

How to layout your document

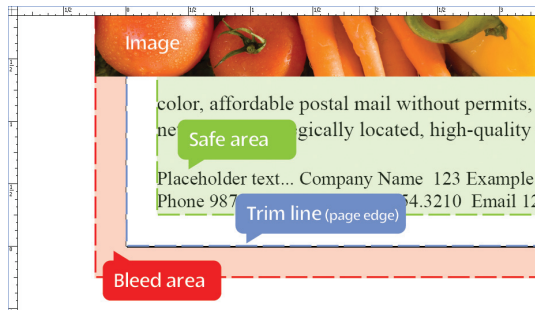
You can create a document for use with Every Day Direct Mail / Retail (EDDM) using any program that saves a document as a PDF file* (PDF files only) including these and other popular programs: Corel Draw, Excel, Google Docs, InDesign, iWork Pages, PageMaker, PowerPoint, Publisher, QuarkXPress, Quicken, Word, WordPerfect. (*Adobe Portable Document Format, version 5 or higher.)

Make your document 1/2 inch wider and higher than its finished size

Making your layout 1/2 inch larger than its finished size allows for a 1/4 inch edge that is trimmed off the edge of the page after it is printed — a “bleed” area. A bleed lets you to extend images and colors off the edge of the paper for a more professional appearance. Click2Mail’s EDDM system only accepts PDF files and files that are sized to the finished size PLUS the bleed area.

Leave space for the official USPS mailing information on the back of the mailpiece

The only other layout restriction is that you leave a blank area 4.25 inches wide and 2.25 inches high at the bottom, right of the second page for the official United States Postal Service information we automatically print in that area. Text or images that overlap that area will not be printed.



We recommend positioning text within the safe area .25 inch from the edge of the trim line.

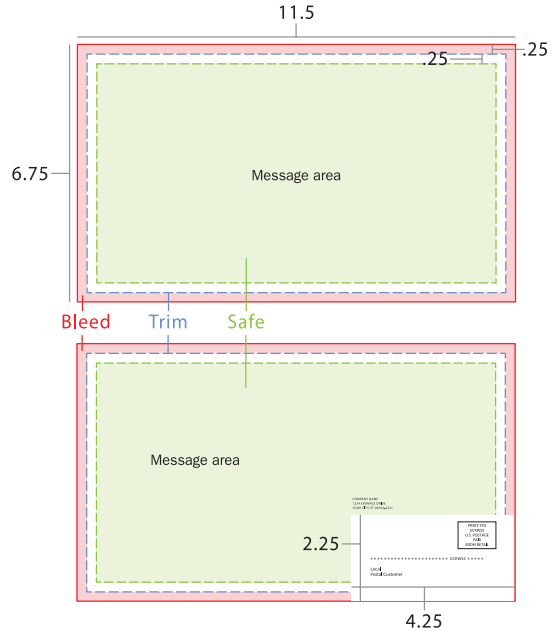
Maximum file size: 5MB

Recommended resolution: 300 Dots Per Inch (DPI)

Minimum resolution: 250 DPI

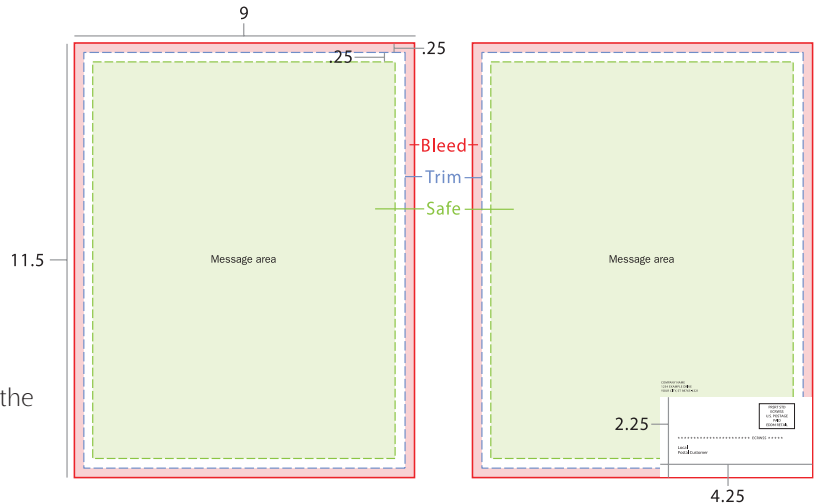
ED61 6.25 x 11 inch mailer

For the finished size of 6.25 x 11 inches, make your page size 6.75 inches high and 11.5 inches wide



ED81 8.5 x 11 inch mailer

For the finished size of 8.5 x 11 inches, make your page size 9 inches wide and 11.5 inches high



Questions?

Speak to a Click2Mail.com mailing expert
9AM–8PM, Mon–Fri ET at 1-866-665-2787 or E-mail
support@click2mail.com