THE IMPORTANCE OF "FINISHED SIZE"

The finished size of a printed piece is the end size after all printing, finishing, and processing has been completed. Why is this size important? Knowing the finished size helps us to know what size and type of paper we can use, how much we need, and allows us to provide you with the best possible end pricing.

If the finished size is not considered at the beginning of the design of the project, we may find ourselves in a tricky situation. Odd sizes may require special order papers, create additional finishing needs where there may not have been, or create more waste because the page was not efficiently used. All of these factors add additional costs to your finished project, and may cause your project to cost more than the determined budget.

BLEEDS

What is a bleed? A bleed is when printing extends past the finished size border of the page, giving the appearance of borderless printing. Our printers do not print borderless. If the borderless look is desired, the color on the page needs to extend past the border of the page at least 0.125" on all sides. The print-ready document would then need to be saved to include the bleed and trim marks. Bleeds do require a larger sheet size than the finished piece, this may mean upgrading from a 8.5"x11" (letter) size sheet to 9"x12" (Arch-A) or for us to set up the piece multiple prints to a page that we then cut to the finished size.

UTILIZING THE WHOLE SHEET

Most print shops take pride in their efforts towards sustainability. This includes minimizing bad prints by reviewing proofs before printing large jobs, quality checking as a job is printing, and by setting up projects multiple to a sheet. Setting up multiple to a sheet is the most efficient way to reduce costs and waste, also it's the only way for us to print many of the smaller pieces. We do this with fliers, bookmarks, postcards, and handbills. We call this multi-up.

What does multi-up mean? Simply put, it means multiple per page.

For example:
2-up = 2 to a page | 4-up = 4 to a page | 8=up = 8 to a page, etc...

Often large quantity flyers are printed 2-up on 11"x17" or 12"x18" (with bleeds). Postcards may be printed 2-up on 8.5"x11" or could be 8-up on 11"x17". Prices can be decreased greatly by utilizing this process, which is detailed within this guide.

When placing orders intending to be printed multi-up, it is best practice to write in the "Copies Needed" box, "[total finished] / [copies multi-up]"; i.e. If you need 100 finished handbills and the document is set up 4-up, write in "100 / 25".

If you are unable to set up your document as multi-up, we will happily do it for you or walk you through the process.
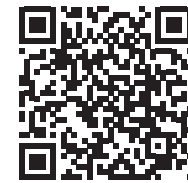

SUBMIT AN ORDER

REQUEST AN ESTIMATE

RESOURCES & GUIDES

ARE YOU LOOKING FOR DESIGN HELP OR TEMPLATES?

The Marketing & Communications team has several templates available online & can assist you with your PCC design projects.

pcc.edu/marketing-communications

CONTACT US:

Phone: 971.722.4670

Email: printcen@pcc.edu

PCC.EDU/PRINT-CENTER

Portland Community College

SIZING GUIDE

Recommended Project Sizes & Money Saving Tips

STANDARD PAPER SIZES

The Print Center keeps American paper sizes. This is standard for most print shops in the United States. *Paper stocks carried vary from size to size.*

- Letter – 8.5"x11"
- Legal – 8.5"x14"
- Ledger/Tabloid – 11"x17"
- ARCH B – 12"x18"

COMMON SIZES FOR PROJECTS

There are no standard rules for sizes of projects. There are sizes that are popular due to costs and waste management. You should consider the size of the finished project and the size of standard paper that it will be printed on before being cut or folded. For the safety of our equipment and staff, the smallest measurement we can cut is 2 inches.

Here are some popular project sizes and how many will fit on a standard paper size that we carry. *The highlighted items are the most economic for the finished size.*

BOOKMARKS & RACK CARDS *(no bleeds*)*

Size	Letter (8.5"x11")	Ledger/Tabloid (11"x17")	Arch B (12"x18")
2"x6"	5	10	**18**
2"x8.5"	5	10	**12**
3"x8.5"	3	6	**8**
4.25"x11"	2	**4**	4

BOOKMARKS & RACK CARDS *(with bleeds, +0.125" all sides*)*

Size	Letter (8.5"x11")	Ledger/Tabloid (11"x17")	Arch B (12"x18")
2"x6"	4	8	**10**
2"x8.5"	3	6	**10**
3"x8.5"	2	4	**6**
4.25"x11"	N/A	2	**4**

HANDBILLS *(no bleeds*)*

Size	Letter (8.5"x11")	Ledger/Tabloid (11"x17")	Arch B (12"x18")
Quarter (4.25"x5.5")	4	**8**	8
Half (5.5"x8.5")	2	**4**	4

HANDBILLS *(with bleeds, +0.125" all sides*)*

Size	Letter (8.5"x11")	Ledger/Tabloid (11"x17")	Arch B (12"x18")
Quarter (4.25"x5.5")	2	4	**8**
Half (5.5"x8.5")	1	2	**4**

* Bleeds: print expands off the edge of the sheet, to create a borderless look. Digital presses do not print to the edge of sheet. An additional 0.125" on all sides should be added to the finished size to allow for cutting. This added size may increase the size of paper or decrease the quantity of prints/sheet.

POSTCARDS & LETTERS

Mailing costs vary from size to size. You will need to consider the quantity of items being mailed, how far they may be going, and what your budget is for your printing and mailing costs. You may need to contact your local mail center to review best practices to reduce the costs of your postage.

The PCC Print Center does not offer mailing services in-house.*

We can collaborate with your team and Central Distribution to set up mailing. We are able to set up mail merges. *Please contact us for information about the process, preferred spreadsheet layout, and associated costs.*

MAILING INFORMATION

First-Class	Standard Mail
Usually ships in 1-5 days	Ships in 3-14 days
More expensive	Less expensive
4"x6" postcards ship at this rate	5"x7", 6"x8", 6"x9", 8.5"x11" mail at standard rate or first-class letter

USPS classifies "postcards" as no smaller than 3.5"x5" and no larger than 4.25"x6".

Items larger than 4.25"x6" are considered "letter". Postcards are lower shipping rate.

The thickness requirement for shipping is minimum 0.016". We recommend 100# cover.

POSTCARDS *(no bleeds*)*

Size	Letter (8.5"x11")	Ledger/Tabloid (11"x17")	Arch B (12"x18")
4"x6"	2	4	**9**
5"x7"	2	**4**	4
6"x8"	2	2	**4**
6"x9"	2	2	**4**
6"x11"	1	2	**3**
8.5"x11"	1	**2**	2

POSTCARDS *(with bleeds, +0.125" all sides*)*

Size	Letter (8.5"x11")	Ledger/Tabloid (11"x17")	Arch B (12"x18")
4"x6"	2	**4**	4
5"x7"	2	**4**	4
6"x8"	1	**2**	2
6"x9"	1	**2**	2
6"x11"	N/A	1	**2**
8.5"x11"	N/A	1	**2**

* Central distribution has multiple options to send bulk mail.
The Print Center is able to set up a mailmerge to securely print directly on your postcards.
Please contact Central Distribution to request information about mailing.

POSTERS & BANNERS

Large prints can vary greatly depending on the size that is selected.

Prints that are 8.5"x11", 11"x17", and 12"x18" are considered standard prints.

Prints that require a bleed, will be printed on a larger sheet, then trimmed to the final size.

- 8.5"x11" will be printed on 11"x17".
- 11"x17" will be printed on 12"x18".
- 12"x18" projects with a bleed would be printed as wide format.

Prints larger than 12"x18" are considered oversize/wide format.

Wide-Format prints cannot be double-sided. They can be mounted with a poster on both sides of a mounting surface. *(ie. foamcore, gatorboard, acrylic sheets)*

Wide-Format is printed borderless. *(bleeds & crops are not required)*

OVERSIZE/WIDE FORMAT PRINTS

Please consider the following if you are interested in wide format printing.

How will you be using this poster/banner?
Is this poster for a bulletin board or will it be used for outreach at a tabling event?

Will your poster/banner be displayed inside or outside?
Outdoor prints need to be printed on a stronger material and reinforced.

How will you display it?
Will it be attached to a wall, a fence, or A-frame?*
Will you need grommets, a popup frame, A-frame board, metal sign holder, etc?

Will you be reusing the print(s)?
Will you need it to be laminated, mounted on foam core or gatorboard, printed on scrim banner or fabric, reusable sticky vinyl?

What is your budget for your print(s)?
Basic wide format on our standard poster paper is more budget friendly.
Mounted prints, fabric banners, outdoor materials, or special-order hardware will be a higher price, but will last longer than standard poster prints.

How soon do you need the prints?
Mounted, fabric banners, outdoor materials, and special-order hardware take additional time. Turn around on these items can be 10-15 business days or more, depending on availability. Please call us if you need something short notice.

Please contact us for turnaround times and availability of these materials.

POPULAR WIDE-FORMAT SIZES *(square footage*)*

Size	Sq ft	Size	Sq ft
18"x24"	3	36"x48" (3x4 ft)	12
22"x28"	4.3	24"x55" (2x4.5 ft)	10
24"x36" (2x3 ft)	6	50"x55" (4.2x4.5 ft)	20

* A-frames come in multiple sizes. If you own one, measure and mark your board for easy reference.

* Wide-Format prints are priced by the square foot. You can calculate by using the following formula.
Width (inches) x Height (inches) = [square inches] / 144 = [square footage]