



PRINTED POCKETS

INITIAL SET UP

- Begin by clicking the Create a Design Button
- Select Custom Size from the options
- Maximum size we can do printed pockets is 7x9. The final size for the pockets at this size would be calculated out to two 7x9 + 3 inches at the bottom of the page.
- The final size for a 7x9 printed pocket would be 14x12.
- Margins are automatically set to 1", only 0.5" is required.
- Click Create New Design

Custom size

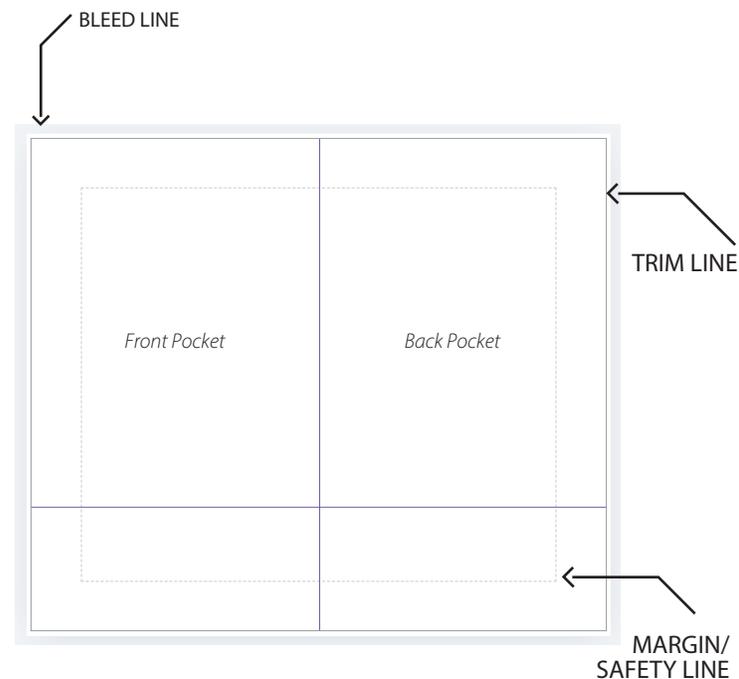
Width	Height	Units
14	12	in

Create new design

BLEED AND CROP MARK SET UP

- Click on File
- Select Show Print Bleed and make sure there is a check mark showing its been turned on
- Select Show Margins and make sure there is a check mark showing its been turned on
- You will now notice two sets of dotted lines. One will be .125" outside your document page and another dotted line at .25" inside your document page.

You will create a two page document that will be paired together as the pocket and the flap.



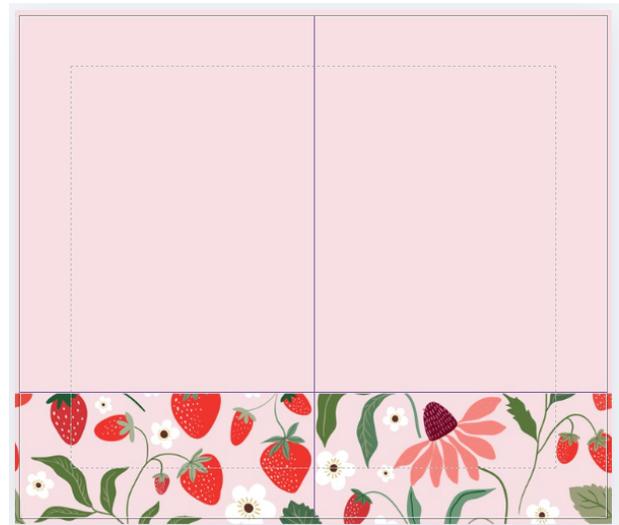


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DESIGN LAYOUT

Here is an example of how the design layout should look for both documents submitted for the printed pockets page and the printed flap page.

Two documents will be submitted for printed pockets. 1 Full Color pockets page and 1 Full Color Pocket Flap page.



EXPORTING TO PDF

- Click the download button in the upper right corner
- File Type > PDF Print
- Click the box to check the Crop Marks and Bleed
- Select Page > All Pages
- Color Profile should be set to CMYK
- Select Download

< Download

File type

 PDF Print ▼

Crop marks and bleed ⓘ

Flatten PDF ⓘ

Include notes ⓘ

Select pages

Pages 1-2 ▼

Color profile

CMYK (best for professional printing) ▼

Preferences

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