



PROMAXX® print-yourself products User Data Sheet

PROMAXX® print-yourself products are pre-cut, clean-edged computer printable sheets. They are available in a variety of formats and materials suitable for producing professional quality printed items for a large range of purposes, on your computer set up. They are of superior quality not to be confused with perforated products, and can be printed on both sides of the sheet by inkjet, laser, digital and lithographic processes.

The best results will be obtained by observing the following suggestions:-

- Handle the Promaxx sheets with care – keep sheets flat and store unused sheets in the original packaging.
- Ensure the direction of feed is always narrow edge leading i.e. portrait not landscape.
- Always use the straight paper path where possible e.g. manual feed.
- Do not remove and replace items from the sheet prior to printing and do not use sheets where items are missing.
- When litho printing avoid excessive use of set off sprays or powders that may affect subsequent over printing
- Promaxx sheets can be foil blocked, but ensure that any inks or foils used are laser compatible if you intend to overprint.

Suggestions for Computer Users:-

Promaxx products are easy to produce on PC using Promaxx print-yourself products Software CD which is available separately and aims to help you create and design professional products using your own computer set-up. It allows you to select the template size to match your Promaxx Products, then design and layout your item within the template, adding text and graphics as required. Promaxx print-yourself products Software positions your design in the correct place for you, completing a convenient and easy to use system.

Most word processing packages such as Microsoft Word or Lotus Wordpro can be used for Promaxx production as can most DTP packages such as Quark Xpress, Adobe Pagemaker, Serif PagePlus and Corel Draw. Software packages designed for sheet-fed self adhesive label production such as Avery LabelPro or Softkey Labels Unlimited are also ideal for Promaxx.

Promaxx production using a DTP or word processing package is a three-step process. The first step is to create a template or smartmaster, the second step is to create the individual designs within the template and the final step is to print the finished items.

Creating a Template

The exact method of creating a template will depend on the software package you use. However with a little experimentation, the following method can be adapted for most packages:-

Start by using a new document, go into page layout set-up and zero any pre-set margins. Create an appropriate number of 'frames' for the Promaxx product you have purchased, roughly positioned on the page depending on the number of items per sheet you are using. Then use the frame format or properties and accurately position each frame on the page in accordance with measurements given previously. Make sure that there are no lines or borders around the frame that are not required to print. Many packages allow you to set other frame properties such as text margins within the frame should you wish to do so.

Once you have completed the template it is advisable to save it before inputting any text. It is a good idea to save it as a template or smartmaster file. This file can then be used again for future Promaxx jobs (you might like to use the Promaxx re-order code as the file name).

Creating the Design

Once you have completed the template input the text into the frames as required. Many programs allow you to use 'copy and paste' to copy the contents of one frame into other frames. Graphics such as scanned logos or clipart images can be imported as required (often a smaller frame will have to be positioned within each frame for graphics to be imported into). When you have finished your design save it using 'save as' and give it a different file name to your template. This will ensure that the template is unaltered and ready for use for your next Promaxx design.

Printing

Follow the printing suggestions given previously. Check your design is correctly imposed by printing some test sheets on plain paper and when you are happy that everything is correct load your Promaxx sheets and print as many as you need.

Storage

To avoid possible discolouration, please keep packaging closed and store in a cool area away from direct sunlight and ozone generating sources such as copiers and laser printers.



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