



# Envelope File Setup Guide

To view all of our envelope stock options, please check out our [Envelope Guide](#)!

## The Basics

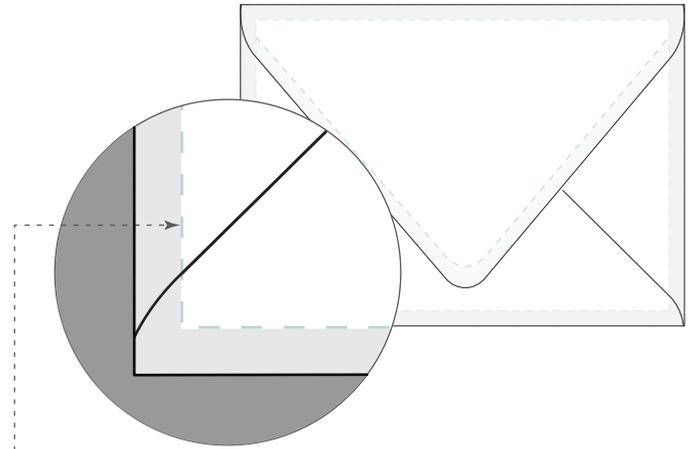
---

### Flap Styles

- Euro Flaps are only available in select sizes and paper stock.

STRAIGHT FLAP

EURO FLAP



**SAFE LINE:** 0.25 inches inside trim line.  
Text and artwork should not extend past this line.

## File Setup

---

### NO BLEED

Envelope files should not have a bleed. This is because envelopes are printed on the finished size and do not need to be cut down.

### TEMPLATES

Click [here](#) to download our envelope templates when setting up files for flap imprinting. These templates reflect the various envelope flap styles.

- Envelope sizes and flap shapes can vary between our paper stocks, we recommend using our envelope templates when setting text up on the envelope flap to ensure text fits the flap properly.

### OUTLINED

Envelope text and artwork must be flattened or outlined to ensure proper printing.

### NON-PRINTABLE AREA

All envelopes have a non-printable area 0.25 inches around the edge of the envelope and 0.25 inches around the edge of the envelope flap.

### GUEST ADDRESSING

Variable guest addresses should be sent as a print-ready multipage PDF with one page per envelope print.

### THIN SCRIPT

We recommend a minimum of a 0.25pt stroke on all fonts with thin serifs for proper printing.

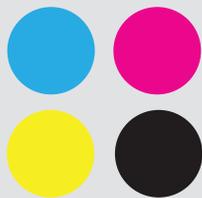


# Envelope File Setup Guide

## CMYK Imprinting

"When printing with CMYK on an envelope, a perfect match between the envelope printers and the presses is impossible.

To ensure the desired color is producible on our envelope printer, we recommend printing a color palette, such as Design By Laney's purchasable palette, as referenced in our "Designing with Production in Mind" article.



**CMYK COLOR SPACE**  
Convert all PMS, spot colors & RGB colors to CMYK

**NOTE:** Colors may vary between different paper stocks (i.e., Ink printed on soft white paper will not appear the same as ink colors printed on a bright white stock)."

## White Ink Envelope Imprinting

Print Ready PDFs setup for white ink Imprinting must be setup in 100% key black.



How your file should look.

What you will get!

