

## safe zone

If you have a double-sided card, make and upload two files, one for each side.

Before you start, check your **Color Settings**: for **CMYK**  
Open the Layers Palette. Place your design on the **Design layer**.

Use the layers **safe zone & instructions** and **postal regulations** for reference only and delete them before submitting to Copyland

Keep all text and important image(s) within the **safe zone** to avoid being cut.

**Extend your background all the way to the edge, beyond the trim mark for proper full bleed** - if desired by the design.

If you're designing a mailpiece to be mailed through the US Postal Service, make sure it meets all postal regulations

- make layer **postal regulations** visible for guidelines.

To prepare your file for submitting to Onedaycopy.com:

Delete the layers **safe zone & instructions** and **postal regulations** and leave your **Design layer** and **Art Board layer** only. Do not delete the locked **layer Art Board**; this will ensure your file remains at the full bleed size when uploaded.

Save your file in .PDF, .EPS, .TIF , or .JPG format in CMYK Color mode, with a resolution of 300 DPI.

**Extend your background design all the way to the Art Board's edge, on all four sides**

**The product will be cut on the trim mark (blue line)**

**Place all text and important image(s) inside the safe zone (red line)**