

How to Use Templates

Step 1:

- ✓ Open or place the template in Adobe InDesign. Save your project with a new name so you do not overwrite the original template file if you wish to use it again.

Step 2:

- ✓ Take a look at the layers panel, file dimensions, bleeds, live area and all requirements that are needed for your particular project.

Step 3:

- ✓ Unlock the layer that says "Your Artwork" or "Your Graphics" and start designing.

Step 4:

- ✓ Double check the following before you package your files for printing.
- ✓ Convert file to CMYK
- ✓ Provide all fonts associated with the design (or convert fonts to outlines)
- ✓ Provide all linked files or embedded images
- ✓ Provide any critical PMS colors
- ✓ Adjust the bleed on each side
- ✓ Save a high-resolution PDF file