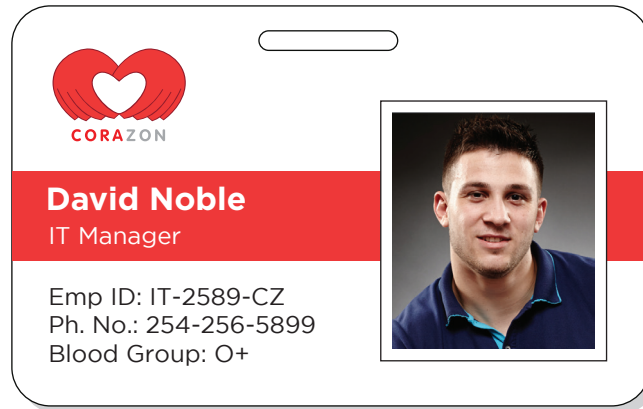
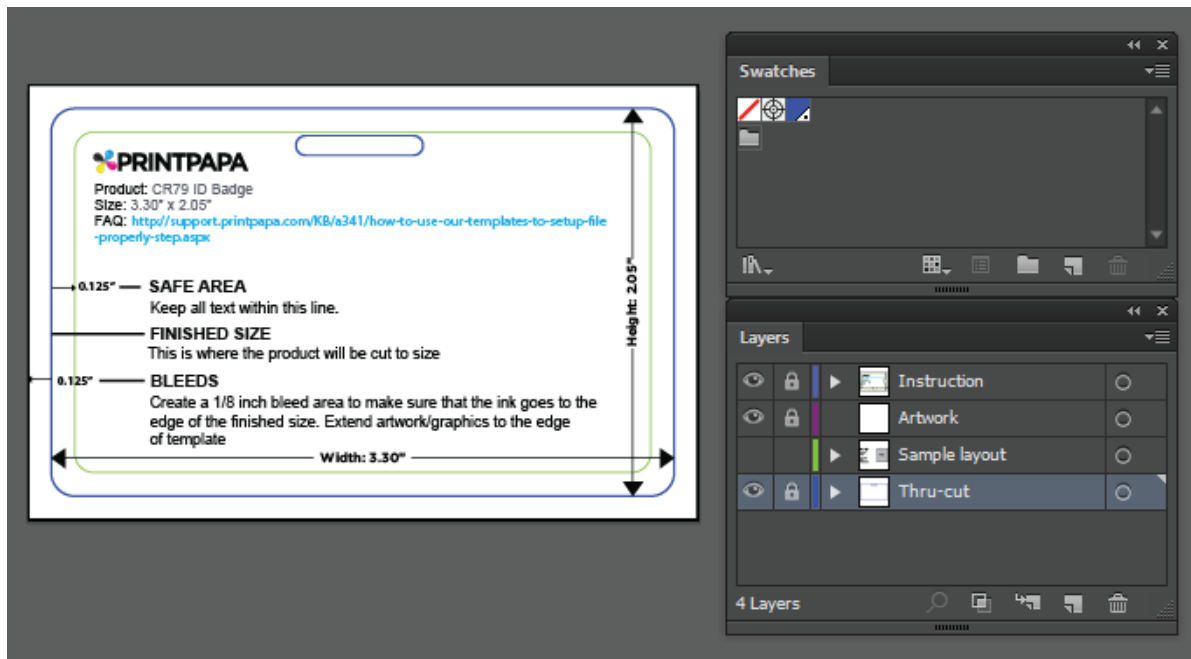


Artwork Setup Guide for ID Badges

STEPS TO SETUP YOUR ARTWORK



1. Click on template tab and download the template for the size ordered and open in Illustrator. This PDF has the correct color swatch and layers, so it will be easy to start. There are 4 layers as shown below.



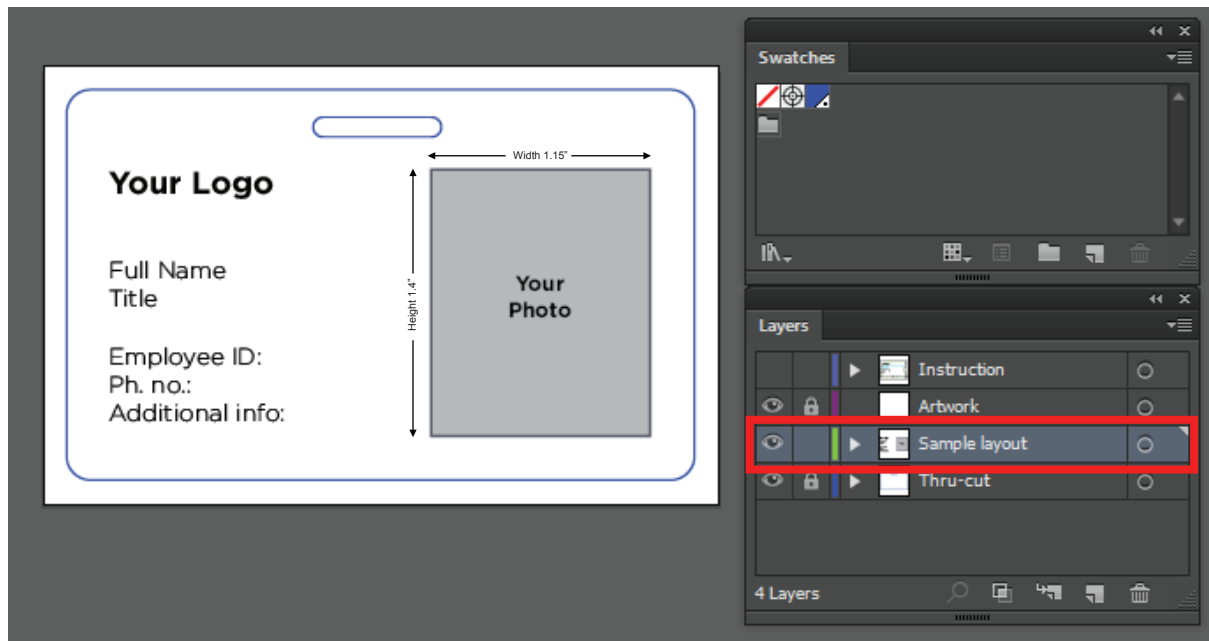
Instruction layer: This layer contains all the informations and instructions. Please delete this layer on the final submitted artwork.

Artwork layer: This is the layer where you will setup your artwork.

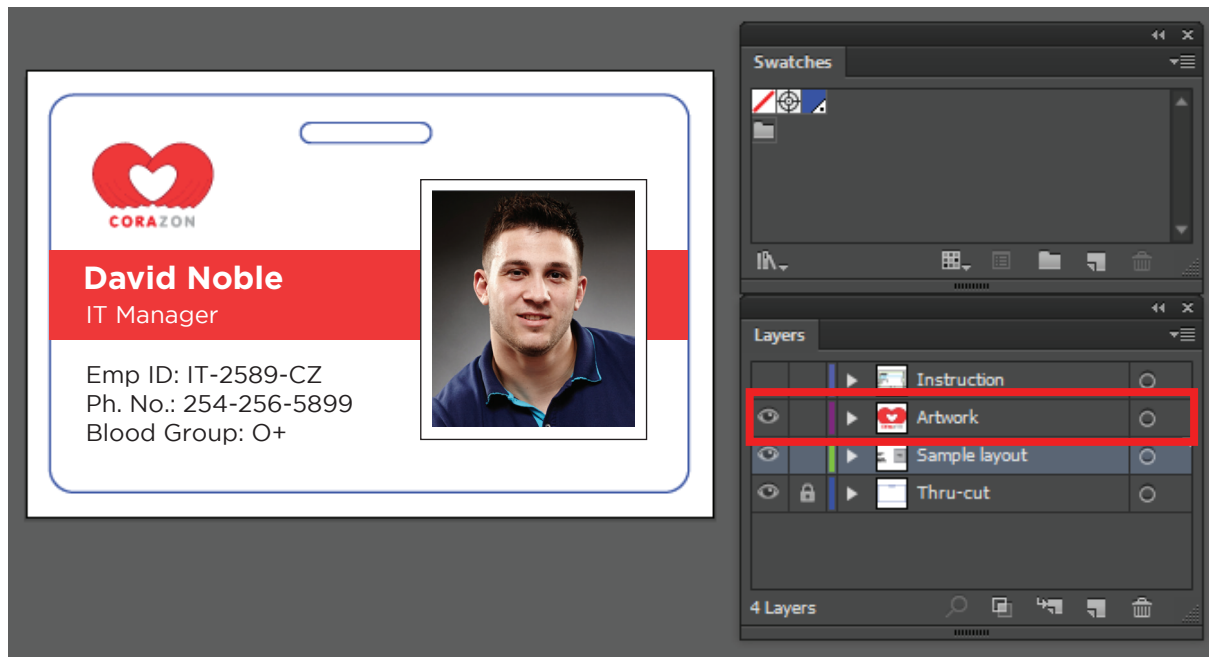
Sample layout layer: Sample Layout layer contains a standard ID Badge Layout just for reference purposes. Please enable it to view. Delete this layer on the final submitted artwork.

Thru-cut layer: Thru-Cut layer is used by production. Please do not Remove or modify that layer at any time.

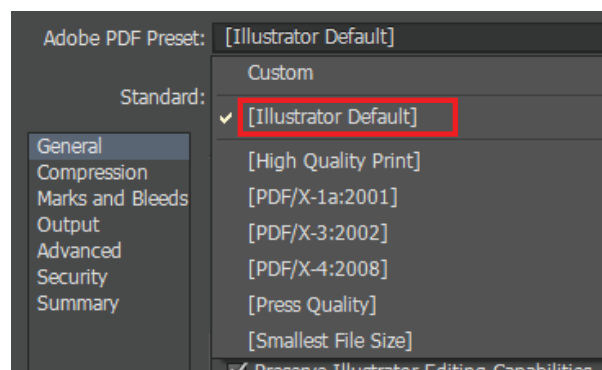
2. Now select and enable the “**Sample layout**” layer from layer panel. This will make it easy for you to create the ID badge layout.



3. From the layer window, select “**ARTWORK**” layer and create your artwork.



4. Once you are done with your artwork delete the “**INSTRUCTION**” layer and “**SAMPLE LAYOUT**” layer and save as PDF and choose **Illustrator Default** settings.



5. Download the **ID-personnel-info.xls** file under template tab and fill the data sheet with your employee's information and save it. In the **@images** column enter the name of the images followed by the image path (*refer to the image below*).

1	Name	Title	Employee ID	Phone no.	Additional info	@images
2	David Noble	IT Manager	IT-2589-CZ	254-256-5899	O+	/images/david.jpg
3	Michael Miller	Sales Manager	SLS-2256-CZ	254-256-5900	B+	/images/michael.jpg
4	Paul Snider	Marketing Head	MKT-1253-CZ	254-256-5901	B-	/images/paul.jpg
5	Daniela Smith	HR	HR-2341-CZ	254-256-5902	O+	/images/daniela.jpg
6	Steve Raven	IT Developer	DEV-1534-CZ	254-256-5903	A+	/images/steve.jpg
7						
8						

Note: All employees' photograph name should be unique.
 Minimum resolution of the photographs must be 300 dpi.
 All photographs should be in same dimension (1.15" x 1.4") and in .jpg format.
 Images should be saved in "images" folder.

6. Now upload both the .pdf and .xls file along with your employees photograph with your order.