







# Square Bollard\_Short\_140mm Diameter x 800mm - 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.

