

# USING THE TEMPLATE FILE



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[www.admoreonline.com](http://www.admoreonline.com)

*Our templates are .eps format. It represents the item flat, unglued looking at the printed side of sheet. You may complete your layout in Illustrator. Simply create a new layer(s) for art, keep template on it's own layer. This .eps format can also be easily placed into any desktop publishing program. Please see instructions outlined below. Please DO NOT alter our template. The cyan color swatch named "dieline" is a custom color specific to our workflow. Please DO NOT specify any elements as "dieline" color in your layout or they will NOT print on the final product. Please refer to our Preflight Checklist & Artwork Requirements sheet for important file specifications, regarding image resolution, fonts and graphics. For layout assistance with complex items, an item sample can be helpful. To request a sample, please e-mail: [admore\\_samples@ennis.com](mailto:admore_samples@ennis.com)*

## For Mac users:

- DOWNLOAD** the template
- SAVE** the template file into your folder
- USE** your page layout program (QuarkXPress or InDesign)
- CREATE** a new document to size of item
- PLACE** the template into the new document
- BUILD** your file, adding text, graphics and images

*Tip:* Keep the template outline on a separate layer; this will allow you to turn it on and off.

## For PC users:

- DOWNLOAD** the template
- SAVE** the template file into your folder
- OPEN** your vector editing program (Illustrator)  
From the "File" menu, open the .ps file you have saved.  
Now, "SAVE AS" an .eps file.
- USE** your page layout program (QuarkXPress, InDesign, etc.)
- CREATE** a new document to size of item
- PLACE** the template into the new document
- BUILD** your file, adding text, graphics and images

*Tip:* Keep the template outline on a separate layer; this will allow you to turn it on and off.