



Guidelines for Template Use & File Preparation

Our templates are provided in PDF format suitable for placing in most graphic applications.

The key to using these templates is to ensure that your file is sized correctly. Your files must be built to the final trim size plus a 1/8" bleed margin on all sides. This is needed to ensure that ink coverage goes to the very edge of the artwork. Bleed means to ensure that graphics/backgrounds extend beyond the final trim line.

Keep this in mind when setting up the file, as you will need to ensure that the **Page Setup; Document Setup; or Artboard** is the correct size (see template for actual sizes)

Below is a quick reference guide to determine what guideline template should be used based upon your graphic design application.

Examples

LEGEND:
L = Landscape
P = Portrait
F, B = Front/Back
A, B, C = Size

Landscape Format (horizontal)



Portrait Format (vertical)



Adobe PhotoShop

- Click on **File > Open**
- From the **Open** dialog box locate the PDF template and click **Open**

Adobe Illustrator

- Click on **File > Open**
- From the **Open** dialog box locate the PDF template and click **Open**

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Adobe InDesign

- Click on **File > New > Document**
- From the **New Document** dialog box under the **Page Size** section, set the **Custom** option from the drop down menu provided and then set the dimensions to the size of the product ordered plus an additional 1/4" (.25") for the **Width** and **Height** settings
- Select the proper **Orientation**, either **Portrait** or **Landscape**
- Next, under the **Margins** section set the **Top; Bottom; Inside; & Outside** settings to .125" and click **OK**
- Click on **File > Place**
- From the **Place** dialog box locate the PDF template and click Open
- At this point your cursor will change. Position the cursor in the upper left hand corner of the artboard and click your mouse to place the image

QuarkXpress

- Click on **File > New > Project**
- From the **New Project** dialog box and under the **Page** section make the following adjustments:
- Set the **Size** dimension to **Custom** from the drop down menu provided
- Next, set the dimensions to the size of the product ordered plus an additional 1/4" (.25") for the **Width** and **Height** settings
- Select the proper **Orientation**, either **Portrait** or **Landscape**
- Next, under the **Margins** section set the **Top; Bottom; Left; & Right** settings to .125" and click **OK**
- Click on the **Rectangle Picture Box Tool** from the left hand tool bar
- Place the cursor in the upper left hand corner of the template and drag the cursor to the bottom right hand corner to draw a picture box to the exact same size as the page
- With that picture box selected click **File > Get Picture**
- From the **Get Picture** dialog box locate the PDF template that was saved and click **Open** (the PDF image will be automatically centered within the picture box so there is no need to move or resize the template)

CorelDraw

- Click on **File > Open**
- From the **Open Drawing** dialog box locate the PDF template and click **Open**
- If you receive an **Import PDF** dialog box, simply select **Text** and click **OK** (the template will be automatically centered on the page so there is no need to move or resize the template)
- Next, click **Layout > Page Setup**
- Set the dimensions to the size of the product ordered plus an additional 1/4" (.25") for the **Width** and **Height** settings
- Select the proper **Orientation**, either **Portrait** or **Landscape** and click **OK**



For more information regarding **File Preparation** please visit our website:
<http://www.eastvangraphics.ca>