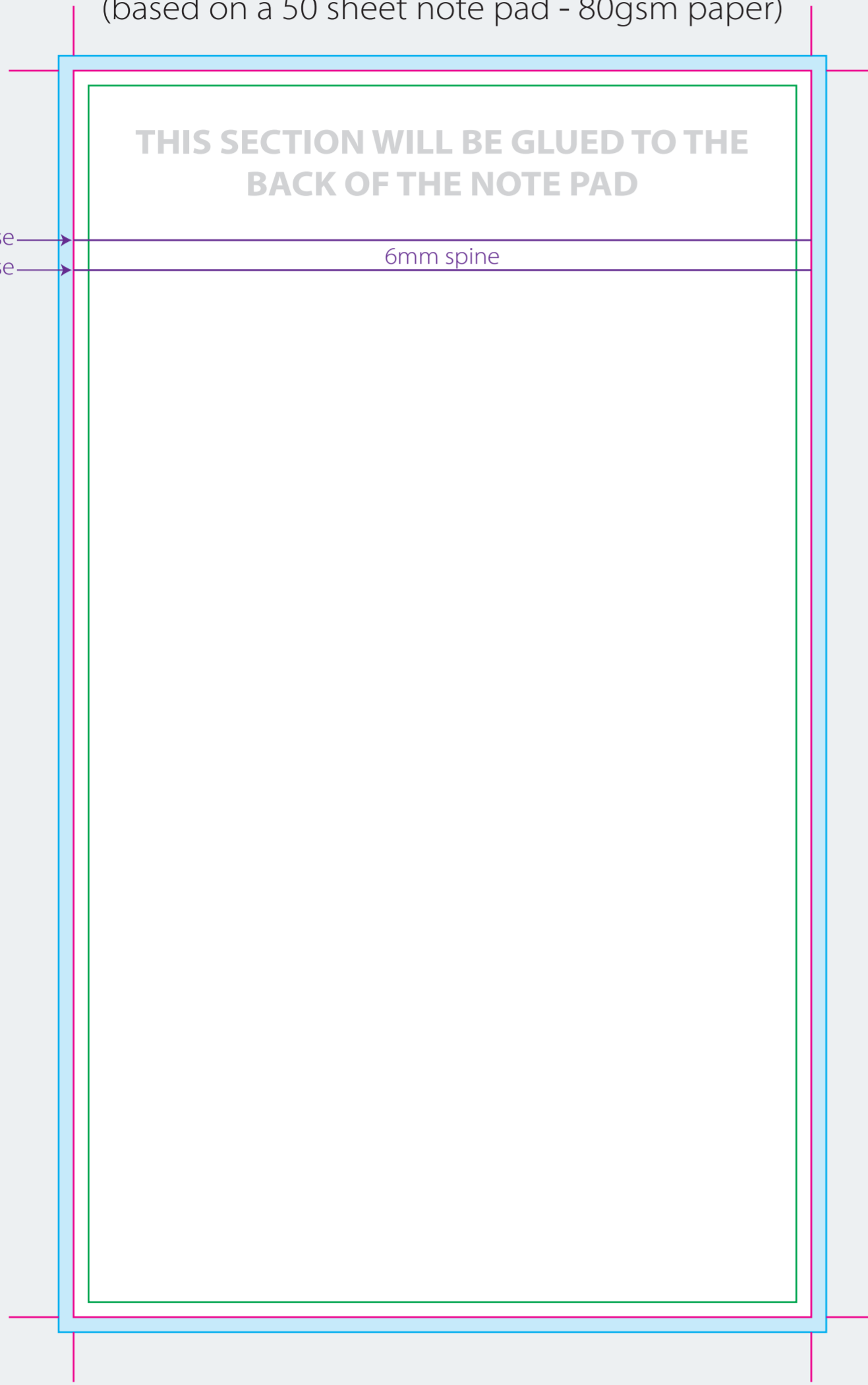
Bleed area
216 x 303mm

Finished 'trimmed' size
210 x 297mm

Artwork safe area
204 x 291mm

A5 (148 x 210mm) Note Pad and Cover Template

A5 (148 x 210mm) Cover Template (based on a 50 sheet note pad - 80gsm paper)



**THIS SECTION WILL BE GLUED TO THE
BACK OF THE NOTE PAD**

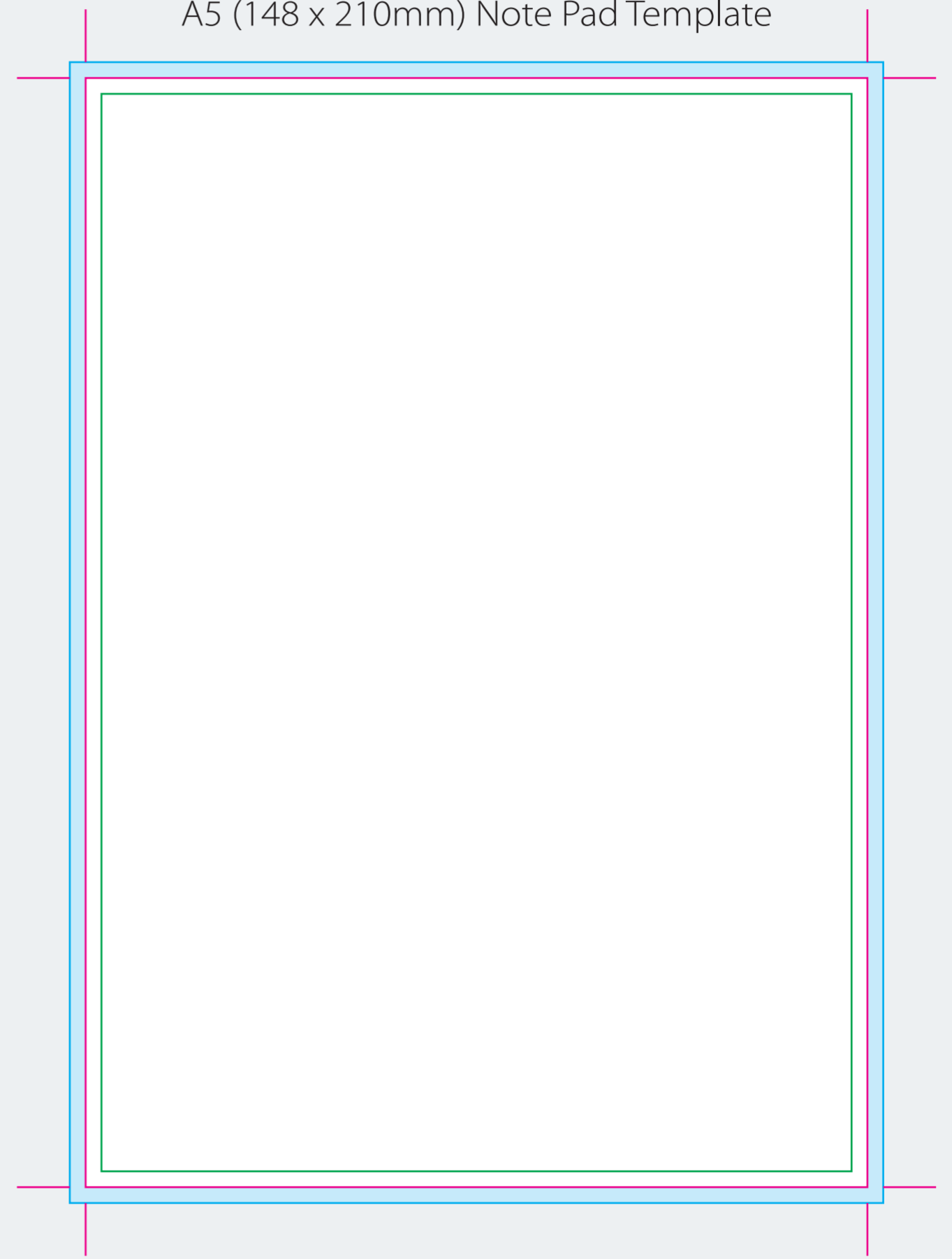
6mm spine

Bleed area
154 x 256mm

Finished 'trimmed' size
148 x 250mm

Artwork safe area
142 x 244mm

A5 (148 x 210mm) Note Pad Template



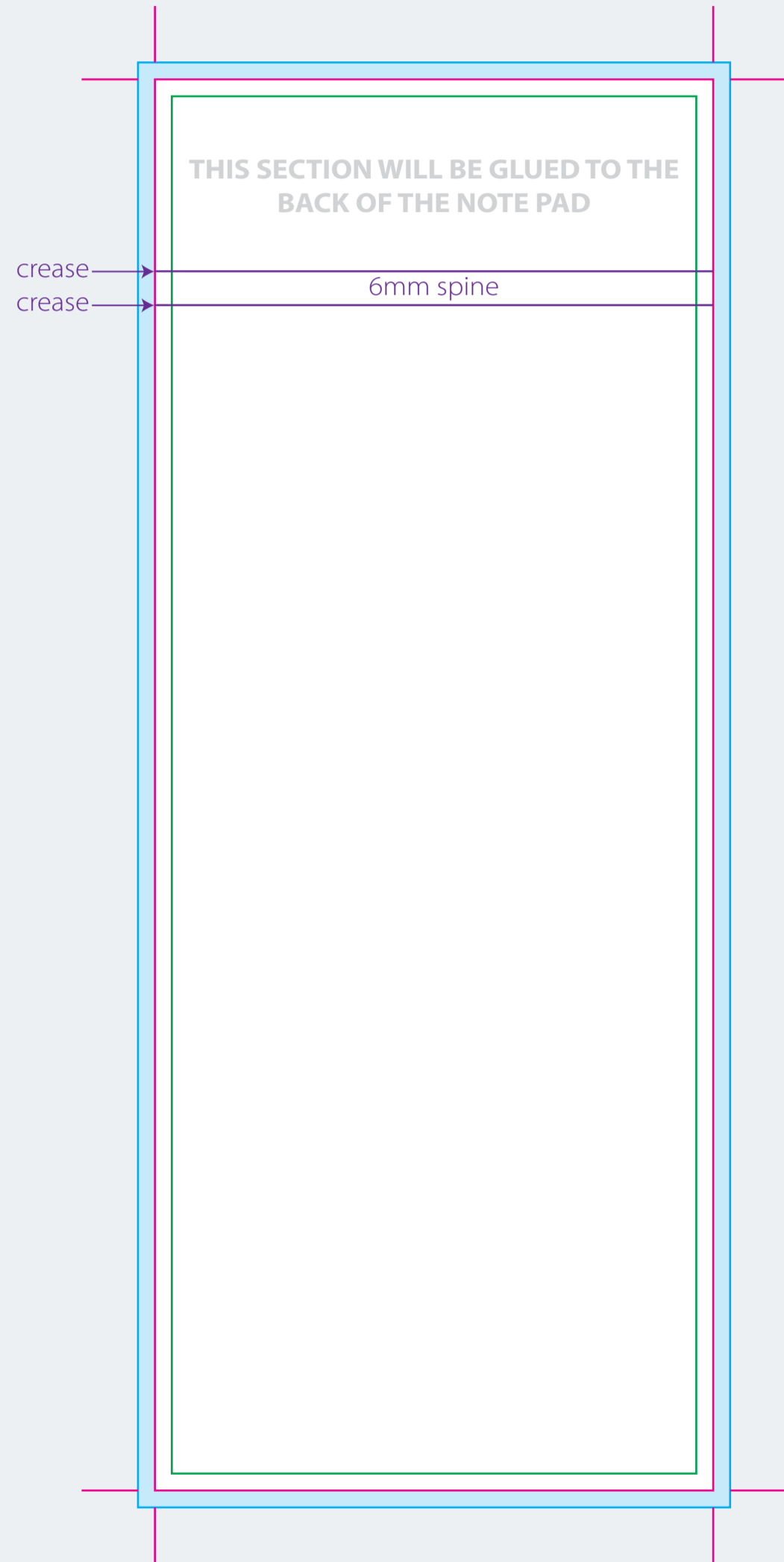
Bleed area
154 x 216mm

Finished 'trimmed' size
148 x 210mm

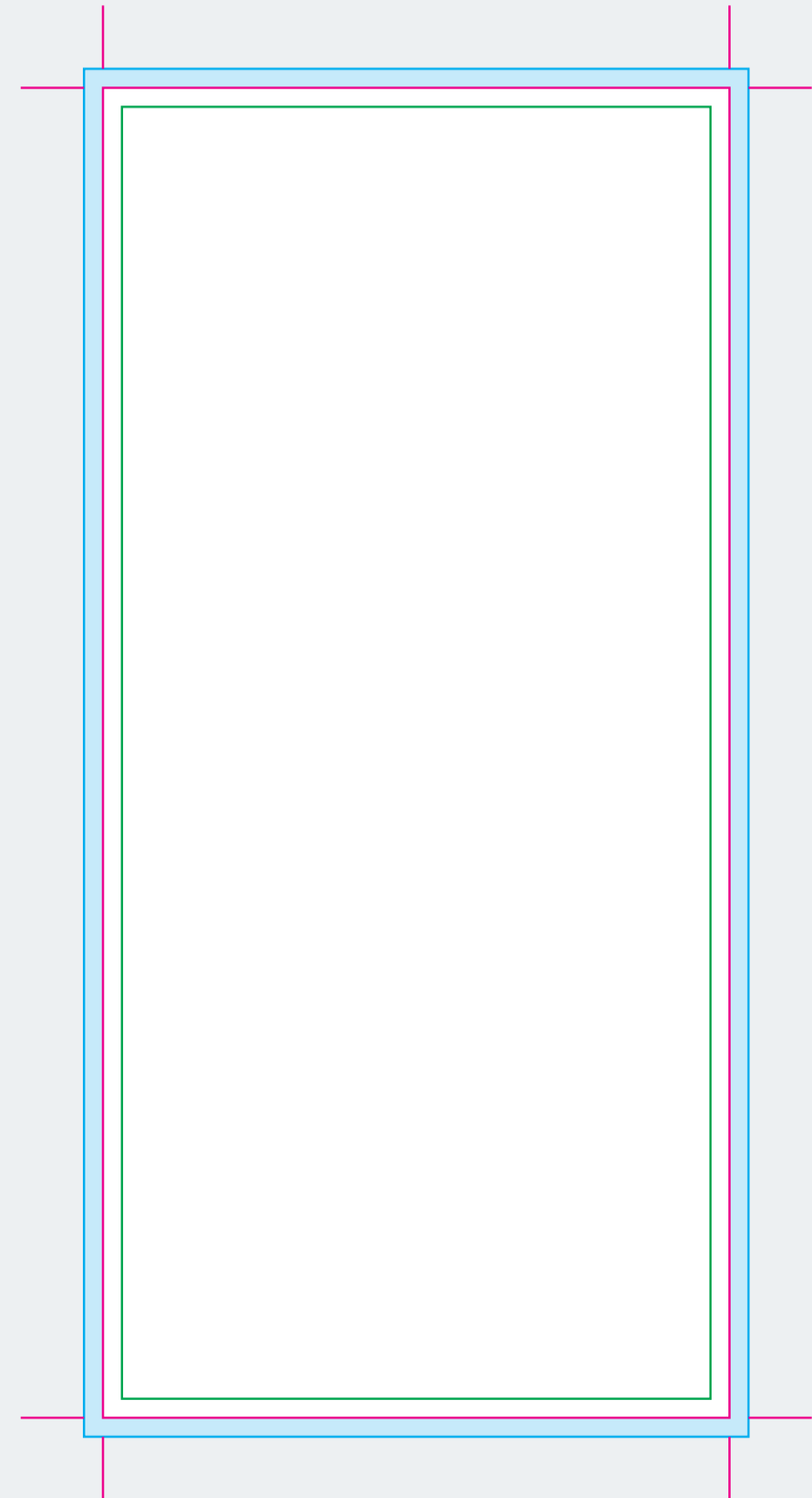
Artwork safe area
142 x 204mm

DL (99 x 210mm) Note Pad and Cover Template

DL (99 x 210mm) Cover Template (based on a 50 sheet note pad - 80gsm paper)



DL (99 x 210mm) Note Pad Template



Bleed area
105 x 256mm

Finished 'trimmed' size
99 x 250mm

Artwork safe area
93 x 244mm

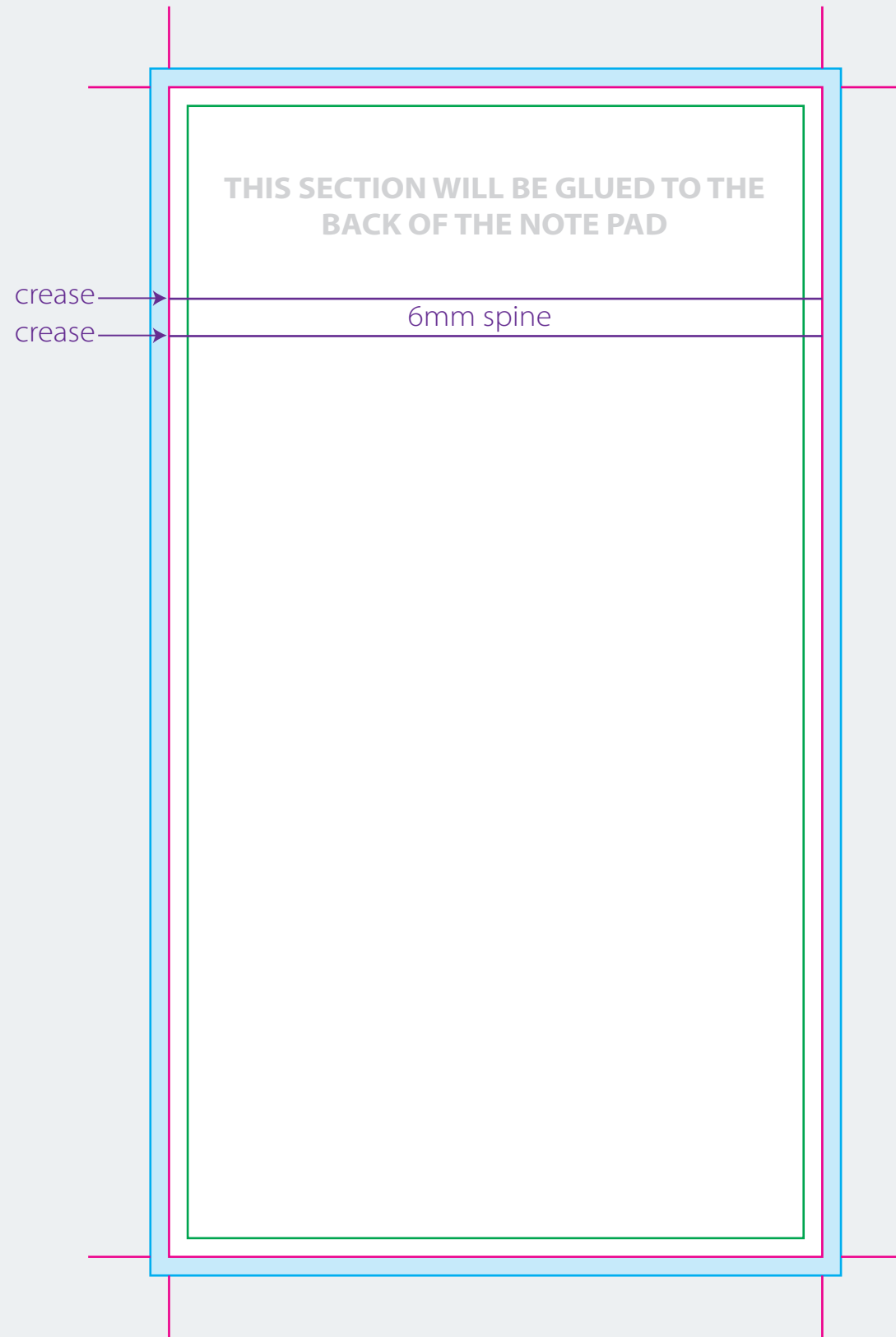
Bleed area
105 x 216mm

Finished 'trimmed' size
99 x 210mm

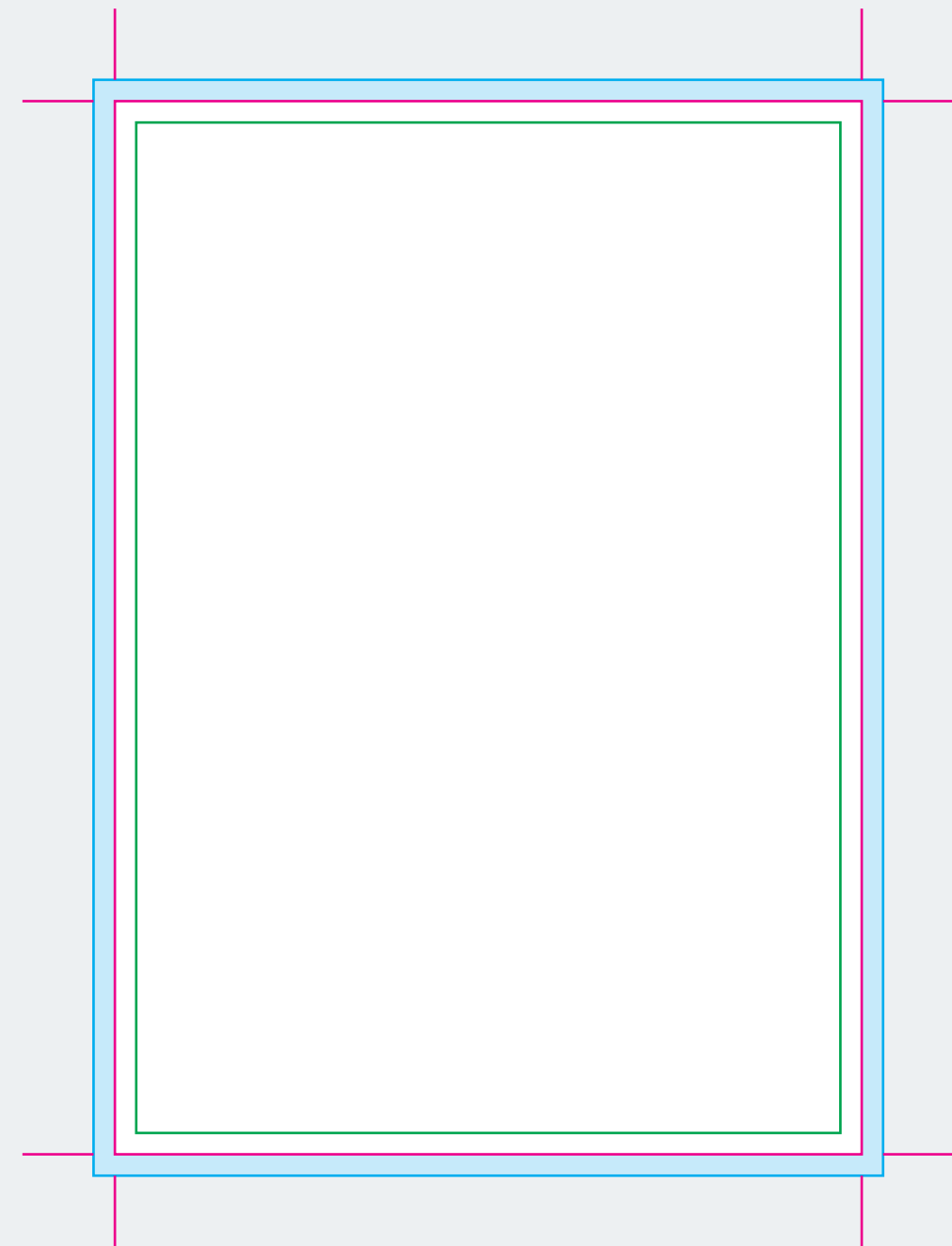
Artwork safe area
93 x 204mm

A6 (105 x 148mm) Note Pad and Cover Template

A6 (105 x 148mm) Cover Template (based on a 50 sheet note pad - 80gsm paper)



A6 (105 x 148mm) Note Pad Template



Bleed area
111 x 194mm

Finished 'trimmed' size
105 x 188mm

Artwork safe area
99 x 182mm

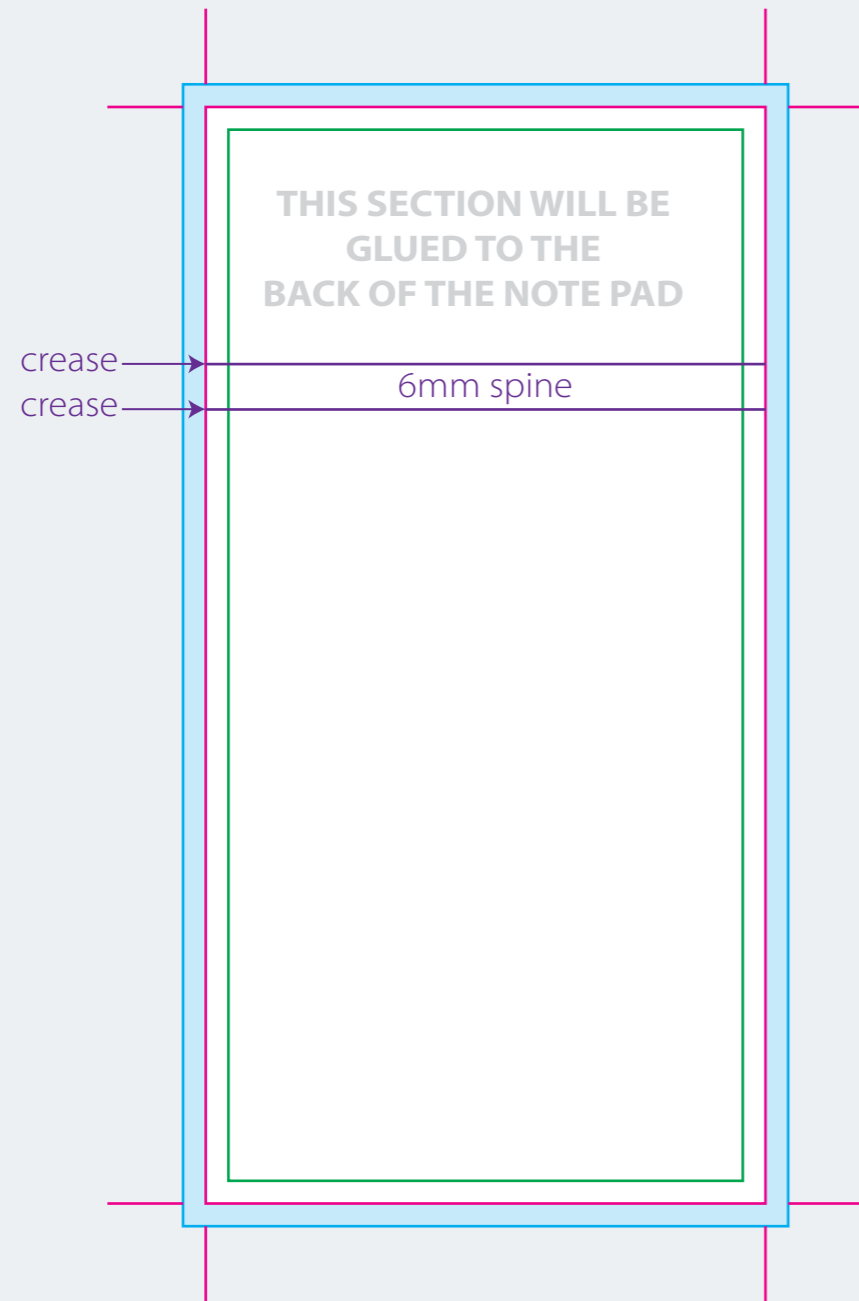
Bleed area
111 x 154mm

Finished 'trimmed' size
105 x 148mm

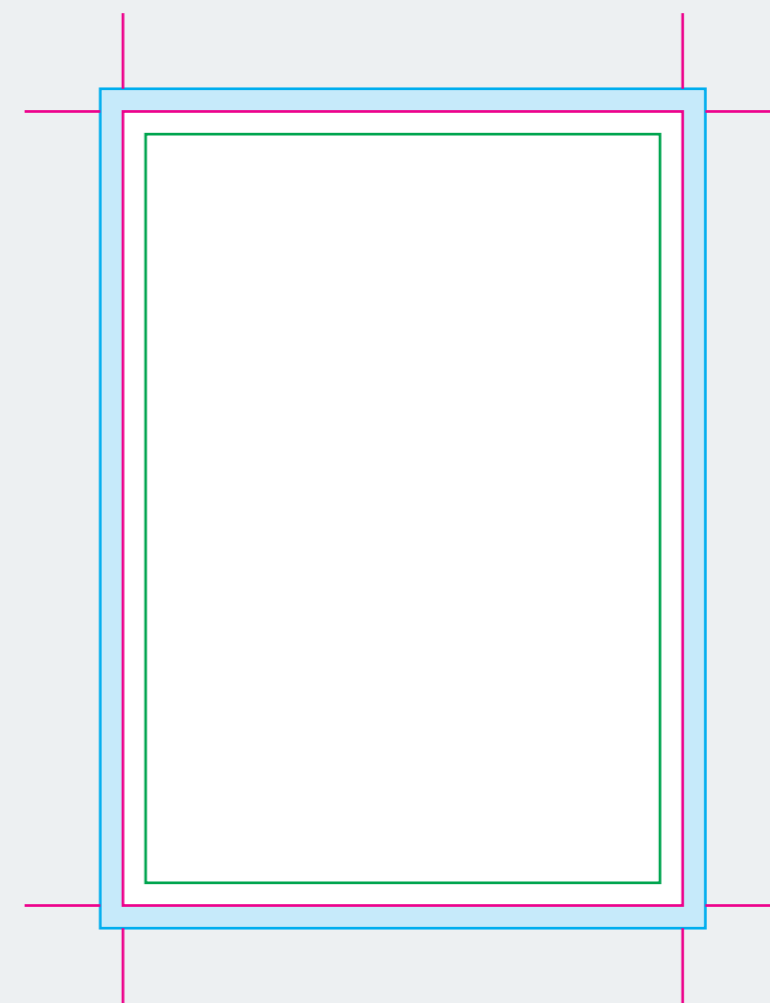
Artwork safe area
99 x 142mm

A7 (74 x 105mm) Note Pad and Cover Template

A7 (74 x 105mm) Cover Template (based on a 50 sheet note pad - 80gsm paper)



A7 (74 x 105mm) Note Pad Template



Bleed area

80 x 151mm

Finished 'trimmed' size

74 x 145mm

Artwork safe area

68 x 139mm

Bleed area

80 x 111mm

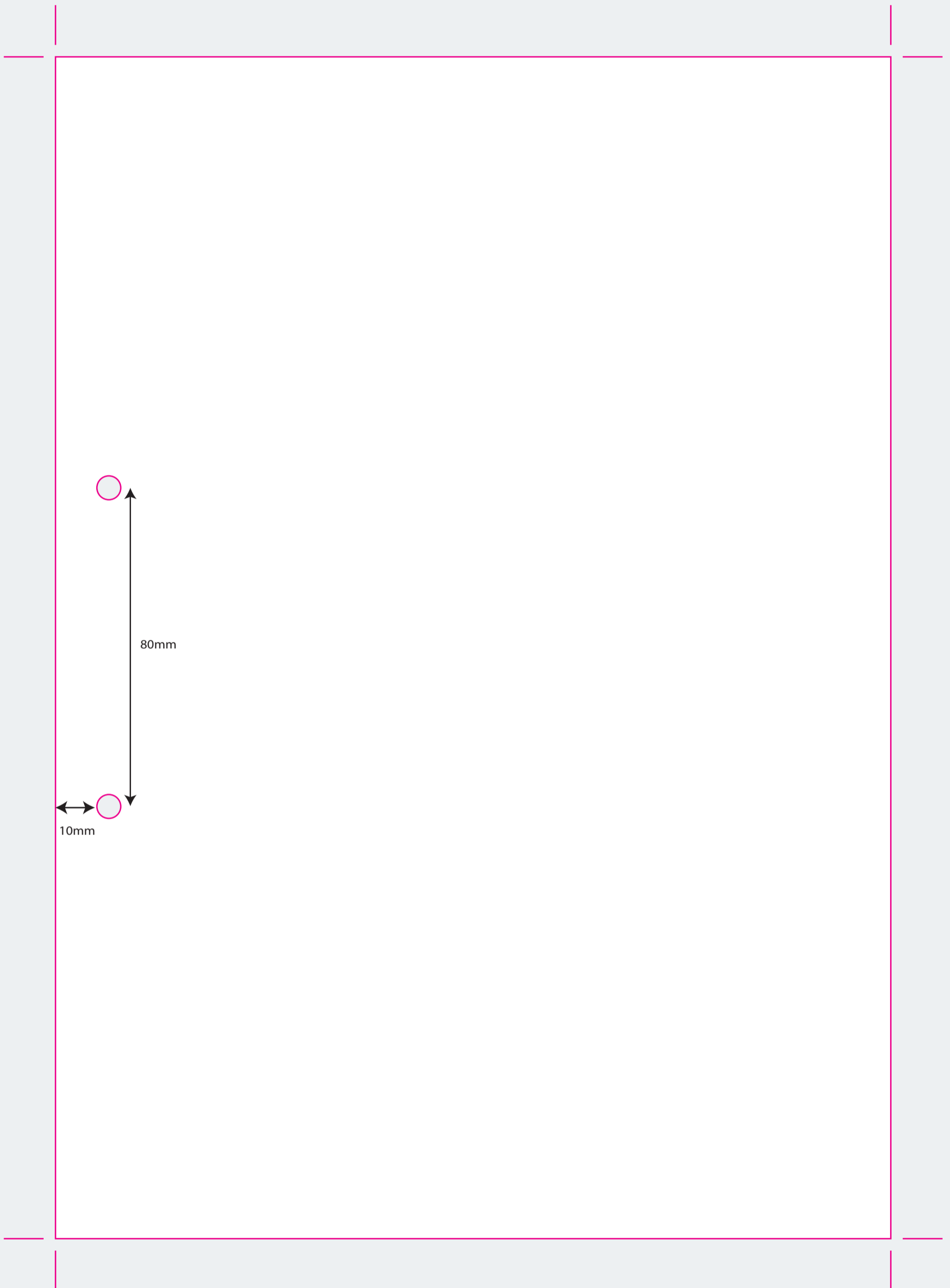
Finished 'trimmed' size

74 x 105mm

Artwork safe area

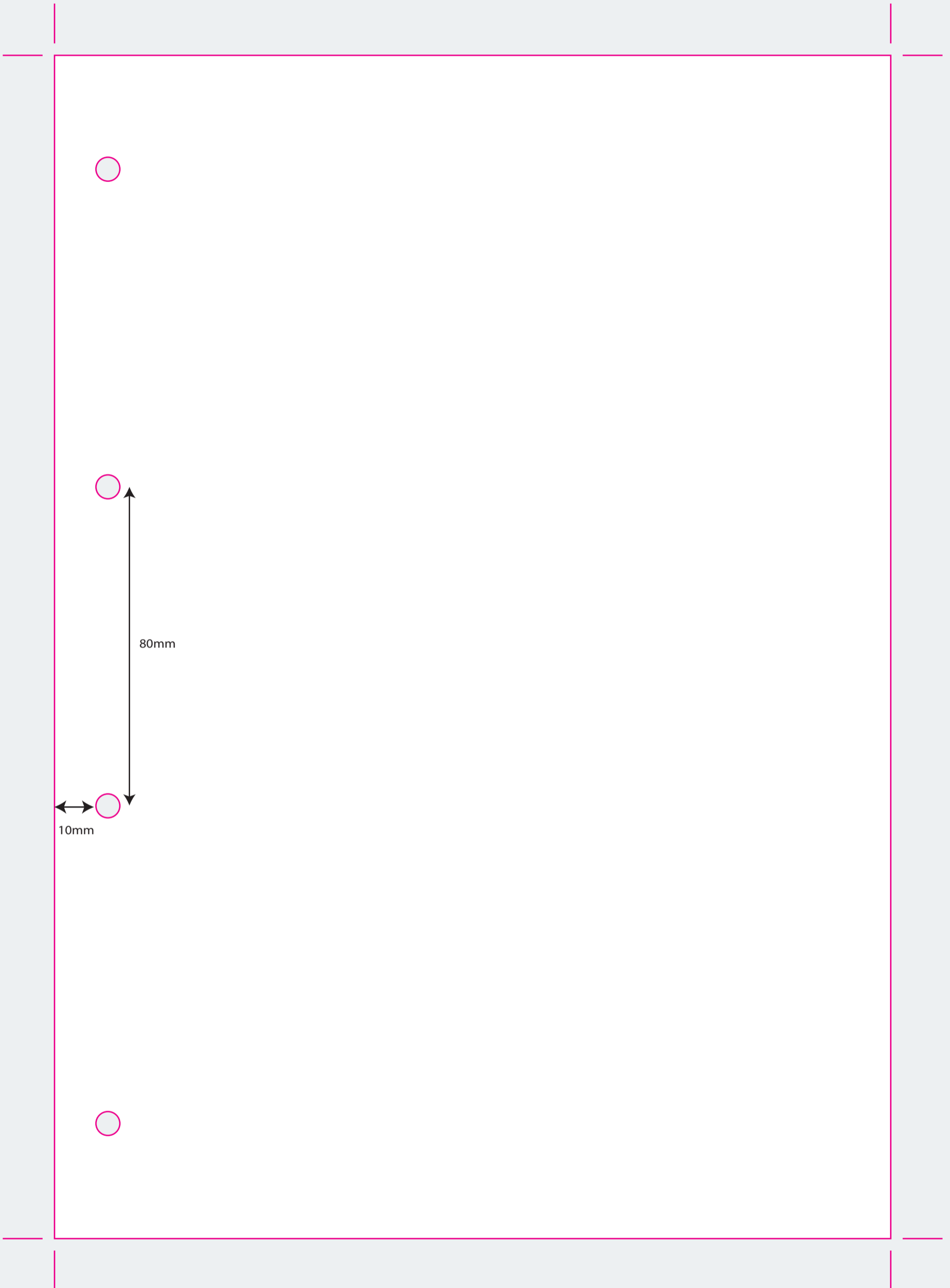
68 x 99mm

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



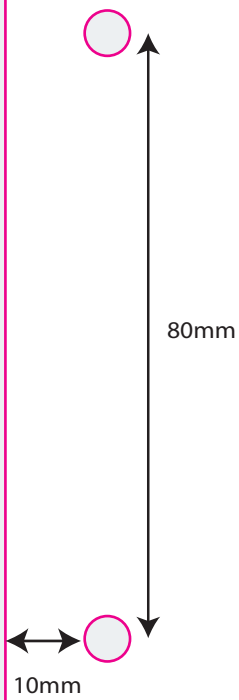
6mm Drill hole size (actual size)

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)

A4 (210 x 297mm) Lined Template



Bleed area

216 x 303mm

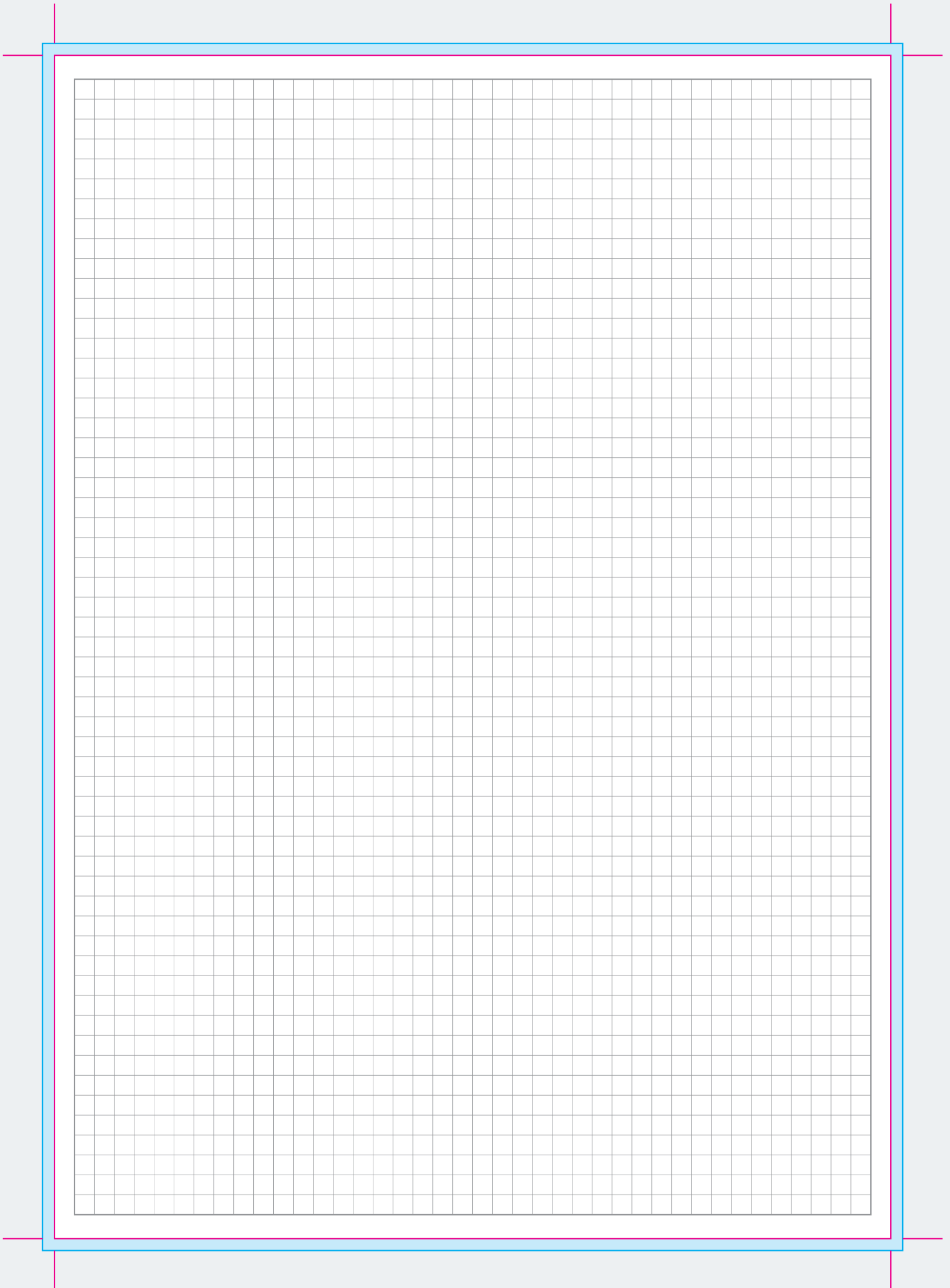
Finished 'trimmed' size

210 x 297mm

Artwork safe area

204 x 291mm

A4 (210 x 297mm) 5mm Grid Graph Template



Bleed area

216 x 303mm

Finished 'trimmed' size

210 x 297mm

Artwork safe area

204 x 291mm

A5 (148 x 210mm) Lined Template



Bleed area

154 x 216mm

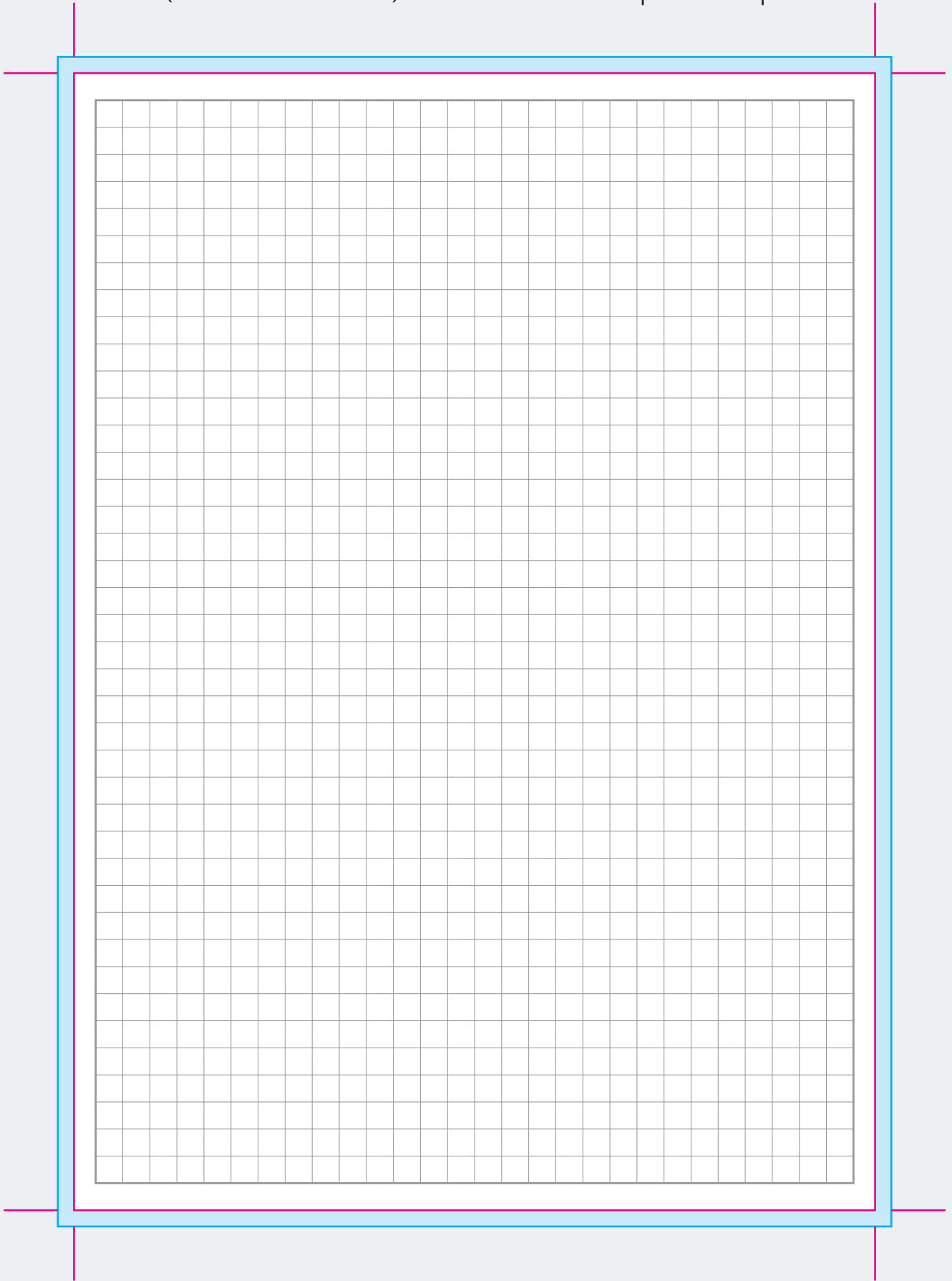
Finished 'trimmed' size

148 x 210mm

Artwork safe area

142 x 204mm

A5 (148 x 210mm) 5mm Grid Graph Template



Bleed area

154 x 216mm

Finished 'trimmed' size

148 x 210mm

Artwork safe area

142 x 204mm