

# Use Description

Thank you for using the COLLO-FULL automated collotype ordering system.

In this section, we describe the points related to the submission of documents so that you can enjoy COLLO-FULL to the fullest. Please read them carefully before proceeding to the production page.



## Product Overview

### Business card size

Finished size: 91mm x 55mm

[option]

- Paper Orientation: Vertical / Horizontal
- Paper type: Mitsumata-Torinoko / PHO
- Number of copies: 100 copies / 200 copies
- Single-sided / Double-sided
- Bleed / White Margin

\*1. For printing of double-sided works with differing orientations on either sides, please prepare the data and orientation for each side before submitting and upload to the system.

\*2. For the trimming of Full Bleed prints, an additional 3mm of image is required. Please refer to page 2 "About Full Bleed Printing".

\*3. For the trimming of prints with a white margin or border, the business card size includes 3mm margin/border.

### Postcard size

Finished size: 148mm x 100mm

[option]

- Paper Orientation: Vertical / Horizontal
- Paper type: Mitsumata-Torinoko / PHO
- Number of copies: 100 copies / 200 copies
- Single-sided
- Bleed / White Margin

\*1. For the trimming of Full Bleed prints, an additional 3mm of image is required. Please refer to page

\*2. For trimming of prints with a white margin or border, the postcard size includes 5mm margin/border.

### 8x10inch

Finished size: 254mm x 203mm

[option]

- Paper Orientation: Vertical / Horizontal
- Paper type: Mitsumata-Torinoko / Kozo / PHO / Torinoko White
- Number of copies: 10 copies / 20 copies
- Single-sided
- White Margin

\*1. 8x10inch prints have a 10mm white margin

# Use Description

## Production Tips

### About image file format

- Please prepare JPG / PNG / GIF files\*<sup>1</sup>
- Please refer to the minimum size required for the image\*<sup>2</sup>
  - Business card size: 91x55mm / 350dpi
  - Postcard size: 148x100mm / 350dpi
  - 8x10inch: 254x203mm / 350dpi
- Images larger than 20MB cannot be registered
- If the original image is submitted in colour, it will be automatically generated into a grayscale image when uploaded. Please edit your colour image data to grayscale before submitting.

\*<sup>1</sup> TIF, PDF, PSD and other image formats are not supported

\*<sup>2</sup> This is the size required when printing a single image that fills the entire screen. If you want to place multiple images, please edit each image to the desired print size 000x000mm / 350dpi and upload it!

### About Full Bleed Printing

In printing "Bleed" refers to an added 3mm extension of the image beyond the trim line of where the paper will be cut. This results in a finished print where the image covers the entire sheet of paper no white margin/border.



1) I got an idea!  
I want to make a card with the image printed all the way to the edge of the paper!



2) To select Full Bleed printing option, click on the "Trim Line" option on the production screen. The Trim line will be outlined in a red border. Upload the image and place the image so that it fills the red border.



3) The print will be cut on the trim line to the finished product size along the cut marks, leaving a beautiful print with no white margin/borders.

### Required Image Data for Full Bleed prints\*<sup>1</sup>:

- Business card size: 97x61mm / 350dpi
- Postcard size: 154x106mm / 350dpi

\*<sup>1</sup> Full Bleed printing is currently not available for product sizes of 8x10 inches.

# Use Description

## STEP 1 Preparing the image

Prepare the images with an image of the finished product in mind.

Use editing software (Photoshop, Illustrator, etc.) to create not only the images, but also any text files needed for the business cards and greeting words for the postcards, and save them in the following file formats.

- File format: JPG, PNG, GIF
- File size: 350dpi for print size (less than 20MB)
- Colour: Grayscale

The finished size is as follows (long side x short side)

- Business card size: 91 x 55 mm
- Postcard size: 148 x 100 mm
- 8x10inch: 254 x 203 mm

## STEP 2 Using the Website

Go to the COLLO-FULL website on your computer and select the product you want...



## STEP 3 Specifications and Pricing

On the left side of the production screen, under "Specifications and Pricing," (please check this is same name used throughout website select the specifications for your production.

- Paper orientation
  - Paper type
  - Number of copies
  - Single-sided / Double-sided
  - Bleed / White Margin
- \*The price will vary depending on the combination of your choices. For details, please refer to the product price list from "Product Price and Shipping cost." - Please check this is the same name used throughout website.

## STEP 4 Submit your Image

1) Click "Upload/add Images" at the bottom of the "Submit your Image" section of the production screen.

Click or drop the file. Upload the image from your desktop.

When the image is uploaded, click on the file name.

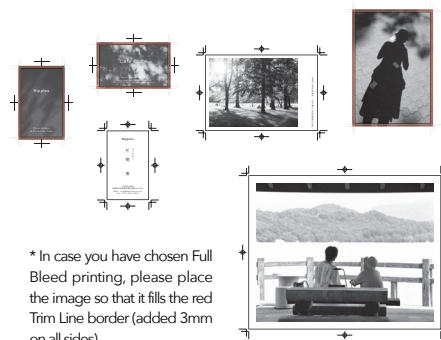
Click on the "x" or on the image to open the edit window



Placing an image...

2) Image placement

Use the icons displayed at the corners of the image to edit the image, such as zooming in and out, and to place various images.



\* In case you have chosen Full Bleed printing, please place the image so that it fills the red Trim Line border (added 3mm on all sides).

## STEP 5 Proceed to Order Form

Check the completed data and your order.

\* Please check again on this screen to make sure that you have selected the specifications you want.

## STEP 6 Confirm order

- 1) Registration of Customer Information
- 2) Register your shipping address
- 3) Click "Order"