

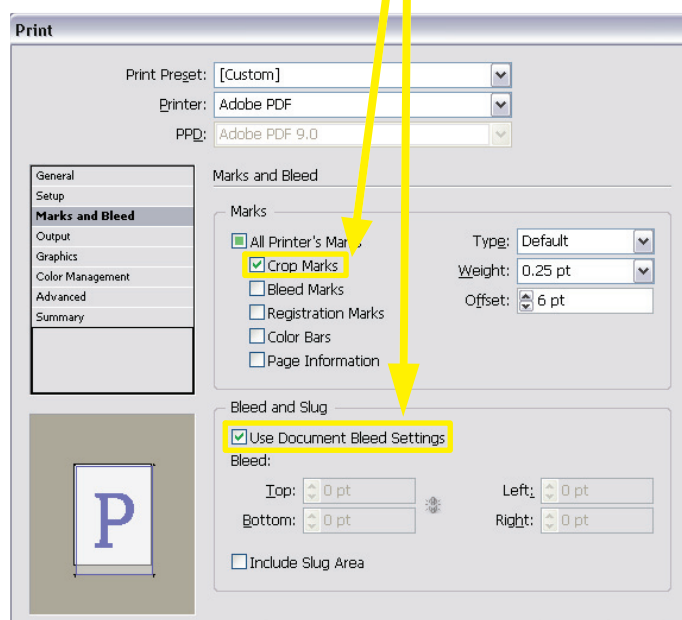
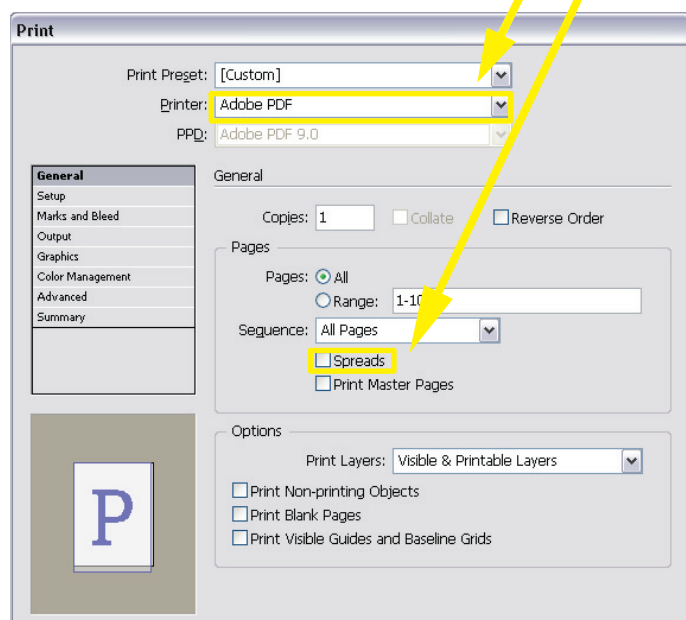
Adobe InDesign Templates

The template has been set up with bleed (red margins) and text safe are (magenta / violet margins). The templates have pre-set safety margins to ensure you don't place important information too close to the edge where it may get trimmed off during finishing. All text and logos and important graphics must be kept inside these magenta / violet margins.

Please note: We recommend all images should be set at 300 dpi. Images with a resolution of less than 250 dpi may appear pixilated, blocky or blurry when printed even if they appear clear and sharp on screen. Increasing the resolution higher than 300 dpi just results in bloated files with no improvement in print quality

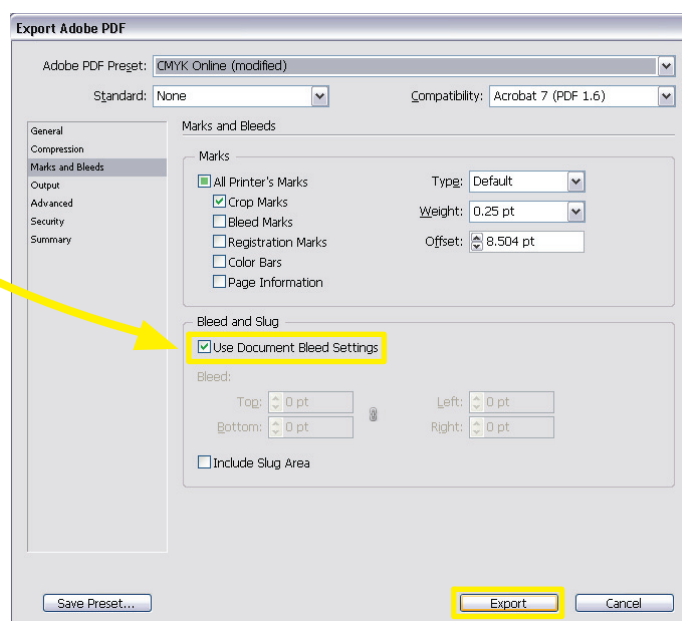
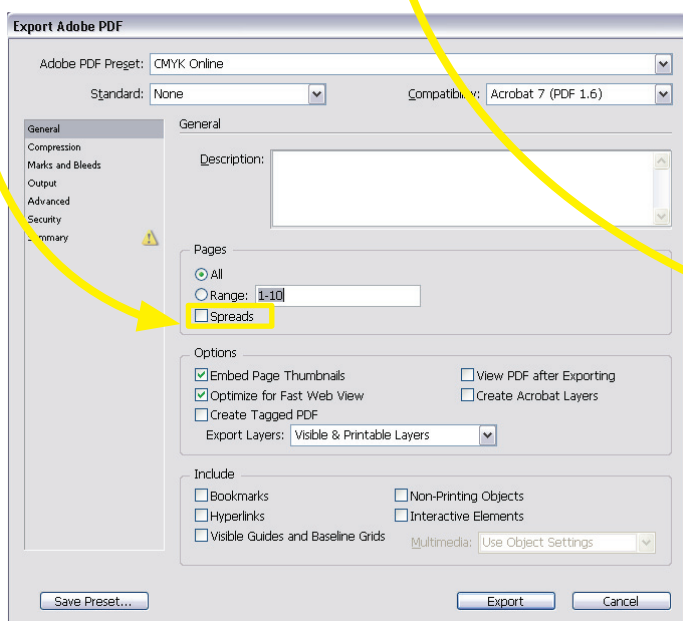
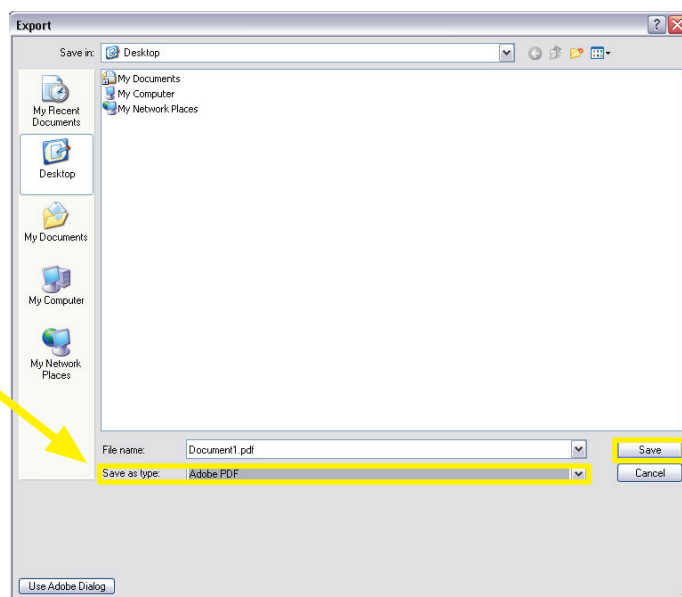
Using the Adobe InDesign template:

- Open the template.
- If you cannot see the guides make sure guides are turned on.
To do this go to View > Grids and Guides > ensure Hide Guides is not ticked.
- Create your design.
- Ensure all text is kept within the magenta / violet safety margins.
- Check that there are no missing links in the links panel.
To do this go to Window > Links.
- If you are using fonts which are not able to be embedded due to license restrictions, create outlines of the text that uses these fonts.
To do this go to Type > Create Outlines.
- Print your artwork as a PDF.
To do this go to File > Print > select Adobe PDF as the printer.
- Please ensure that 'spreads' in the general section is NOT ticked.
- Please ensure that 'use document bleed settings' and 'crop marks' in the marks and bleed section are ticked.
- Click on Print.



If you do not have the capability to print a PDF (if you do not have Adobe Distiller installed), please:

- Export your artwork as a PDF.
To do this go to File > Export.
- Save as type > Adobe PDF.
- Click on Save.
- Please ensure that 'spreads' in the general section is NOT ticked.
- Please ensure that 'use document bleed settings' in the marks and bleed section is ticked.
- Click on Export.



Please note: You can download our job options file from our website and print your PDF using our job options file. By distilling your artwork with our job options file you may see possible errors in how your artwork has been set up before you supply the artwork to us. For best results, PDF files should be created using Adobe Acrobat Distiller.

These templates are designed to assist in artwork creation only. Use of these templates does not automatically guarantee correctly prepared artwork for commercial printing. We recommend that all artwork be prepared by qualified pre-press graphic designers experienced in the print industry.

We cannot be held responsible for artwork not correctly prepared for commercial cmyk offset printing. Should you choose to supply your own artwork, the ultimate responsibility lies with you, our valued client. Please feel free to contact our print estimating team if you would like more information or a quotation on using the services of our own in-house design department.