

# Information Display Board\_P 4 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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