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File Formats & Setup Tips

For best possible output, please provide the original high resolution layered files in **.pdf format** set to CMYK color. Be sure to **“Create Outlines”** on all non-variable text to preserve fonts.

We also accept .ai, .eps, .psd, .jpg, .png, .gif and .tif files @ 300dpi.

Page 3 of this setup guide contains templates for each of our products. Please be sure to add the correct amount of bleed as outlined in the templates.

In addition, it is important to keep all critical content within the safety area to ensure that this information does not get trimmed during the cutting process. Before submitting your files, be sure to remove the template from your design so it does not get printed.



Need help setting up your files?

Feel free to submit your artwork to sales@shortuncards.com for a complimentary art check. We also offer professional graphic design services for a small fee.



Plastic Card Templates

Plastic Cards

Finished Size: 3.375" x 2.125"
Dimensions w/ Bleed: 3.625" x 2.375"

[Download the Template](#)

Thin Plastic Cards

Finished Size: 3.5" x 2"
Dimensions w/ Bleed: 3.625" x 2.125"

[Download the Template](#)

Thin Square Plastic Cards

Finished Size: 2.5" x 2.5"
Dimensions w/ Bleed: 2.625" x 2.625"

[Download the Template](#)

Thin Oval Plastic Cards

Finished Size: 3.5" x 2"
Dimensions w/ Bleed: 3.625" x 2.125"

[Download the Template](#)



Special Instructions for Metallic Plastic Cards

When setting up files for silver, gold, or copper plastic cards, your artwork should be setup on a white canvas. The plastic color will come through like colored paper so there is no need to mock this in your files.

Anything getting printed on the card should **only** contain solid black. Your artwork should not contain any shades of gray, gradients, shadows or any other colors.



Provided Artwork



Final Product



Provided Artwork



Final Product



Special Instructions for Black Plastic Cards

When setting up files for black plastic cards, your artwork should be setup on a white canvas. The plastic color will come through like colored paper so there is no need to mock this in your files.

Anything getting printed on the card should **only** contain solid black. Your artwork should not contain any shades of gray, gradients, shadows or any other colors.



Provided Artwork



Final Product



Provided Artwork



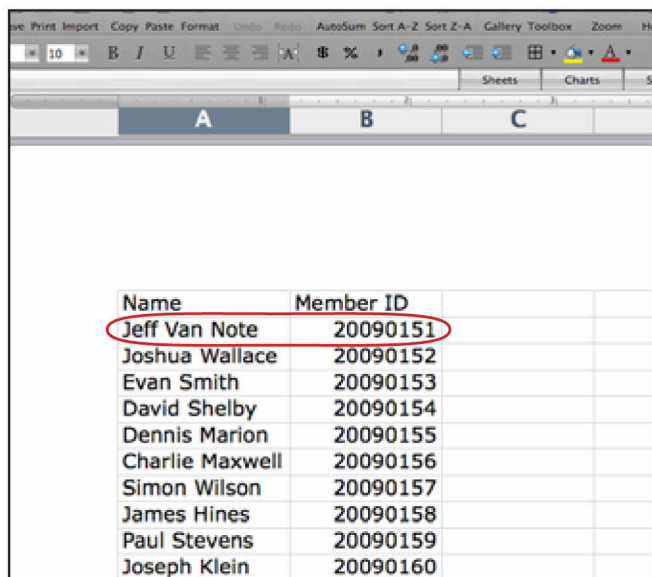
Final Product



Sequential Numbering/Variable Data

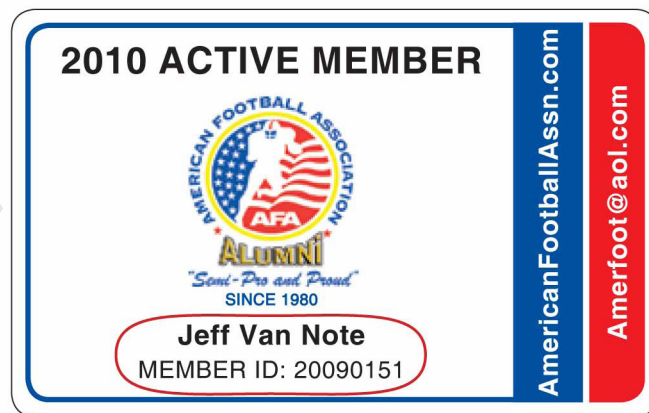
Sequential numbering and variable data is available on our standard PVC plastic cards. (It is not available on thin plastic cards.) If you would like each card to contain a unique number, simply incorporate the first number into your design. This will tell us the font, size and placement of the sequential numbering or data. Be sure to leave that layer editable and provide the font if it's uncommon. For example, if the first card displays 1001 and sequential numbering is requested, the next will display 1002, 1003 and so on.

If non-sequential numbering or variable data are required, simply provide an Excel file containing this data and a mail merge will be performed. Up to 3 variable data fields can be included with each order.



Name	Member ID
Jeff Van Note	20090151
Joshua Wallace	20090152
Evan Smith	20090153
David Shelby	20090154
Dennis Marion	20090155
Charlie Maxwell	20090156
Simon Wilson	20090157
James Hines	20090158
Paul Stevens	20090159
Joseph Klein	20090160

Microsoft Excel File



Final Product



File Setup Guide

www.ShortRunCards.com
Telephone: 877.317.4303

Barcoding

Barcoding is available on our standard PVC plastic cards. (It is not available on thin plastic cards.) We can produce any standard barcode format including Code 128, Code 39, and QR codes. We offer both sequential numbering and variable data. For variable data, simply provide an Excel file with this data.



Magnetic Strips

Magnetic strips are available on our standard PVC plastic cards. (It is not available on thin plastic cards.) If your plastic card will contain a magnetic strip, simply leave a 1/2" tall placeholder for it in your design. Many customers prefer to use the magnetic strip for show or plan to encode it themselves using an encoder or Point of Sale system.



If we will be encoding the cards for you, we will need to know if the data should be encoded on Track 1, 2 and/or 3. In addition, we will need the actual data that will be encoded and any special instructions. If you will be encoding sequential numbers such as 12345556, 12345557, 12345558 and so on, we simply need to know the starting number. If each card will be encoded with unique data, provide an Excel file containing this data.