ITMM HSC Management Folio Design & Printing Guidelines

Designing the Management Folio

1. **Document Layout**
   - **Margins**: Set margins to at least 1 inch (2.54 cm) on all sides to ensure none of the content gets cut off during printing or binding.
   - **Bleed**: If any design elements or images need to extend to the edge of the page, include a bleed area of 0.125 inches (3 mm) beyond the trim line.
   - **Safe Zone**: Keep all important text and images within a safe zone, at least 0.5 inches (1.27 cm) from the edge of the page.
   - *REMINDER:* Page extent should be no more than 80 written A4 pages OR 40 written A3 pages printed on ONE side only.
2. **Paper Size**
   - **A4 Size**: Standard paper size (210 x 297 mm) is typically used for portfolios.
   - **A3 Size:** Paper size (297 x 420 mm). Confirm that the printing service supports this size for printing & binding if you have designed your Folio in A3.
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3. **Typography**
   - Use a legible font size, 12 points Times New Roman equivalent for body text and 14-16 points for headings.
   - You can use different Fonts for Headings but for body text, focus on legibility - e.g. using clear and professional fonts such as Arial, Helvetica, or Times New Roman
4. **Image Quality**
   - Ensure all images are high resolution (300 DPI) to avoid pixelation when printed.
   - Save images in formats like JPEG or PNG for better quality when embedded into your document.

Printing Recommendations:

1. **Paper Quality**
   - **GSM (Grams per Square Meter)**: Use paper with a GSM of 170-200 for a sturdy and professional feel. Standard office paper is around 80 GSM, which is too thin for a high-quality portfolio.
   - **Finish**: Choose a matte or satin finish to reduce glare and enhance readability. Glossy finish can be considered for portfolios with a lot of photographs.
2. **Colour Mode**
   - Ensure the document is set to CMYK colour mode, which is standard for printing, instead of RGB, which is used for screens.

Binding Options

1. **Types of Binding**
   - **Coil or Wire Binding**: Allows the portfolio to lay flat when open, making it easier to read and display. Check suitability for larger documents if printing in A3.
   - **Comb Binding**: Offers a professional look with a flat spine, suitable for larger documents.
   - **Thermal Binding (NOT RECOMMENDED)**:
2. **Cover**
   - Consider using a thicker cover stock (250-300 GSM) - transparent for the front of your Folio and coloured blue or black for the back of your Folio. This is for added durability and a professional appearance.

File Preparation

1. **File Format**
   - Save the final document as a PDF to preserve formatting, fonts, and images.
   - Ensure all fonts are embedded in the PDF to avoid any issues with missing fonts during printing (check this by opening your PDF file on a different device to see if all fonts are preserved).
2. **Proofreading and Review**
   - Thoroughly proofread the document for any errors in text, images, or layout.
   - Check you've included all your printing and binding costs in your Finance Plan - HSC markers will look for this!
   - Print a test page at home to check margins and layout before uploading/taking it to the printing service.

Final Steps BEFORE PRINTING:

1. **Consult with the Printing Service**
   - Visit or contact Officeworks or the chosen printing service to confirm their specific requirements and capabilities.
   - Ask for a sample print if possible, to ensure the quality meets expectations.
2. **Order in Advance**
   - Place the printing and binding order well in advance of the due date to allow time for any potential revisions or reprints.