

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.

a. If this box comes up click continue (fig A) -----

# 2. Open the layers palette

a. From the top menu bar click Window > Layers (fig B) -----

# 3. Open Color Settings

a. Select menu Edit > Color Settings > CMYK: U.S. Sheetfed Coated v2 (fig.C) -----

This setting will remain default for every file you open, until you change this again.

# 4. Turn guides on

This will keep the guidelines of the safety zone, trim edge and bleed areas visible for your reference. Note the guides will not print.

a. Click on View > Show > Guides (fig D) -----

# 5. Turn off the instruction layer

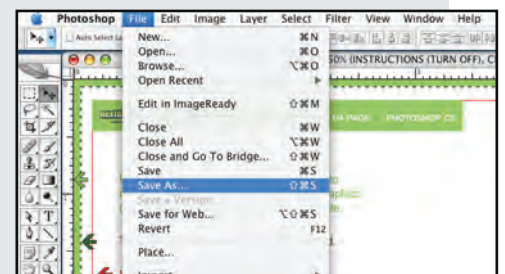
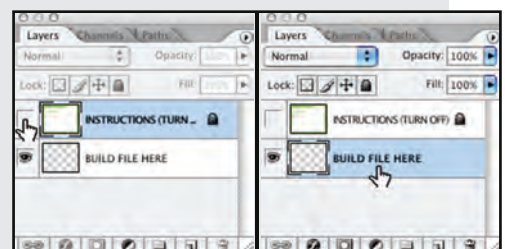
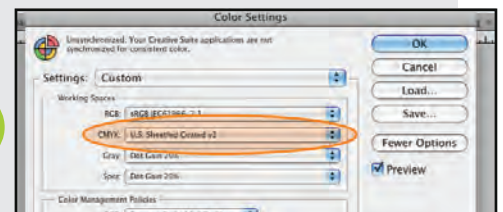
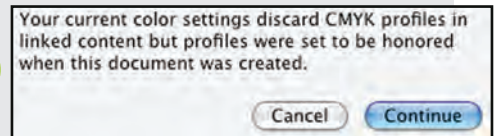
a. Click on the eye icon then click on layer below (fig E) -----

# 6. Build the front side of your file

Please review quick tips section on second page.

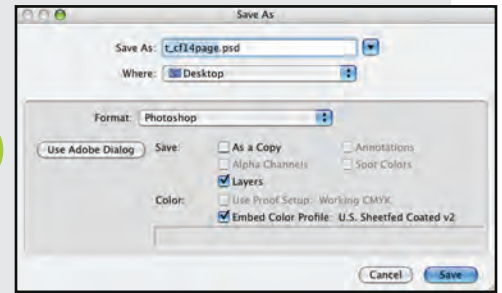
# 7. ⚠ Save your file per these instructions

a. Click File > Save As (fig F) -----



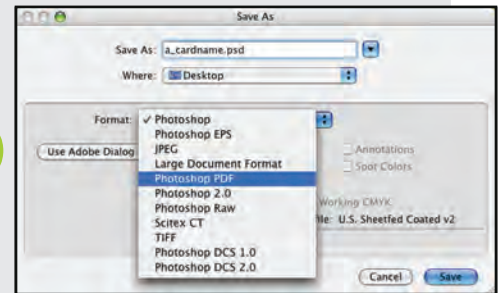
- b. Rename the file to a\_filename.pdf (be sure to change the word "filename" to the actual name of your card) (fig G)

G



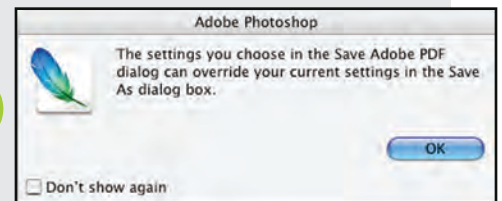
- c. Click Format > Photoshop PDF > Save (fig H)

H



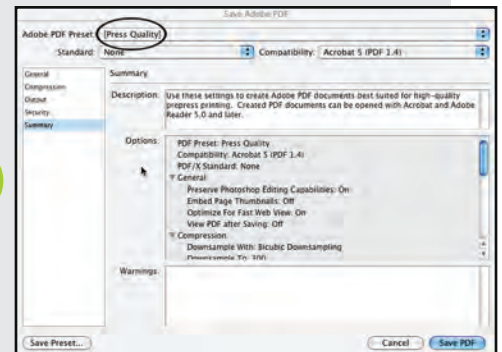
- d. If this box comes up click OK (fig I)

I



- e. In Save Adobe PDF window make sure Adobe PDF Preset is at Press Quality (fig J) Click Save PDF

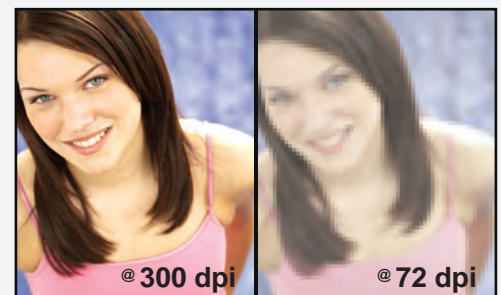
J



8. 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

- Resolution must be 300 dpi (see figure to right)
- For a deeper rich black color use the following CMYK color percentages:
  - Cyan - 70 ; Magenta - 50 ; Yellow - 20 ; Black - 100
- Borders
  - To ensure borders appear even we recommend a minimum border width of 3/16" (.187).



Typical web images re 72 dpi.  
For best result, image must be at 300 dpi.