Kit the Koala Companion Resources - printing instructions

Choosing the right files for printing

The Kit the Koala companion resources include three items:

- Practice guide booklet
- Yarning cards (set of six)
- Presentation folder cover (optional)

Two versions of each resource are provided:

- **Standard PDFs** – suitable for printing on a regular home or office printer.
- **Print-ready PDFs** – designed for professional printing, with crop marks and bleed to allow for accurate trimming and printing to the edge of the page. These files are identified by the words 'print ready' in the file name.

Print-ready PDFs

Give this specification to your printer. It tells them everything they need to know about the files.

- The paper types listed are suggestions, not requirements. Printers stock different papers, so ask what they have that is similar. If they recommend something else, their advice is usually worth taking.
- Ask for prices at a few different quantities before you decide how many to order. Printing gets cheaper per copy the more you print, so 200 copies often costs much less than four times what 50 copies costs.
- If you are ordering a large number, ask the printer for one printed sample first. It is much easier to pick up a problem on a single copy than after the whole job is printed.

Specification for printer

- 3 items, Print-ready PDFs supplied for each, with crop marks and 3 mm bleed

Three separate resources

- Finished size: A4 portrait (210 × 297 mm)
- Full colour (CMYK)
- Trim to finished size using the supplied crop marks and 3mm bleed
- All items carry a pale cream background (#FFFCEE) printing to the trim edge

1. Practice guide booklet

File: Kit Booklet print ready.pdf

- 16 pages including front and back covers
- Printed double-sided
- Cover: 250 gsm matt or silk card
- Text pages: 170 gsm matt or silk
- Saddle stitched, two staples on the folded spine

- Supplied as 16 single pages in reading order. Please impose for saddle stitching.

2. Yarning cards, set of six

File: Kit Yarning cards print ready.pdf

- Six separate cards, printed single-sided
- Reverse blank
- Stock: 300 gsm white matt or silk card
- Supplied as six loose cards per set, collated in numbered order (Cards 1 to 6)

3. Conference folder front cover

File: Kit Folder cover print ready.pdf

- Printed single-sided
- Reverse blank and uncoated if possible, for gluing
- Stock: 170 gsm white matt or silk
- Finish: smooth matt, not laminated

Assembling the set

Each set is presented in an A4 double-pocket presentation folder, white, bought separately.

- Glue or affix the printed folder cover to the front of the folder
- Booklet in one pocket
- The six yarning cards in the other

When buying folders, check the pockets take A4 comfortably and that the front is smooth and light enough for the cover to sit well against it.