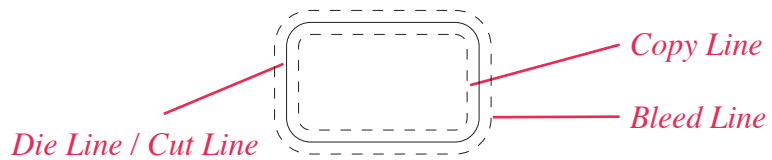


# Template Guidelines

Template Example :

[3911-Gill.pdf](#)



*Die Line / Cut Line* - This indicates the edge of the item.

*Copy Line* - This indicates how close the copy, inset border or panel can be to the cut line.

*Bleed Line* - (if applies) This indicates how far an image needs to go beyond the cut line.

All templates are in PDF format at 100% actual size.

With the application open go to the File menu & select Open then choose the .pdf file.

## Digital Artwork Guidelines



### Computer Generated Vector Artwork

Digital files may be sent using the SUPPLY ARTWORK area of our web site. We suggest compressing files into a single directory before uploading using Stuffit(TM) or Zip. Compressed files upload faster with less chance of transfer interruptions.

### Preferred Applications

FreeHand - Mac Version 8.0 or higher

Quark XPress - Mac Version 3.3 or higher

Adobe Illustrator - Mac Version 8.0 or higher

### Accepted Applications

Pagemaker - Mac Version 6.5 or higher

Corel Draw - Mac Version 6.0 - Export file as .eps - Send all support files - Keep colors as spot.

### Font Information

Convert text to paths, curves or outlines (vector art). If this is not possible, send in both screen & printer Type 1 fonts used only for the job to be printed. Be sure to list all font names used.

### Support Files Information

EPS - Export as Editable EPS from Freehand. TIFF - Photoshop file saved as a 300 dpi grayscale at actual size.

PDF - File must contain; vector art, high resolution (300 dpi) grayscale images for halftones, postscript fonts.

DO NOT send in your original!

### Accepted File Storage

Macintosh or PC formatted - 3.5 inch Diskettes

Macintosh or PC formatted - Removable 44mb, 88mb, 200mb (Must be SyQuest compatible)

Macintosh or PC formatted - Iomega ZIP drives, 100 mb, 250 mb

Macintosh or PC formatted - CD ROM, DVD, Jaz 1 gb or 2 gb.