

Door Hangers

Layout Instructions

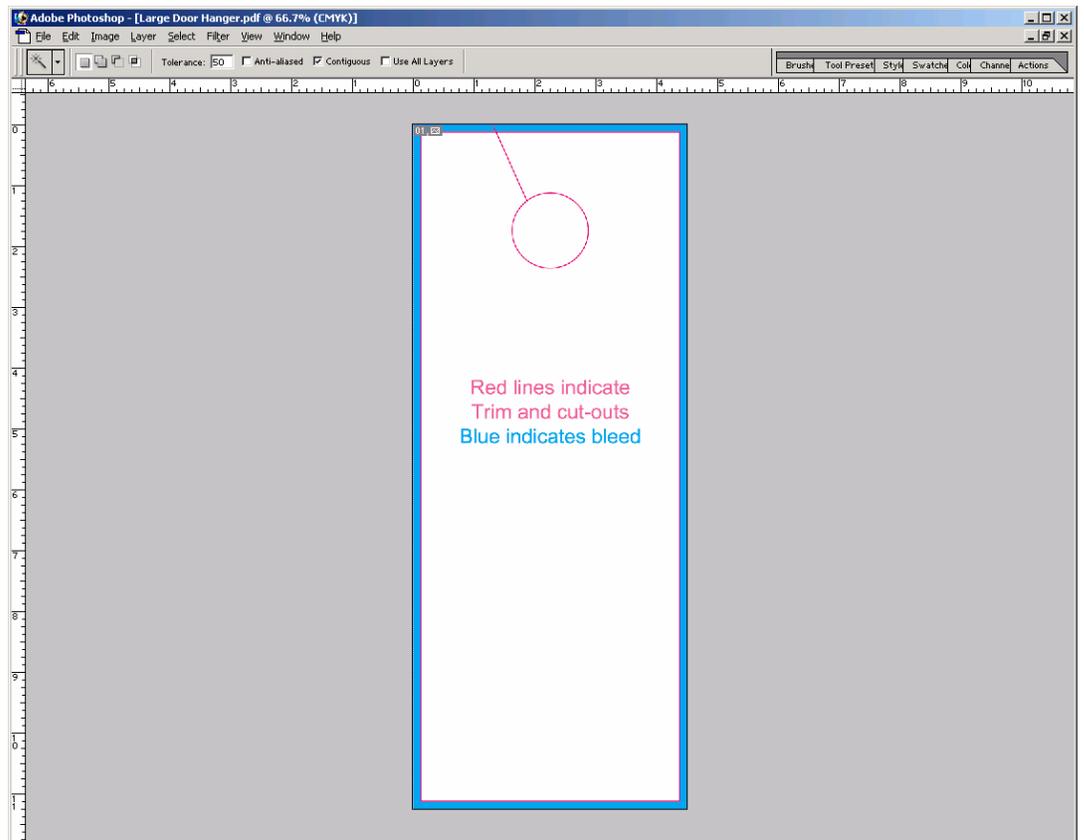
First you will need the appropriate template. Download the file with the templates at: <https://www.printingforless.com/images/DoorHangerTemplates.zip>. The .zip file you download and save to your hard drive will have templates for both sizes of door hangers we offer. Follow the initial instructions below for the design program you will be using, then go to the [General Instructions](#) on page 3 to add your artwork.

<p>Microsoft Publisher</p>	<ol style="list-style-type: none"> 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 (bleeds included) as: Large Hanger: 4.5" Width – 11.25" Height Small Hanger: 3.75" Width – 8.75" Height 5. Under Insert menu choose Picture → From File select the template you downloaded for the size you want. 6. Click Insert 7. Click Here to go to General Instructions
<p>Quark XPress</p>	<ol style="list-style-type: none"> 1. Under the File menu select New→ Document 2. Enter the page size as Custom Enter the dimensions as: Large Hanger: 4.5" Width – 11.25" Height Small Hanger: 3.75" Width – 8.75" Height 3. Click OK 4. Make a Rectangular Picture Box to the dimensions of the page. 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 for the size you want. 7. Click Open 8. Click Here to go to General Instructions
<p>Adobe PageMaker</p>	<ol style="list-style-type: none"> 1. Under the File menu select New 2. Set the page size to Custom Dimensions: Large Hanger: 4.5" Width – 11.25" Height Small Hanger: 3.75" Width – 8.75" Height 3. Turn off Double-sided 4. Click OK 5. Go to the Master Page 6. Under the File menu select Place 7. Select the template you downloaded for the size you want. 8. Click Open 9. Position the place icon over the top left corner of the page and click 10. If the control palette is not already open, under Window choose Show Control Palette 11. Make sure the template is selected and use the control palette to verify that the top left corner is at X: 0 and Y: 0 12. Click Here to go to General Instructions

<p>Adobe InDesign</p>	<ol style="list-style-type: none"> 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: Large Hanger: 4.5” Width – 11.25” Height Small Hanger: 3.75” Width – 8.75” Height Orientation: Portrait 3. Click OK 4. Go to the A-Master Page 5. Under the File menu select Place 6. Select the template you downloaded for the size you want. 7. Click Open 8. Position the place icon over the top left corner of the page and click 9. If the transform palette not already open, under Window choose Transform Palette 10. 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 11. Click Here to go to General Instructions
<p>Adobe Illustrator</p>	<ol style="list-style-type: none"> 1. Open the template for the size you want in Illustrator 2. Click Here to go to General Instructions
<p>Adobe PhotoShop</p>	<ol style="list-style-type: none"> 1. Open the template for the size you want in PhotoShop. In the “Rasterize Generic PDF Format” window enter the following: Large Hanger: 4.5” Width – 11.25” Height Small Hanger: 3.75” Width – 8.75” Height 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. Click Here to go to General Instructions
<p>MacroMedia FreeHand</p>	<ol style="list-style-type: none"> 1. Open the template for the size you want in Freehand 2. Click Here to go to General Instructions
<p>CorelDraw</p>	<ol style="list-style-type: none"> 1. Open the template for the size you want in CorelDraw 2. Click Here to go to General Instructions

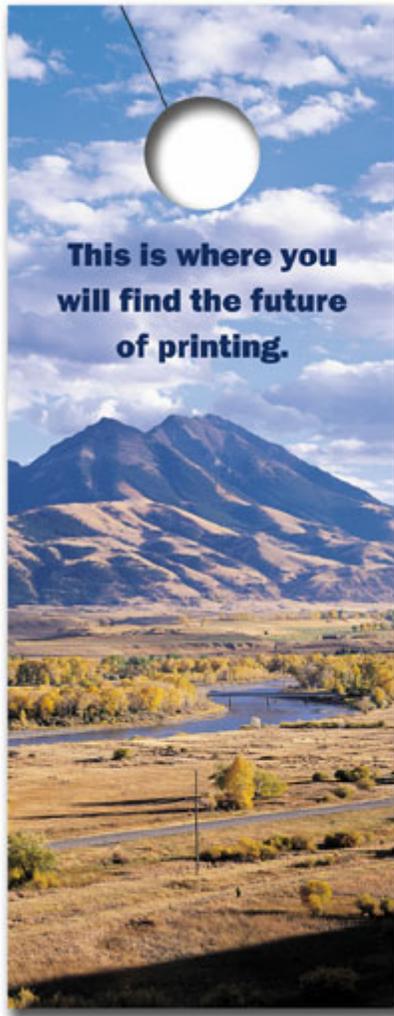
General Instructions for Door Hangers

- After following the layout instructions, you should have a screen that looks similar to the image at right.
- As you work, do not move or change the elements in the template.
- If the program you are working in has layers, it is best to keep the template on a separate, locked layer.
- Lay out your artwork within the red lines. If your design has elements that go to the edge of the hanger, the element should continue 1/8" past the trim lines and will be cut off. This is the **bleed**.
- The standard for PrintingForLess is to have page one of your file be considered the front, which should match the template at right with the slit running up to the left at 10 o'clock. If you prefer something else, please inform your Technical Services team.



This screen capture is from Adobe PhotoShop.

- Remember, the back side of the door hanger will have the slit running up to the right at 2 o'clock. The picture at the right demonstrates this.



Front (page 1)



Back (Page 2)

Congratulations, your Door Hanger is now ready!

Place your order today and they can be ready to ship in 10 business days!

When your files are ready, you can place your order at:

<https://www.printingforless.com/cardsdoorhangers.html>

or if you have already placed your order, you can now upload your files at::

<http://www.printingforless.com/fileupload.html> - be sure to have your order number handy.

Please upload the files from the design application that your are using rather than a PDF file. It is especially important with PhotoShop to send the **Layered** PhotoShop file.

Please call us if you have any questions or concerns!