



# Variable File Guide

Variable printing services are reserved for items that require the same basic layout, with differing content in a multipage PDF- i.e., table numbers, place cards, guest addresses, etc. To order a product with variable printing you must submit a print ready, multi-page PDF. Setup services are not available. A flat fee is charged for any product that is printed with a variable file. Each page in a variable file will only be printed once and your order quantity will be determined by the number of pages in your PDF. Every page in the PDF must be the same size and orientation (horizontal or vertical). Variable printed items will not be assembled in the order the file was received. Do not include blank pages in variable files. Blank stock with no printing must be ordered as a separate item.

## How to Create a Multi-Page PDF

- 1 Using Illustrator or InDesign, create multiple artboards in a document.
- 2 Choose File > **Save As (Export for InDesign)**, and select Adobe PDF for **Save As Type**.
- 3 Do one of the following:
  - To save all of the artboards or pages to one PDF, select all.
  - To save a subset of the artboards or pages to one PDF, select Range and type the range of artboards or pages.
- 4 Click Save, and set additional PDF options in the Save Adobe PDF dialog box.
- 5 Click Save PDF.

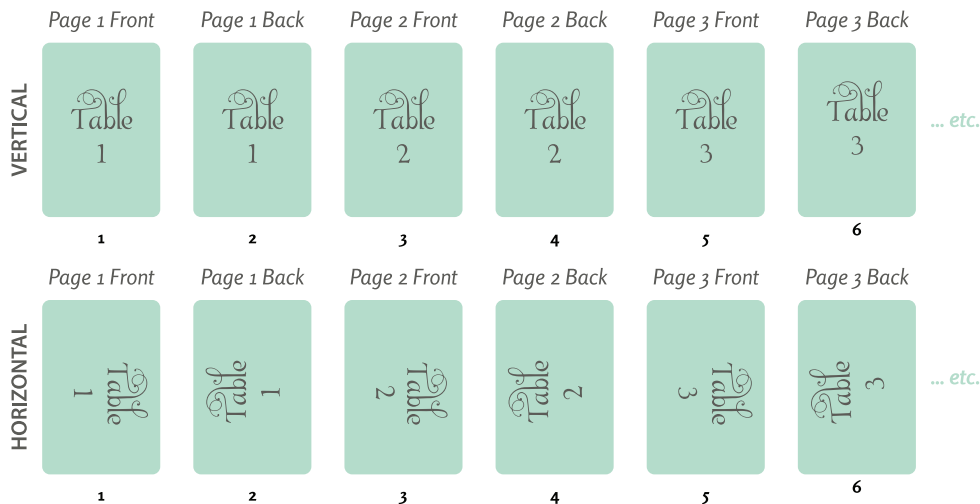
## Flat Cards - 4|0

For any variable file that is printed front only, the file needs to be 1 PDF that contains each page to be printed.



## Flat Cards - 4|4

For any variable file that is printed front and back, the file needs to be 1 PDF that contains the front and back pages setup as follows:

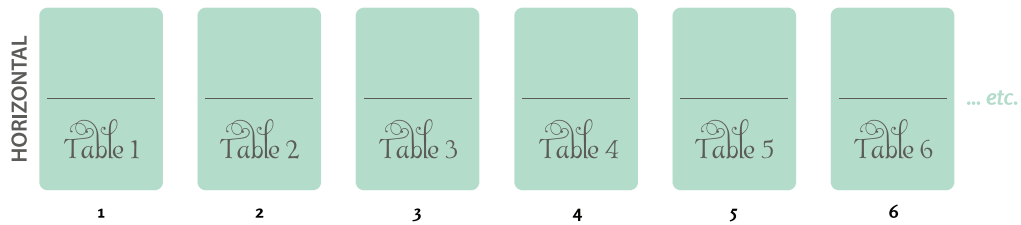




# Variable File Guide

## Folded Cards - 4|0

For any folded variable file that is printed front only, the file needs to be 1 PDF that contains each page to be printed.



## Folded Cards - 4|4

For any folded variable file that is printed front and back, the file needs to be 1 PDF that contains the front and back pages setup as follows:

