



Template Instructions

1. OPEN PHOTOSHOP TEMPLATE

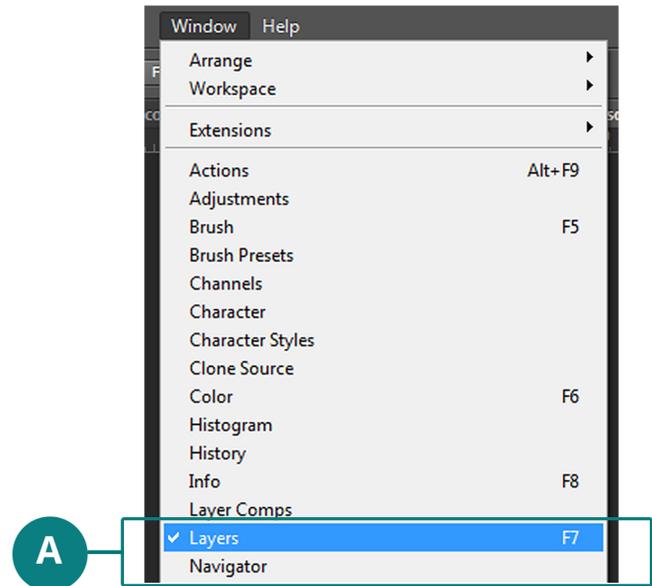
Take note of safety margin, bleed margin, cut line, binding margin, dimensions, and fold lines.

1A. For booklets:

- Open both the left and right pages.

For brochures:

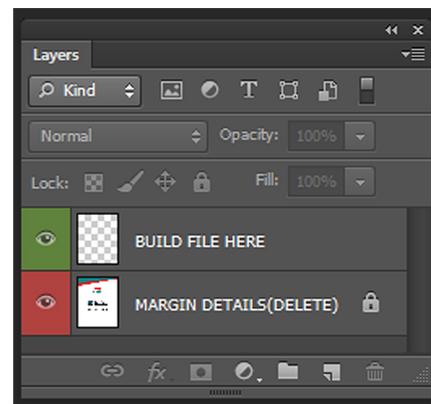
- Open both the front and back pages.



2. OPEN THE LAYERS PALLETTE

FROM TOP MENU BAR:

- **Click:** Window > Layers (observe all layers)



3. BUILD YOUR FILE

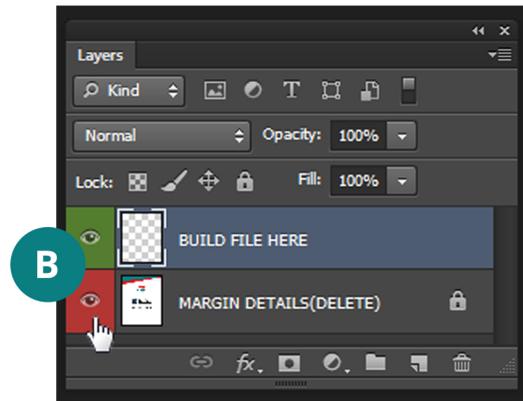
From Layers palette:

- **Click: "BUILD FILE HERE"**
- * Make sure this layer is highlighted before building your file.

Tip: toggle the eye icon left of the "instructions" layer:

- ON** to view our instructions
- OFF** to view YOUR file

B



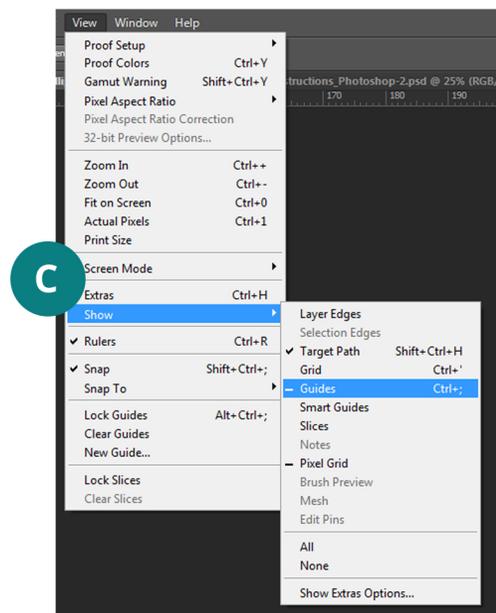
3A. To hide blue guides:
From top menu bar:

- **Click: View > Show**
- **Uncheck: Guides**

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3B. To delete guides entirely:

- **Click: View > Clear**



3C. Image Color Mode

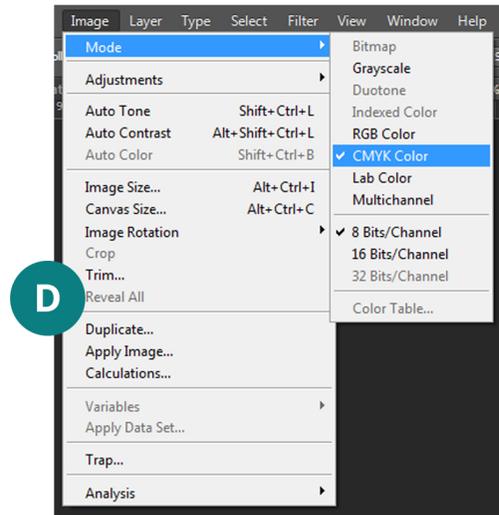
All images placed in your file **MUST** be in CMYK, NOT in RGB.

From top menu bar:

- Click: Image > Mode
- Check: CMYK



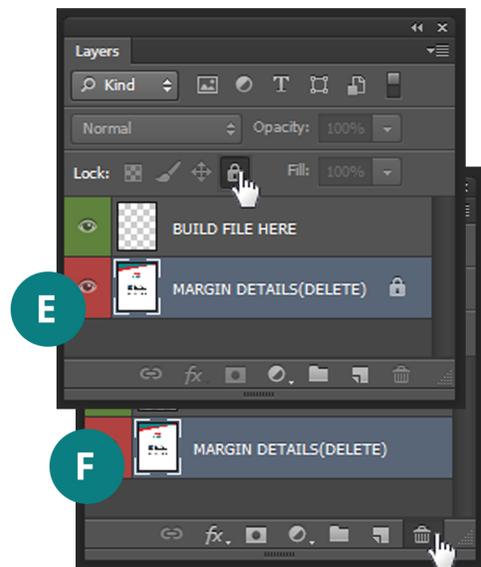
For best image print quality, make sure your images are at least 300 ppi



4. DELETE INSTRUCTIONS LAYER

BEFORE SAVING: Go to Layers palette:

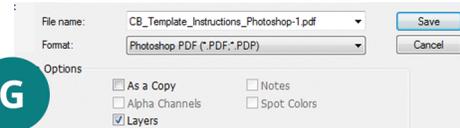
- Click: “MARGIN DETAILS(DELETE)” layer
- Unlock the layer by clicking the lock icon
- Delete the layer by clicking the trash icon



5. SAVE YOUR FILE

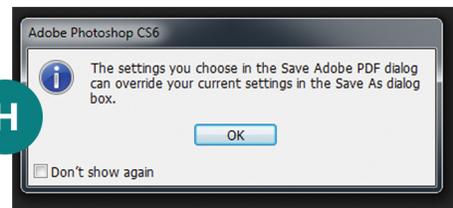
From top menu bar:

- Click: **File > Save As**
- Rename file and save as **Photoshop PDF**
- Click: **File > Save**



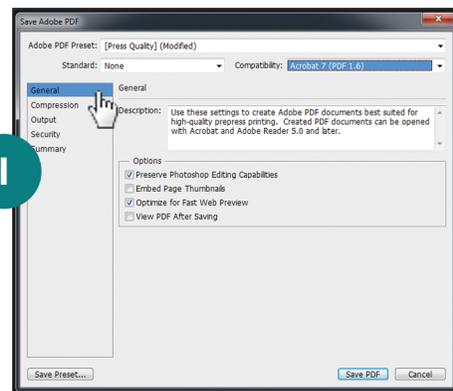
5A. If this pop-up warning comes up:

- Click: **OK** and proceed



5B. From Adobe PDF Preset drop down menu:

- Select: **[Press Quality]**
- Select: **Acrobat 7** next to "Compatibility"
- Uncheck: "Optimize for fast web Preview"

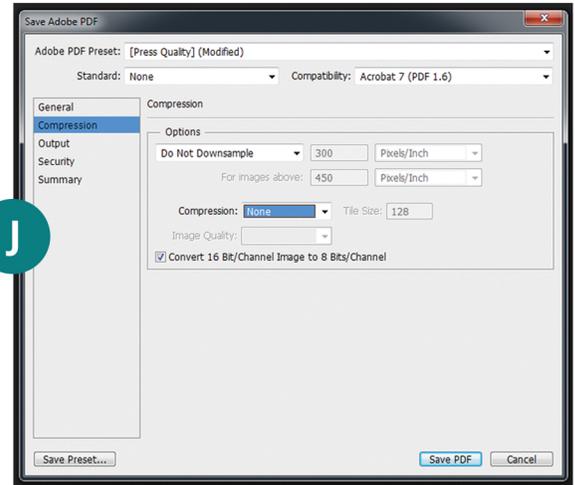


5C. Under “Compression” tab on the left:

- Select: “Do Not Downsample” from Options drop down menu
- Select: “None” from Compression drop down menu

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5D. Under “Security” tab on the left:

- Please DO NOT lock the file with password

5E. Click: Save PDF