

# Table Tent Templates



**Have a question or want us  
to do it for you? Give us a call.  
1.800.930.6040**

## Instructions for preparing your artwork

If you have one of the software programs listed, click on the link at the bottom of the left column below.

If you are not working with one of the programs listed, click on the link at the bottom of the right column below.

Microsoft Publisher  
Quark XPress  
Adobe InDesign  
Adobe Illustrator  
CorelDraw  
Adobe PhotoShop

[Click Here for Instructions](#)

All Other Programs

[Click Here for Instructions](#)

# Instructions for laying out your artwork

Follow these initial instructions below for the program you will be using, then go to the General Instructions to add your artwork.

For each of these programs you will need to set up your page size to include bleed. The page size you will need to create is .25" larger in width and height than the finished product. You can use this chart as a reference:

If finished size is:      Then your page size will be:

4 x 6      4.25 x 17.25

5 x 6.5      5.25 x 19.25

8 x 4      8.25 x 12.25

## Microsoft Publisher

1. Under File menu select new
2. Under File menu go to Page Setup
3. Choose Publication Type as Custom
4. Define the page size as .25" larger in width and height than the finished product (for example: 5.25 x 19.25 for a 5 x 6.5)
5. Under Insert menu choose Picture -- From File select the template you downloaded
6. Click Insert
7. Go to General Instructions below

## Quark XPress

1. Under the File menu select New -- Document
2. Enter the page size as Custom. Enter the dimensions as .25" larger in Width and Height than the finished product (for example: 5.25 x 19.25 for a 5 x 6.5)
3. Click OK
4. Make a Rectangular Picture Box .25" larger in Width and Height than the finished product. Use the Show Measurements tool found under the View menu to be sure the box is the right size and that the origin is at: X: 0 and Y:0
5. Under the File menu, choose Get Picture
6. Select the template you downloaded
7. Click Open
8. Go to General Instructions below

## Adobe InDesign

1. Under the File menu select New -- Document
2. Set the number of pages to 1. Turn off Facing Pages. Set the page size to Custom Dimensions: .25" larger in width and height than the finished product (for example: 5.25 x 19.25 for a 5 x 6.5)  
Set the margins at: Top and bottom 0" Left & Right 0"
3. Click OK
4. Under the File menu select Place
5. Select the template you downloaded
6. Click Open
7. Position the place icon over the top left corner of the page and click
8. If the transform palette not already open, under Window choose Transform Palette
9. Make sure the template is selected and use the transform palette to verify that the top left corner is at X: 0 and Y: 0
10. Go to General Instructions Below

## Adobe Illustrator

1. Open the template in Illustrator
2. Go to General Instructions Below

## Adobe PhotoShop

1. Open the template in PhotoShop. In the "Rasterize Generic EPS Format" window enter the following size: .25" larger in Width and Height than the finished product (for example: 5.25 x 19.25 for a 5 x 6.5. Resolution 300 – 350 Mode: CMYK Color
2. In your layers palette, lock the layer that has the template on it. You will need to lay out your artwork on other layers as the template needs to be removed when the file is printed
3. Go to General Instructions Below

## CorelDraw

1. Open the template in CorelDraw
2. Go to General Instructions Below

# General Instructions

After you have a screen that looks similar to Figure 1, continue with the following steps:

- As you work, try not to move or change the elements in the template.
  - If the program you are working in has layers, it is best to keep the template layer locked.
  - If the program you are working in can lock objects, lock all the elements of the template.
- The pink lines indicate where the Table Tent will be cut out (dotted). The outer most solid pink lines indicate where bleeds should extend.
  - None of the pink and blue elements will print.
  - When you are done laying out your artwork, move the template to the top layer.

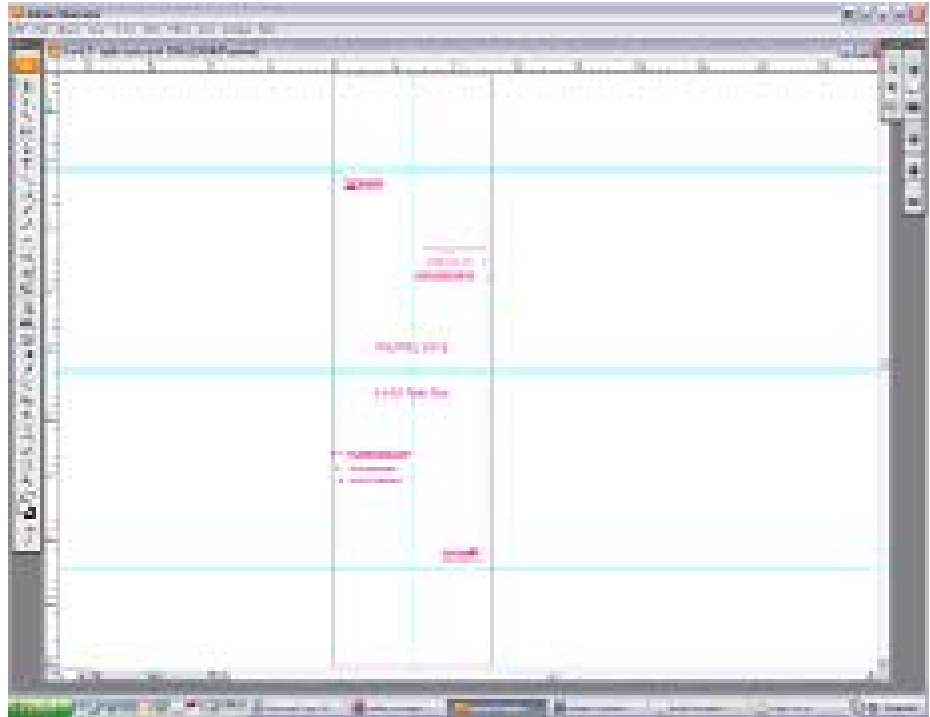


Figure 1

## General Instructions continued...

- Begin laying out your artwork.
  - Remember to include bleeds, if necessary.
  - Leave 1/8" "Safe" zone from trim (blue line).
  - For more information about "Safe Zones" [Click Here](#)
- While this is for business cards, the principle is the same for any product we print.



**Congratulations, your Table Tent is now ready!**  
**Place your order today and they can be ready to ship in**  
**6 business days!**

To request a quote and get your order going: [Click Here](#)

If you have already placed your order, you can now upload your files to: [Click Here](#)

Have your order number handy and upload the native files. It is especially important with Photoshop to send the *Layered* Photoshop file.