

- Shows the trim at 8" x 9"
(job will be cut at this size)
- 1/8" Bleed
(background color, photos, or anything that touches the edge of the page to extend 1/8" past trim)
- 1/8" Safe area
(any type or color/photos that don't bleed must be 1/8" within trim)
- Fold line

How to: Create a zip file in Adobe InDesign:

1. Open your INDD file in InDesign.
2. Resolve any errors concerning missing links or fonts.
3. Go to File: Package.
4. Click the Package button at the bottom of the Summary window (this window was called the preflight window in older versions).
5. Click continue on the "Printing Instructions" window (most people ignore these instructions).
6. Browse to where you'd like to create the package folder (desktop would be fine) and enter the name of the folder.
7. Make sure that the "Copy Fonts," "Copy Linked Graphics," "Update Graphic Links in Package," and "Include Fonts and Links from Hidden..." are all checked. Other boxes should be unchecked.
8. Click the Package button.
9. Find the new folder that InDesign created and verify that it contains copies of all required files.
10. Right-click the folder and choose "Compress" (Mac) or "Send to ZIP" (Windows, might be something different but similar depending on what software you have installed). This will zip it up.

Back Cover = 4"

page 6 = 4"

My artwork is complete.
How do I upload files?

You can easily upload your rack card artwork at: <http://wettransfer.com>

Add your files

Email To: **tourism@mossbergco.com**

Your Email

Company Name and Contact Information

Transfer

Please direct your files to tourism@mossbergco.com.

page 7 = 4"

FOSTER

PRINTING at Mossberg & Company

4" x 9" Four Panel Accordion Guide



Four panel accordion folds have a flat size of 16" x 9"; when folded the panels create a finished size of 4" x 9".

4"	4"	4"	4"
8	6	7	1
Back			Cover

4"	4"	4"	4"
2	3	4	5

16"

Front Cover = 4"

70# Gloss Text

4" x 9" Four Panel Double Parallel



Four panel double parallel folds have a flat size of 16" x 9"; when folded the panels create a finished size of 4" x 9".

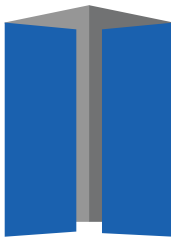
4"	4"	4"	4"
6	7	8	1
		Back	Cover

4"	4"	4"	4"
2	3	4	5

16"

page 2 = 4"

4" x 9" Four Panel Closed Gate



Four panel closed gate folds have a flat size of 15.875" x 9". Panels 1, 4, 5 and 8 should be equal. Panels 2, 3, 6 and 7 should be 1/16" shorter.

Please note: There is an additional charge for this layout.

3.9375"	4"	4"	3.9375"
7	8	1	2
	Back	Cover	

3.9375"	4"	4"	3.9375"
3	4	5	6

15.875"

page 3 = 4"

4" x 9" Four Panel Roll Fold



Four panel roll folds have a flat size of 15.75" x 9". Panels 1, 2, 3 and 8 should be equal. Panels 4 and 7 should be 3/32" smaller. Panels 5 and 6 should be 5/32" smaller than the cover panel.

3.8438"	3.9063"	4"	4"
6	7	8	1
		Back	Cover

4"	4"	3.9063"	3.8438"
2	3	4	5

15.75"

page 4 = 4"

Glossary

Coated stock
Any paper that has a mineral coating applied after the paper is made, giving the paper a smoother finish. Gloss coated stock is used on all tourism projects.

Collate
To gather sheets or printed signatures together in their correct order.

Color gamut
The entire range of hues possible to reproduce on a specific system, such as a computer screen, or four-color printing press.

Crop marks
Small printed lines around the edges of a printed piece indicating where it is to be cut out of the sheet. Sometimes referred to as cut marks.

Crossover
An image, rule or line art on one printed page that carries over to an adjacent page of a bound or folded work.

Die Cutting
The process of cutting paper in a shape or design by the use of a wooden die or block in which are positioned steel rules in the shape of the desired pattern.

PMS
The abbreviation of the Pantone Color Matching System.

Scoring
To crease paper with a metal rule for the purpose of making folding easier

page 5 = 4"