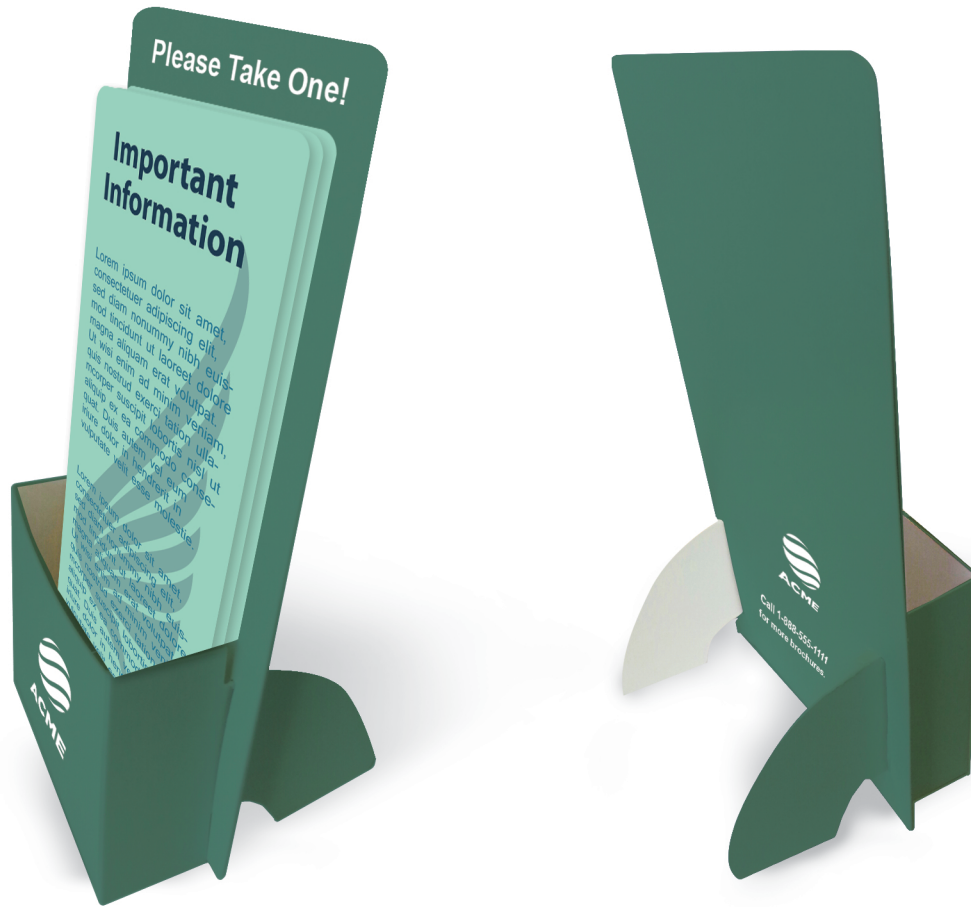


Literature Holder



To produce a literature holder, please provide us with a digital layout file that looks like this:

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

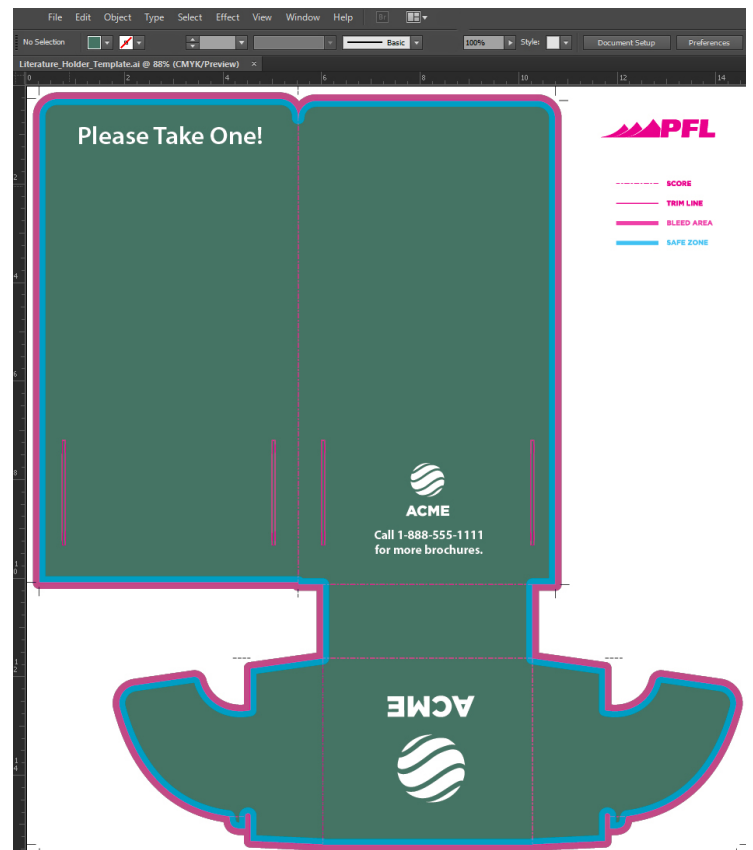


Figure 1

Instructions for preparing your artwork

If you want to create the complete artwork as shown in Figure 1 above and have one of the software programs listed below, 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

First you will need the template. [Click Here](#) to go to our Template Downloads Page. You will be able to download the appropriate template to your hard drive. Follow these initial instructions below for the program you will be using; then go to the General Instructions to add your artwork.

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: 14.65" Wide 15.65" High
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: 14.65" wide, 15.65" high. Set the margins at: Top and bottom .625" -- Left and Right 1.375
3. Click OK
4. Make a Rectangular Picture Box 14.65" wide and 15.65" high. 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: 14.65" wide and 15.65" high
Orientation: landscape (icon on right)
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 is 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: Width: 14.65" & Height: 15.65". 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 like figure 2 shown below, 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 literature holder will be cut out (dotted) or folded (solid). Extend the bleeds to the outer most solid pink lines.
- While creating your design, keep in mind that part of the holder will be covered by the brochure or rack card once the holder is assembled and product is placed in the holder.
- None of the pink and blue elements will print.

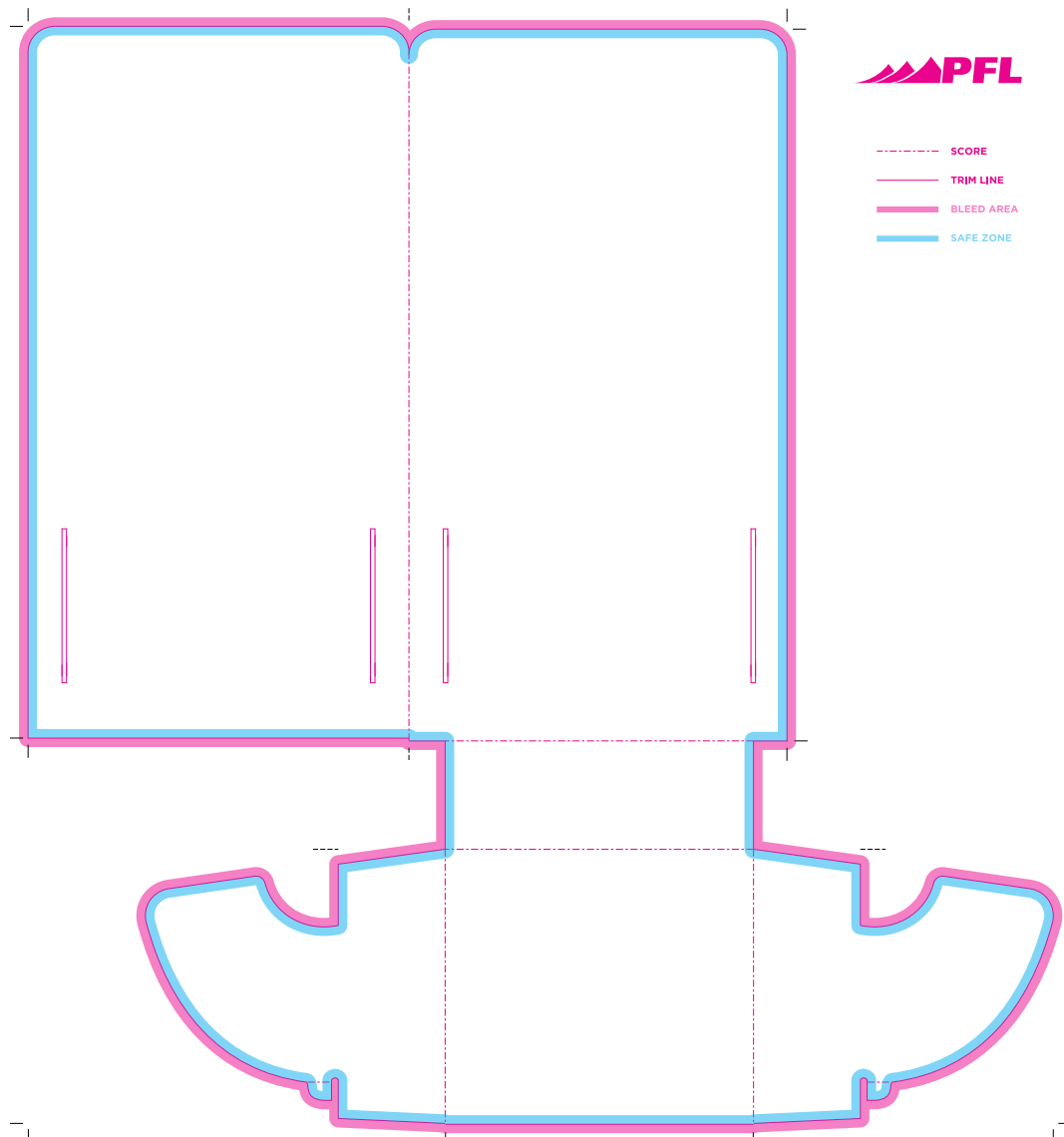


Figure 2

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.
- On the template, there is an area that represents the part of the holder unit that will be covered by the brochure or rack card once assembled. Please keep this in mind when laying out the literature holder.

Congratulations, your Literature Holder 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:

[Click Here](#)

or 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.

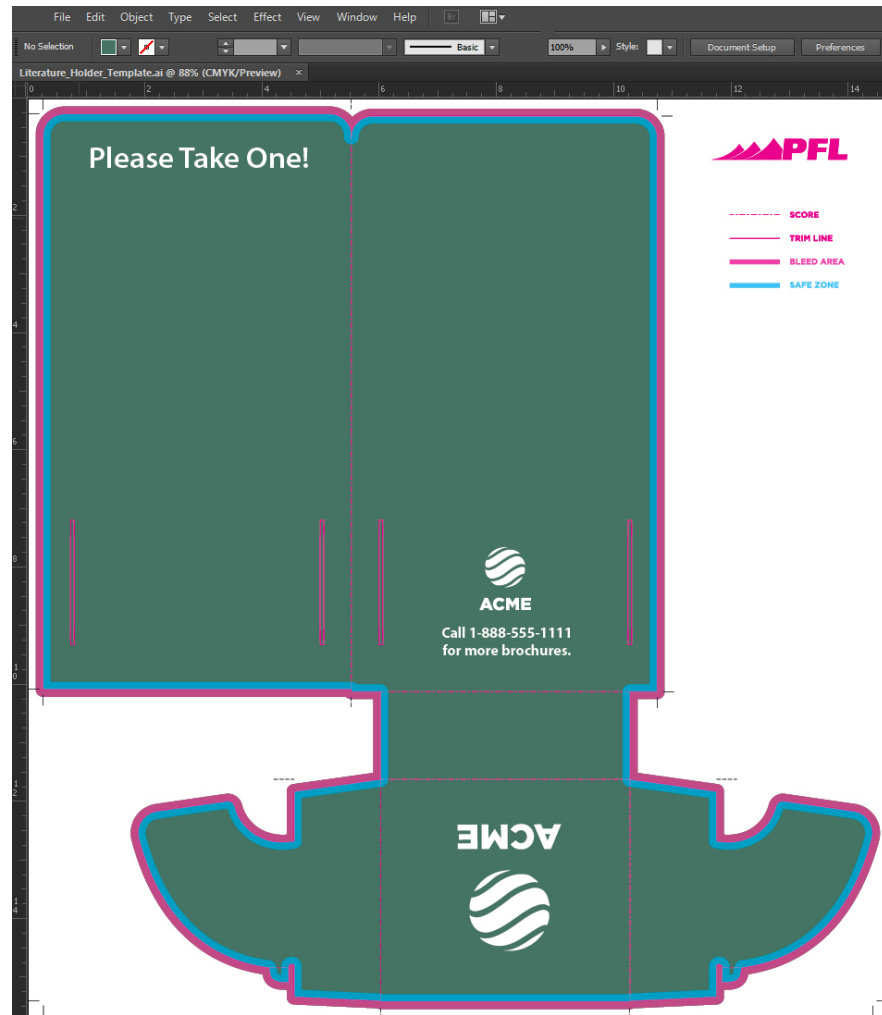


Figure 3