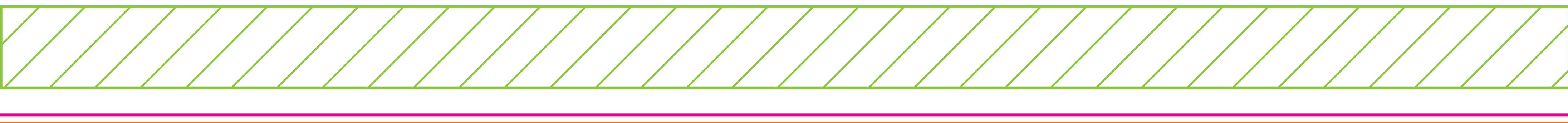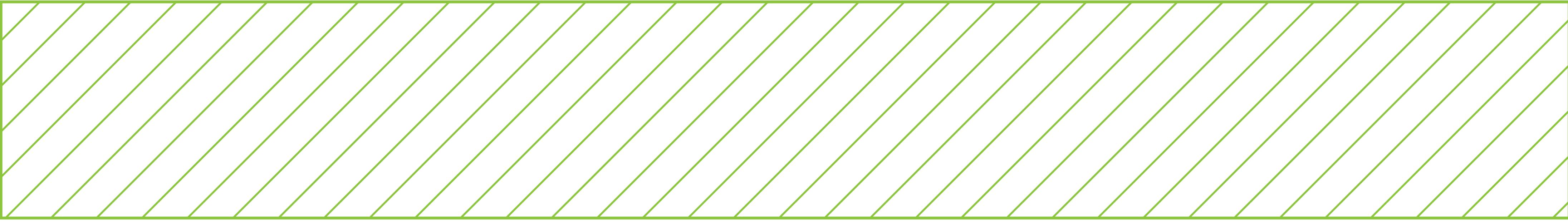# Information Display Board_L 2 x 3 - template_**v1**

Scale : 100%

Please read the following before setting up your artwork.

☐	Clipping Mask	- There is a clipping mask available on the 'Client Artwork' layer for you to clip your artwork to.
▨	Artwork Safe Zone	- Please ensure all important artwork information i.e. logos, text & images fall within the safe zone area.
☐	Trim Line	- Printed material will be trimmed to this line.
☐	Bleed Line	- Please ensure your artwork fills the area to this bleed line.
◆	Using layers	- Please ensure you select the green 'Client Artwork' layer in the 'Layers' panel when placing your artwork. - You can turn the 'Artwork Guidelines' layer off by clicking on the eye symbol to the left of the relevant layer.

Saving Artwork:

- **DO:**

  - **save artwork** as PDF using the standard 'Illustrator Default' option.

  - **turn off** the **'INFO - Non Print'** layer when saving artwork to PDF.

- **DON'T:**

  - **delete or change the colours of the keylines** as spot colours are used for production.

  - **rename the file name,** but instead just add your job name to the end of the existing file name.

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