

Microsoft Publisher Template

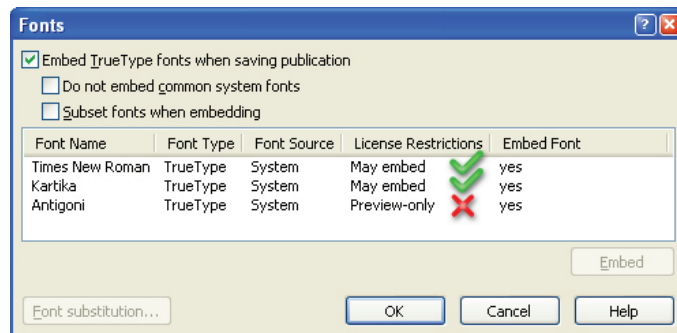
If you require printing to the edge of the page (full bleed), all graphics, backgrounds etc. MUST extend to the very edge of the template to bleed correctly. Anything beyond the blue line will ultimately be cut off.

The templates have pre-set safety margins to ensure you do not place important information too close to the edge where it may get trimmed off during finishing. The blue margins indicate the finished size of the artwork (what you will receive when printed). The green margins are where all important information / logos / graphics should be placed (these safety margins are to ensure you do not place important information too close to the edge where it may get trimmed off during finishing).

Please note: We recommend all images should be set at 300 dpi. Images with a resolution of less than 250 dpi may appear pixilated, blocky or blurry when printed even if they appear clear and sharp on screen. Increasing the resolution higher than 300 dpi just results in bloated files with no improvement in print quality.

Using the Microsoft Publisher template:

- Open the template.
- Create your design.
- Make sure all important information is within the green margins, and that everything that is to print to the edge (such as background colours, patterns and graphics) extend beyond the blue margins to the outer edge of the template.
- Please embed ALL fonts.
To do this go to Tools > Commercial Printing Tools > Fonts.
- Please ensure all fonts that have been used are able to be embedded. Some fonts may have license restrictions and may not be embedded.
Please do not use fonts with license restrictions.
See screen shot.
- Print your artwork as a PDF.
To do this go to File > Print > select Adobe PDF as the printer.
Click on Properties and ensure the PDF page size is set to the appropriate size.



If you do not have the capabilities to do this then save your file as a publisher document instead.

These templates are designed to assist in artwork creation only. Use of these templates does not automatically guarantee correctly prepared artwork for commercial printing. We recommend that all artwork be prepared by qualified pre-press graphic designers experienced in the print industry.

We cannot be held responsible for artwork not correctly prepared for commercial cmyk offset printing. Should you choose to supply your own artwork, the ultimate responsibility lies with you, our valued client. Please feel free to contact our print estimating team if you would like more information or a quotation on using the services of our own in-house design department.