How to Use Templates

Step 1:

✓ Open or place the template in Adobe Illustrator. 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