


4 Panel Insert

Instructions:

For use with Illustrator

1. Be sure that you design your artwork on the **ARTWORK LAYER**.
Your background artwork should extend to the outer edge of the bleed area. Text must not be in the bleed area. (There should be at least an 1/8" gap between the spine, fold lines and text).
2. Outline fonts by selecting **Type/Create Outlines** from the Menu bar. (Note that you cannot edit text after it has been outlined)
3. Hide all layers **EXCEPT** Artwork Layer prior to saving your image. 
4. Save as **CMYK** or spot color (not RGB), eps format, link files do not embed images.

Notes:

This template is for a 4 panel insert or multiple page booklet. To produce a 4 panel double sided print you must reuse this template and save as two separate files.

Panel 4

Fold

Panel 1

4.75"

9.5"

4.75"

Set up artwork to outer edge. 1/8" Bleed area