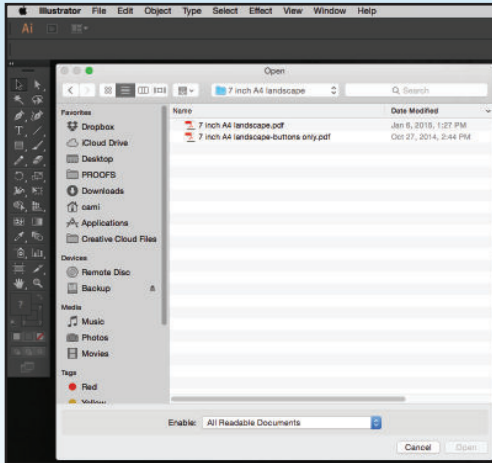
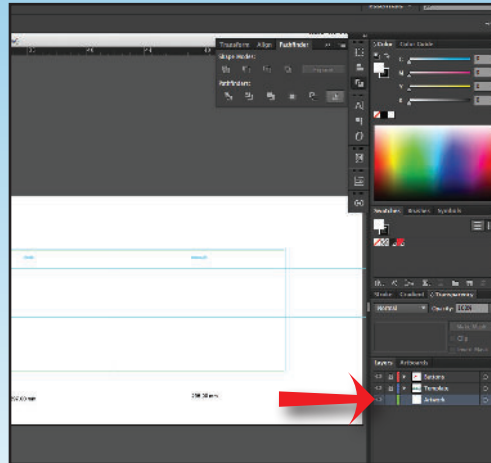


Illustrator:



STEP ONE

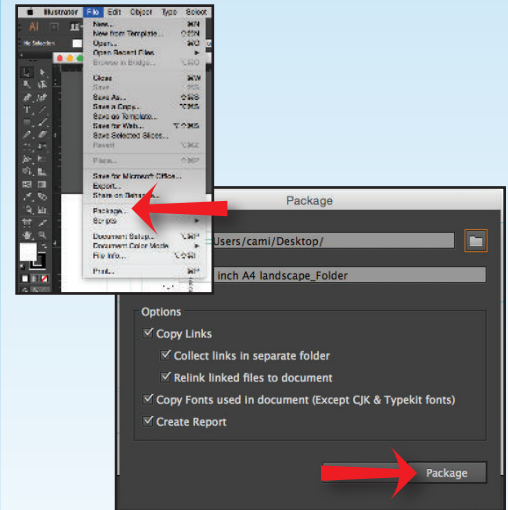
Open the provided template pdf in Adobe Illustrator.



STEP TWO

Put all of the printed designs in the layer labelled "Artwork" (if the Artwork layer is not present, create a new layer in the layers palette).

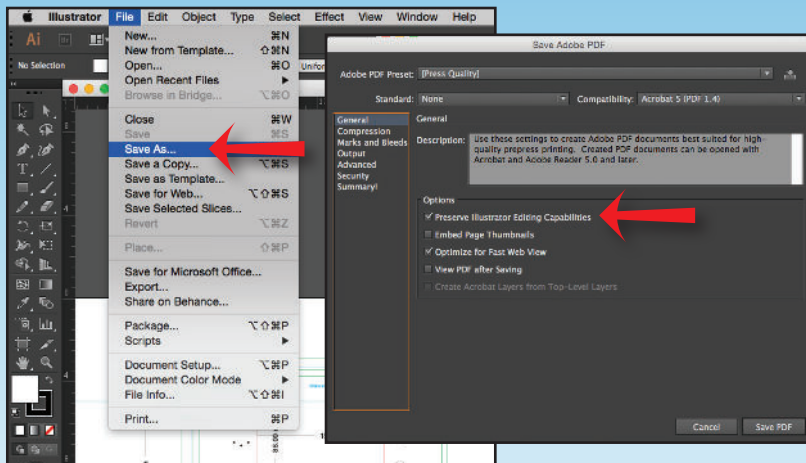
For any additional printing methods, should they apply, create new layers and please label their intent (Spot UV, Foil, PMS Spot Colors, etc. Again, only if they apply).



STEP THREE

When the artwork is completed:

Package the file (including links and fonts)



STEP FOUR

Save the document as a pdf ("File" > "Save As"), making sure to:

- Turn all fonts to outlines (select all, in the "Type" menu select "Create Outlines")
- "Preserve Illustrator Editing Capabilities"

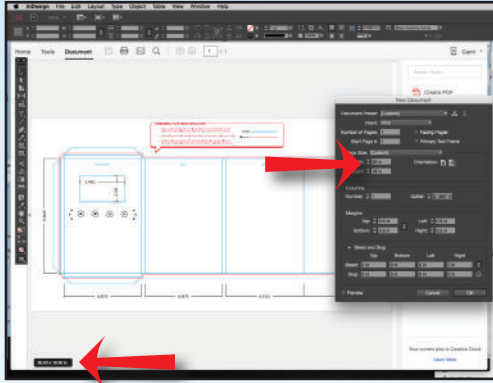


STEP FIVE

Collect the packaged and pdf files and send them in an email to your MediaFast representative

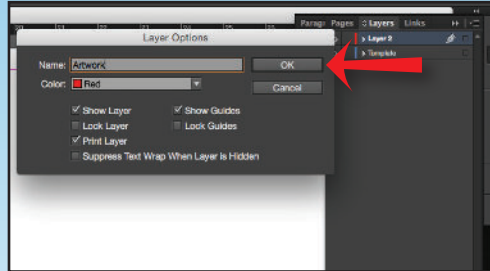
If you have any questions on file preparation, please email our Designer and Prepress Specialist, Cami Thurber: cami.thurber@gmail.com

InDesign:



STEP ONE

Create a new InDesign document at the size of the pdf template (document size can be found by opening the pdf in Acrobat and hovering your mouse near the bottom left corner of the window).

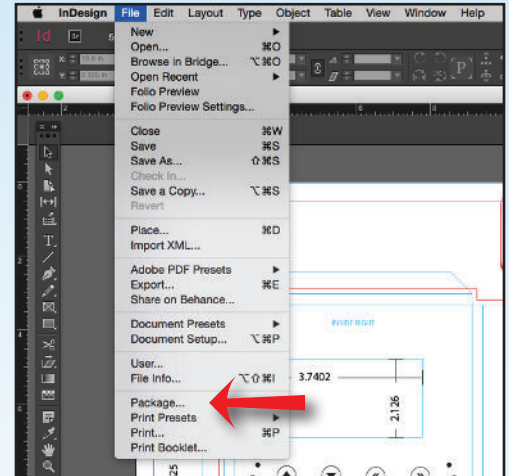


STEP TWO

Place the template in the document ("File" > "Place"), then lock that layer.

Create another layer for the artwork.

For any additional printing methods, should they apply, create new layers and please label their intent (Spot UV, Foil, etc. Again, only if they apply).



STEP THREE

When you have completed the artwork, please package the file (including links and fonts).



STEP FOUR

Collect the packaged files and send them in an email to your MediaFast representative

If you have any questions on file preparation, please email our Designer and Prepress Specialist, Cami Thurber: cami.thurber@gmail.com