

Example Layout for 8-up Business Cards

A normal Business Card is 3.5 inches by 2 inches. This example illustrates a means of getting 8 cards on one sheet.

The color lines and marks shown here are defined as follows:

- The **RED** targets are for Registration Marks. Whenever you use more than one color, Registration Marks are required. Your software should provide a “registration” color in it’s palette, if it doesn’t, you may need to get the proper software.
- The **BLUE** lines are Cut Marks, this indicates where the cards will be trimmed out of the full sheet.
- The **GREEN** lines are simply Guide Lines and are not to be printed. They are shown here to fully illustrate where everything is positioned.

The purpose of this example is to illustrate the proper technique for setting up multiple pieces to be printed from a single sheet. You may set your project up however you wish. This is not intended to be the only way to do this, but rather, to show one means of accomplishing the task. This same concept would apply to other pieces (postcards, rack cards, coupons, etc.).

Example Layout for 8-up Business Cards with Bleeds

This layout is set for .5 inch gutters between the card images. We usually look for .125 inch extra image around the card. This results in .25 inch added to the card dimensions. A normal Business Card is 3.5 inches by 2 inches. With a bleed, the image area should be 3.75 inches by 2.25 inches. This extra .125 inch around the card will be trimmed away, leaving the finished 3.5 by 2 inch card.

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- The **BLUE** lines are Cut Marks, this indicates where the cards will be trimmed out of the full sheet.
- The **GREEN** lines are simply Guide Lines and are not to be printed. They are shown here to fully illustrate where everything is positioned.

The purpose of this example is to illustrate the proper technique for setting up multiple pieces to be printed from a single sheet where the image “bleeds” or runs out to the edge of the finished piece. You may set your project up however you wish. This is not intended to be the only way to do this, but rather, to show one means of accomplishing the task. This same concept would apply to other pieces (postcards, rack cards, coupons, etc.).

**Illustration of
Business Card with Bleed**

**Illustration of
Business Card with Bleed
trimmed away**