

For best results - build your file in our template

1. Open the template

Note the importance of the safety zone, trim edge and bleed areas for best results.

2. Open the layers palette

a. From the top menu bar click *Window > Layers* (fig. A)

3. Turn off the instructions layer

a. Click on the eye icon to the left (fig. B)

4. Build the front side of your file

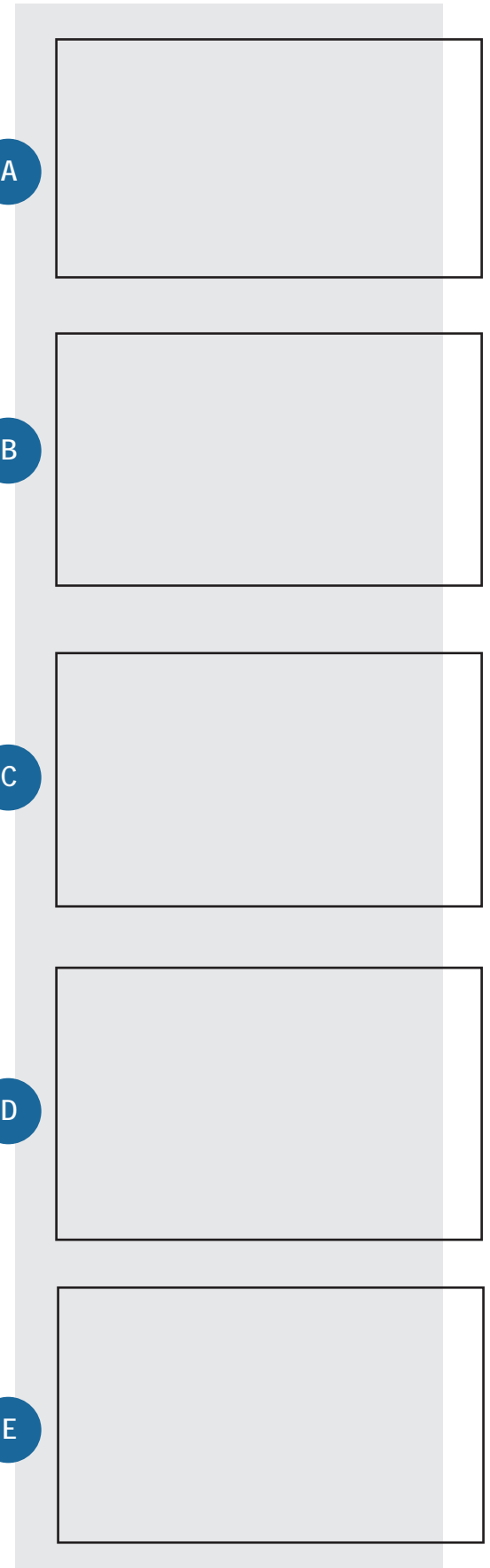
a. Click on the "Build File Here" layer and create your card on this layer (fig. C)

5. Check your file before saving

a. Turn the "Instructions" layer back on to double check your layout for safety, bleed, and trim. Then click on the trash can icon at the bottom of the palette to trash this layer (fig. D)

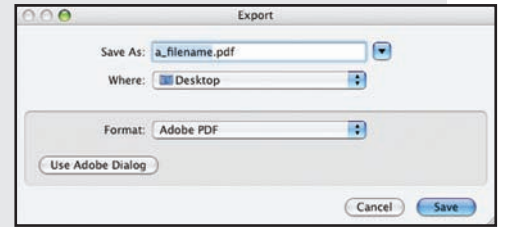
6. Save your file per these instructions

a. Click *File > Export* (fig. E)



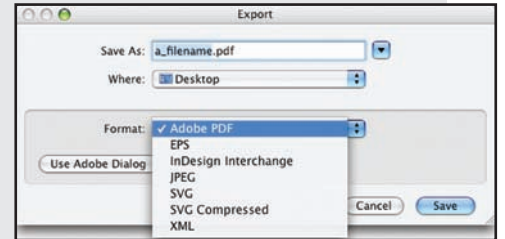
b. Rename the file to **a_filename.pdf** (be sure to change the word "filename" to the actual name of your card) (fig. F) -----

F



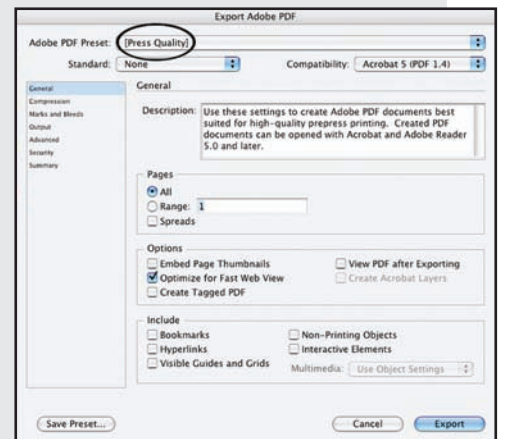
c. Click **Format > Adobe PDF > Save** (fig. G) -----

G



e. In the **Export Adobe PDF** window make sure **Adobe PDF Preset** is at **Press Quality** (fig. H) -----
Click **Export**

H



6. Reopen the original template and repeat process for the backside

Note when saving your backside of your file the name should be **b_filename.pdf**.

Quick Tips

1. For a deeper rich black color use the following CMYK color percentages (see figure to right)
 - a. Cyan - 70 ; Magenta - 50 ; Yellow - 20 ; Black - 100
2. Borders
 - a. To ensure borders appear even we recommend a minimum border width of 3/16" (.187).

