

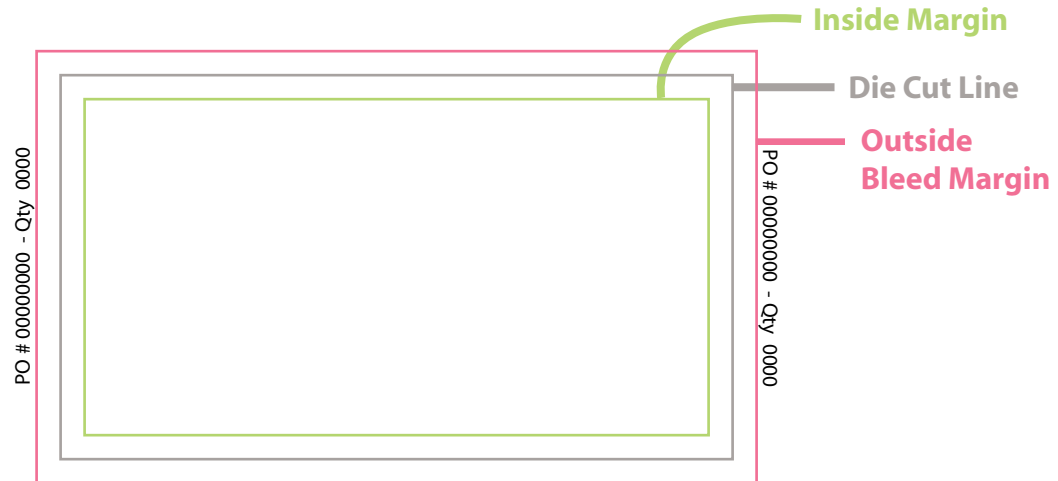
# Instructions For InDesign Template Set Up:

1. Art MUST fit within the margin and bleed parameters shown on template.
  - **Green line\*** is inside margin. Leave 1/8 inch inside margin from the edges of the laminated card on all sides for live art (all pertinent information must fit within the 1/8" inside margin).
  - **Pink line\*** is bleed requirement. If you want the art to bleed (have imprint run off the edges of the laminated card), give art an 1/8 inch outside margin on all sides.
  - **Gray line\*** is where the laminated card will be die cut for final production.

*\*These lines are on a designated die line layer.*
2. All rasterized/bitmap images must be embedded, CMYK\*\*, minimum 300 dpi.
3. Art Identification: Please type your PO number and quantity where indicated.
4. Convert all fonts to outlines (curves).
5. See Layers pallet - Turn off Die Line Layer before exporting file.
6. Export as Adobe PDF as Press to a temporary location on your computer. Make sure in the Compression field that "Crop Image Data to Frame" is unchecked. Or you may load "9ProArt CS (or CS2) Adobe PDF Export Preset" setting.
7. Upload your Production Ready art to your Distributor Central Supplier Order.

Note: Do not change the overall size parameters of the template. The template must stay 9.5x11 and in its original orientation with imprint in the center of the layout.

Example:



Example shown here is for visual representation of the inside margin, die cut line, and outside bleed margin. Please use the InDesign template file for the desired item you are ordering.

Thanks.