

Step 1: Create a New Document or if you downloaded a template skip to step 2.

Launch your Illustrator app.

- ▶ Choose **File ~ New ~ Document.** (See Figure 1)

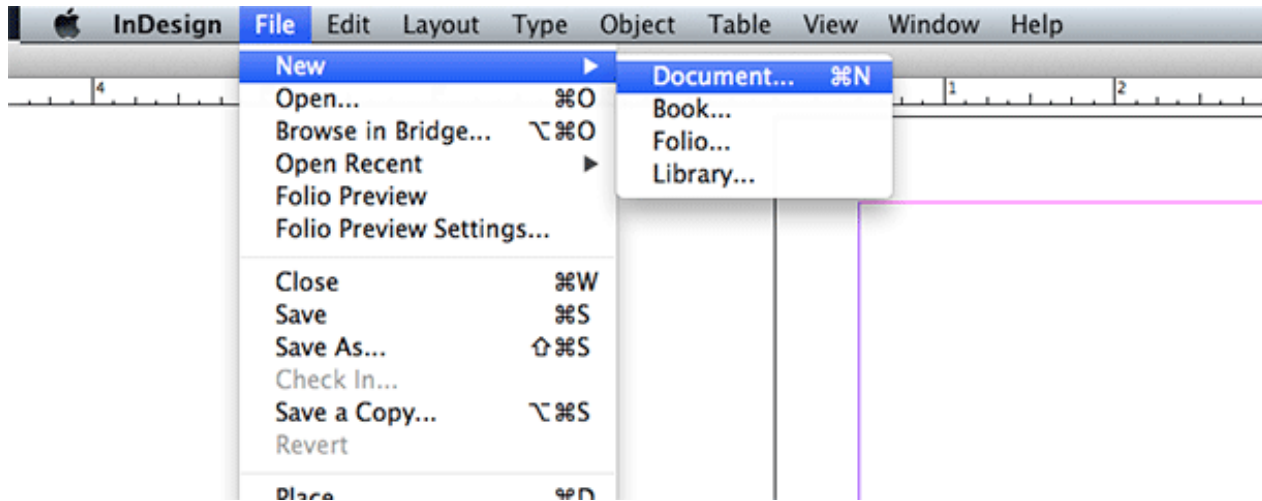


Figure 1

- ▶ Name Your File.
- ▶ Set the document size. This will be the final product trim.
- ▶ Set the Bleed to 0.125 on all four sides of the artwork. This will be trimmed off after printing.

(See Figure 2)

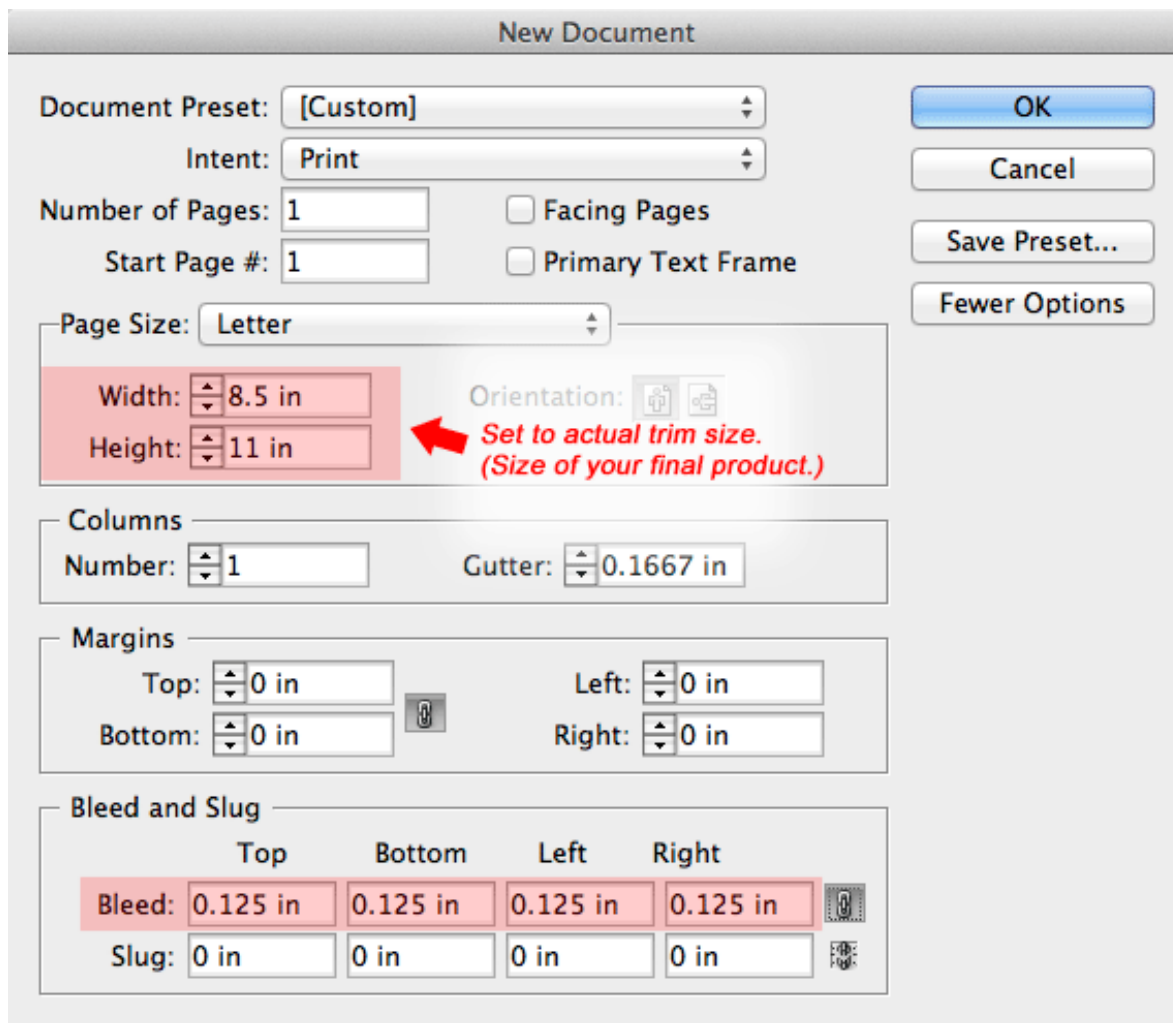


Figure 2

- ▶ Check ok.

Step 2: Exporting to pdf.

- ▶ When you are done with your design and ready to submit it to Kliq Print, download the Kliq Print print preset here. [XXXXXXXXXXXXXXXXXX](#).
- ▶ Files can be packaged and sent in but we prefer pdf. To learn how to package go here [XXXXXXX](#)
- ▶ Double click **Kliq Print.joboptions** icon that you downloaded



(this will install pdf print set for exporting)

- ▶ From InDesign Choose **File ~ Export** (See Figure 3)

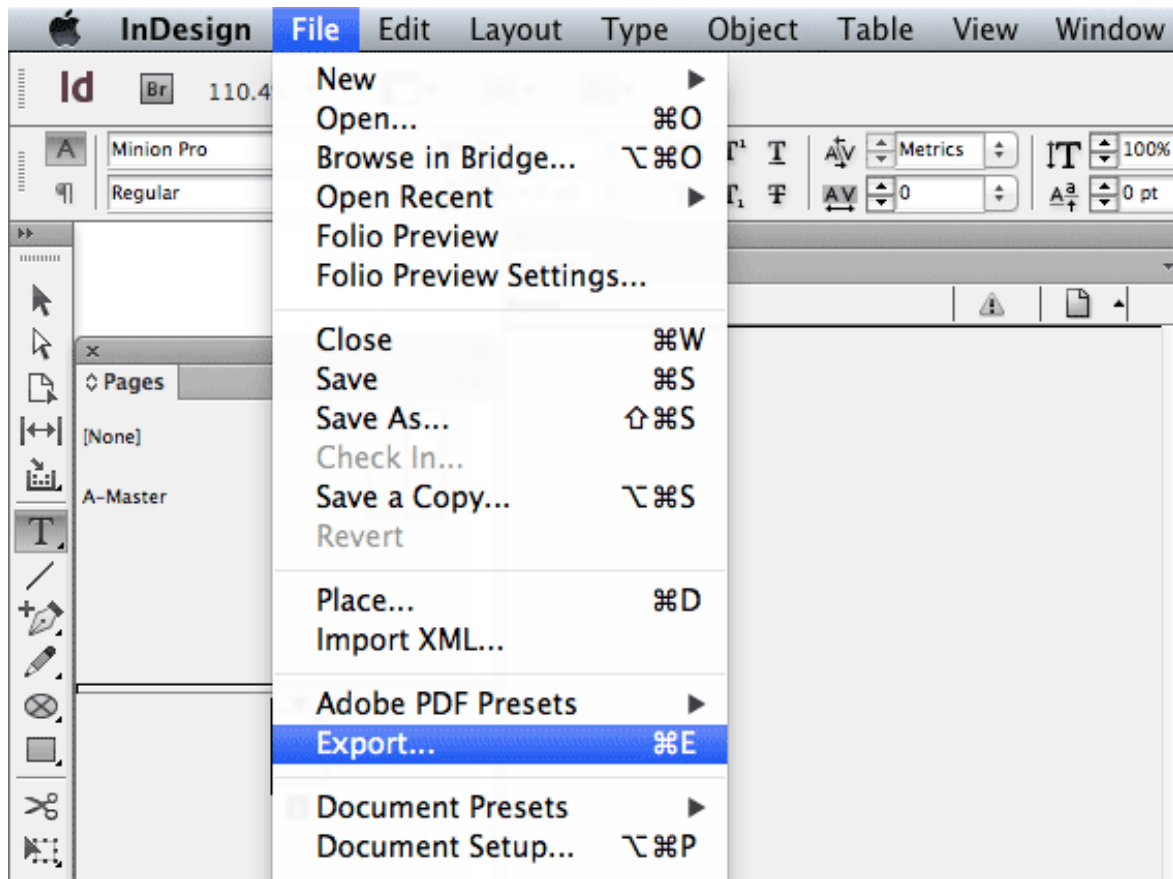


Figure 3

- ▶ Name your file and choose a save location on your computer.
- ▶ InDesign save window will pop up. Set format for **Adobe pdf (Print)**
- ▶ Click save (See Figure 4)

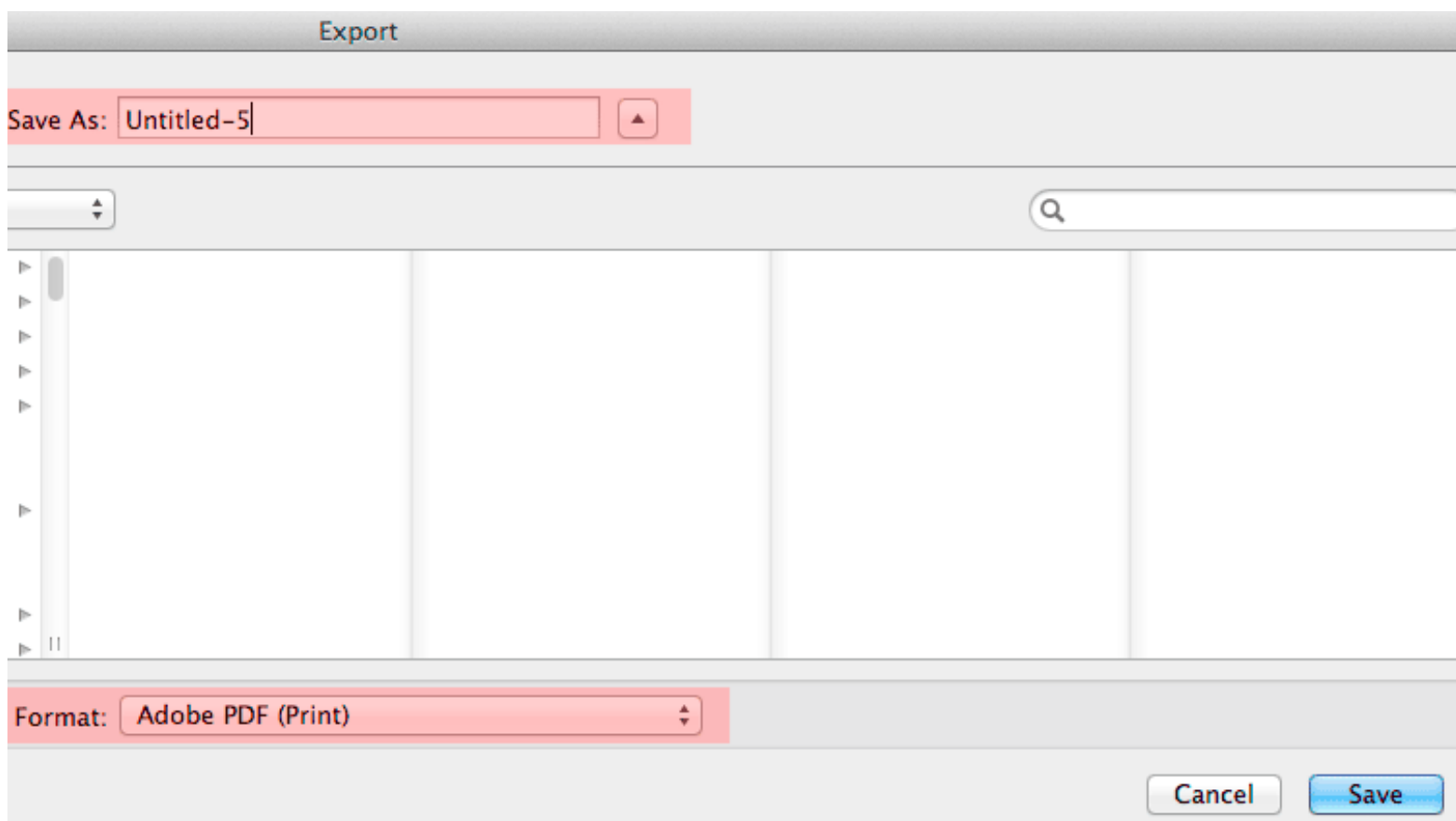


Figure 4

- ▶ In the Export Adobe PDF window, choose **Kliq Print** from the Adobe pdf print preset we downloaded earlier. (See Figure 5)

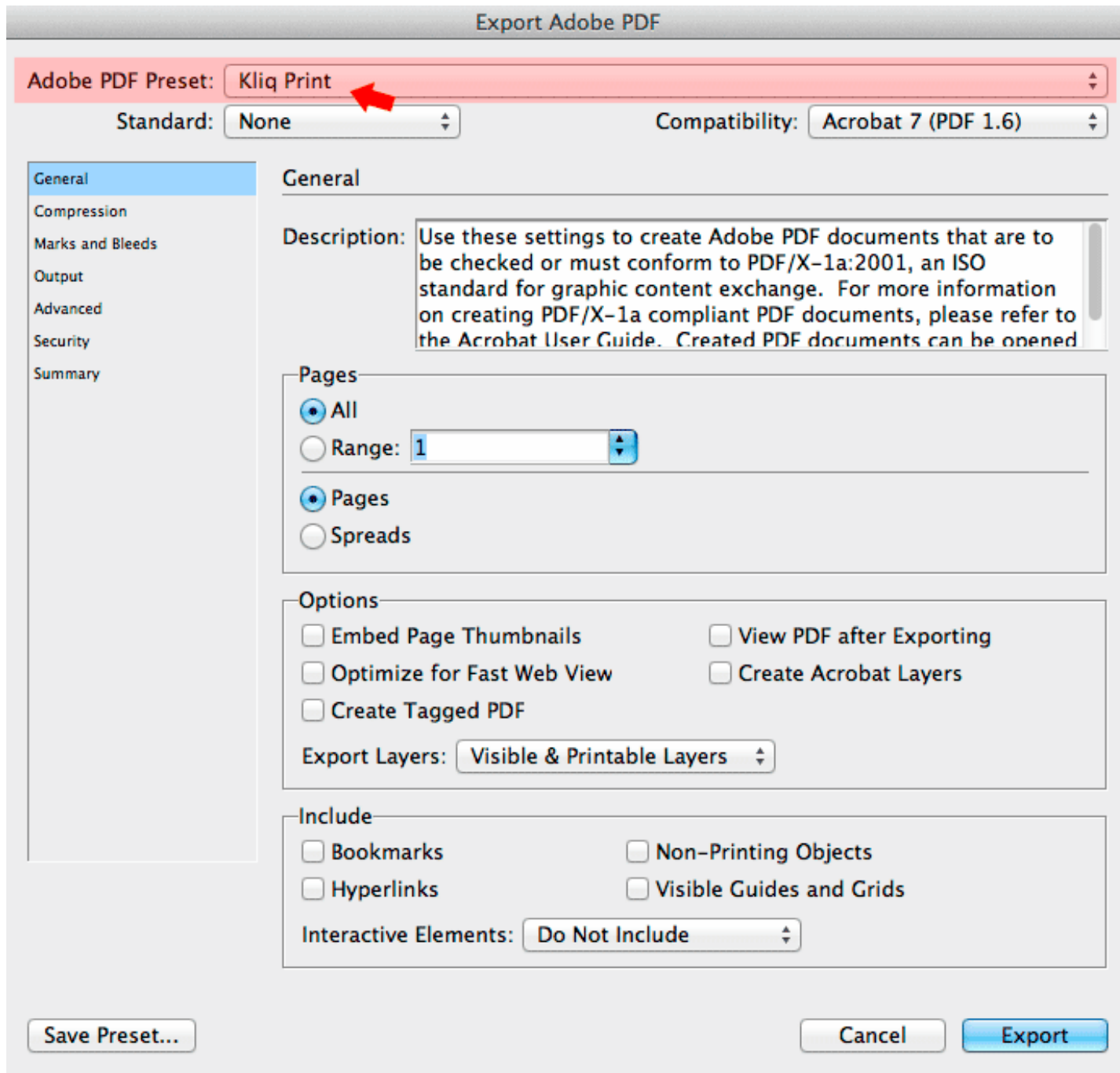


Figure 5

- ▶ Click Export. This pdf file is ready for upload.

How to Package files.

- ▶ We also accept packaged files.
- ▶ Go to **File ~ Package** (See Figure 6)

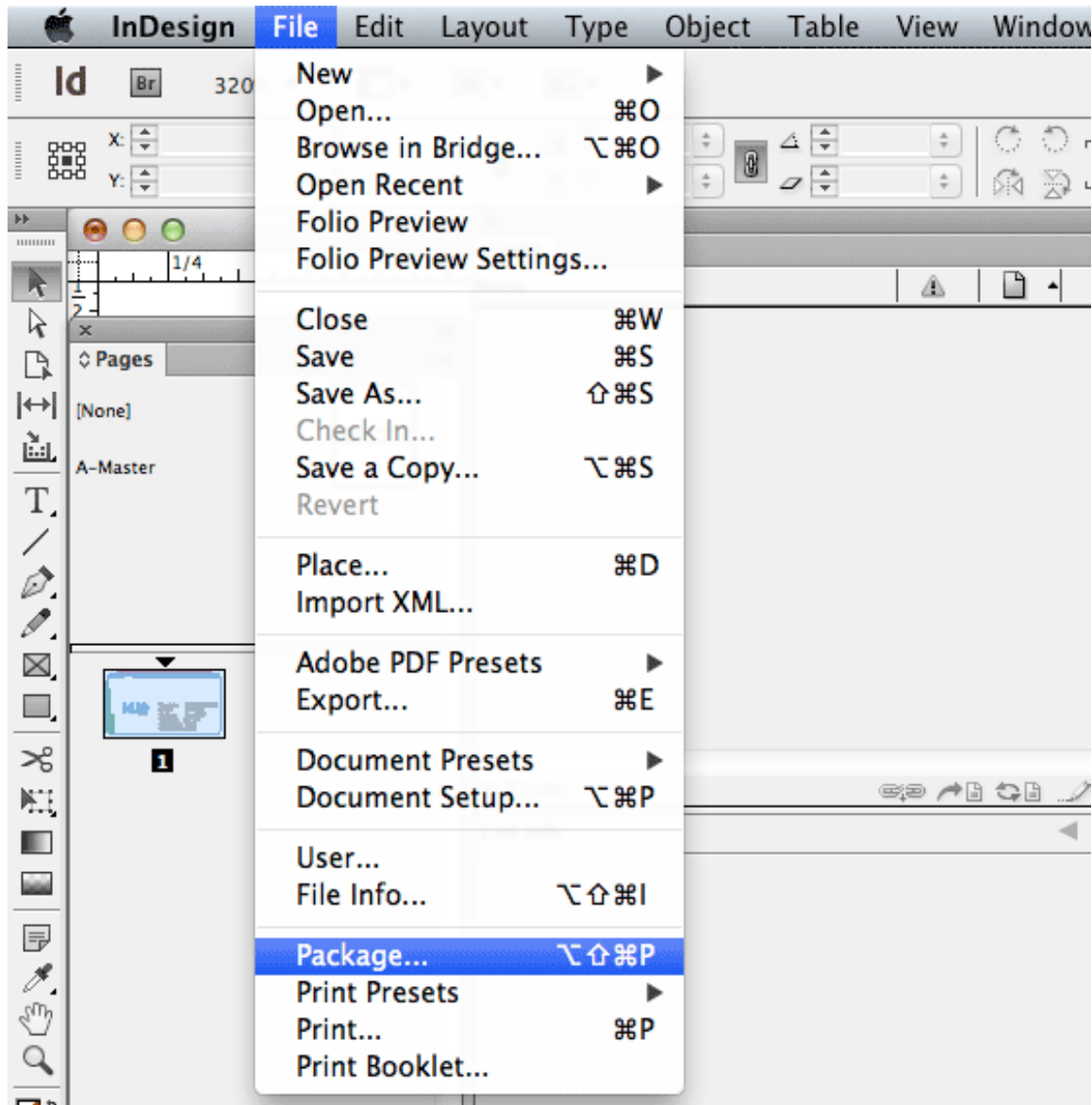


Figure 6

- ▶ Click on the Fonts section. Make sure all fonts are either embedded or ok.
You can check **show problems only** for a smaller list view. Resolve any font issues. (See Figure 7)

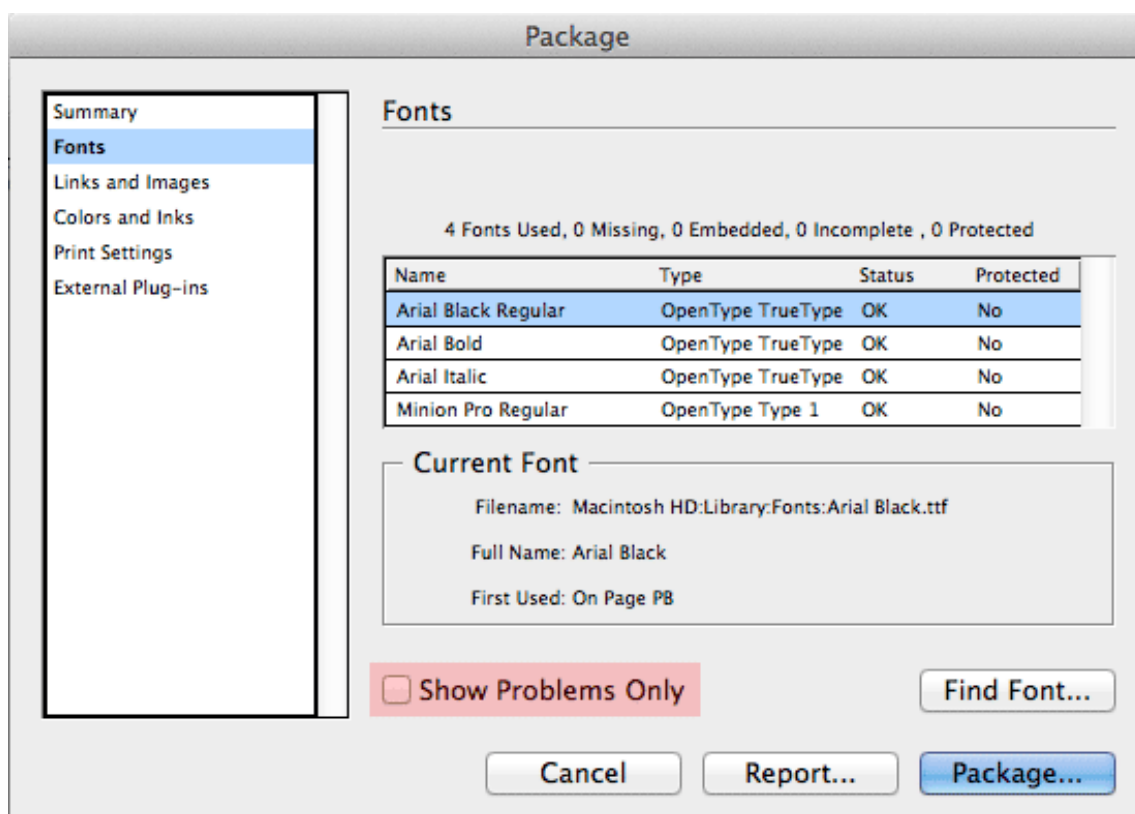


Figure 7

- ▶ Click on links and images section.
- ▶ Make sure all images under Status section are ok or linked.
- ▶ Once again check **Show Problems Only** to reduce size of the list.
- ▶ Click **Package** (See Figure 8)

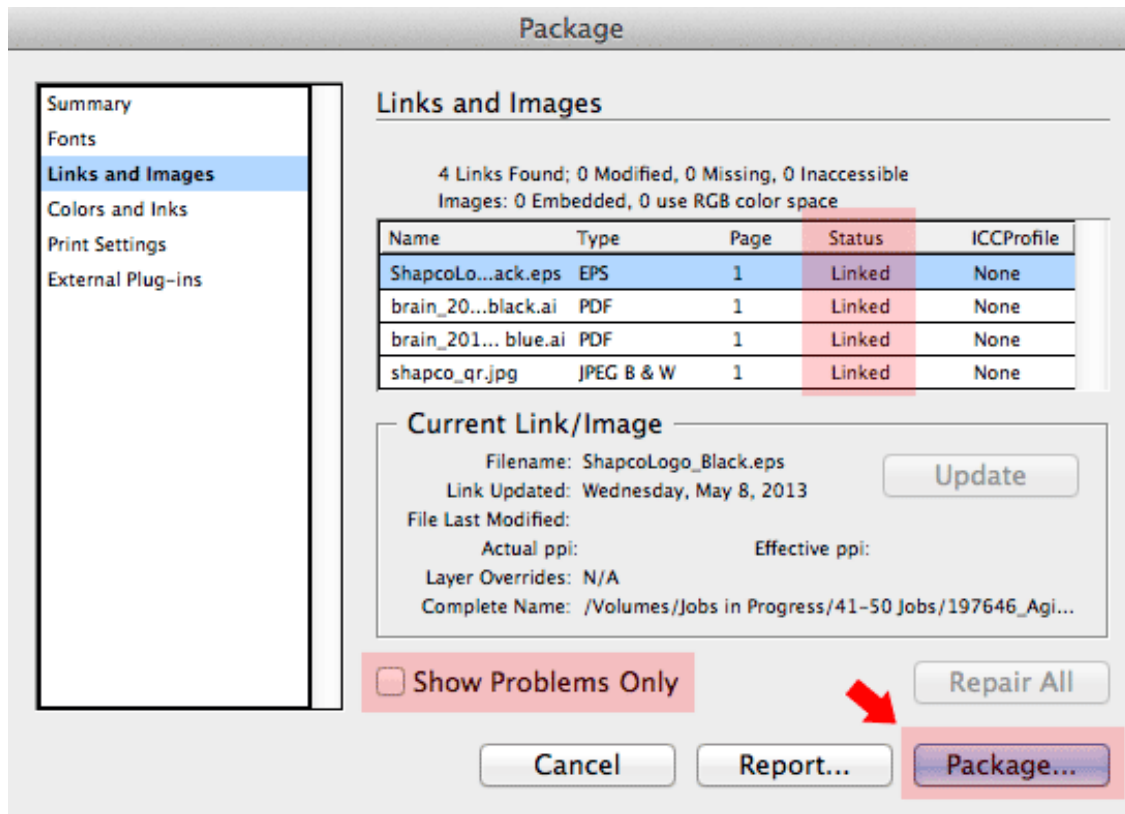


Figure 8

- ▶ Printing Instructions will pop up. fill out any information you feel necessary. Otherwise leave blank.
- ▶ Click continue (See Figure 9)

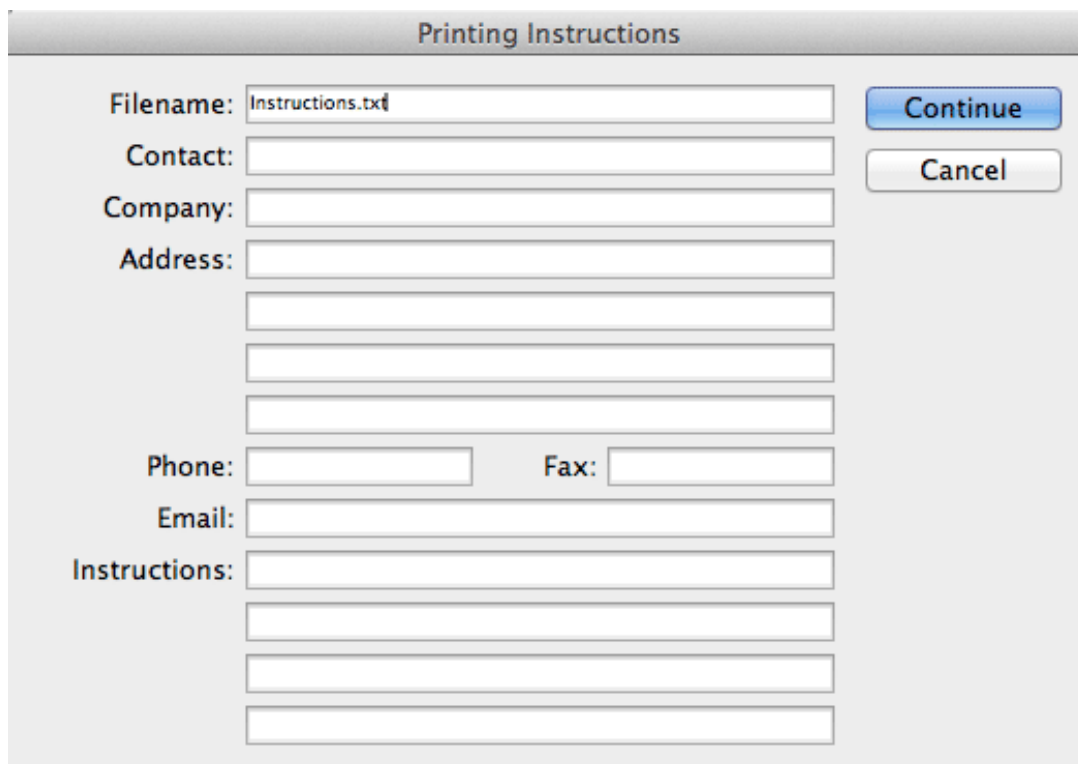


Figure 9

- ▶ Name your folder.
- ▶ pick a location.
- ▶ Make sure **Copy Fonts**, **Copy Linked Graphics**, and **Update Graphic Links** are checked.
- ▶ Click Package. (See Figure 10)

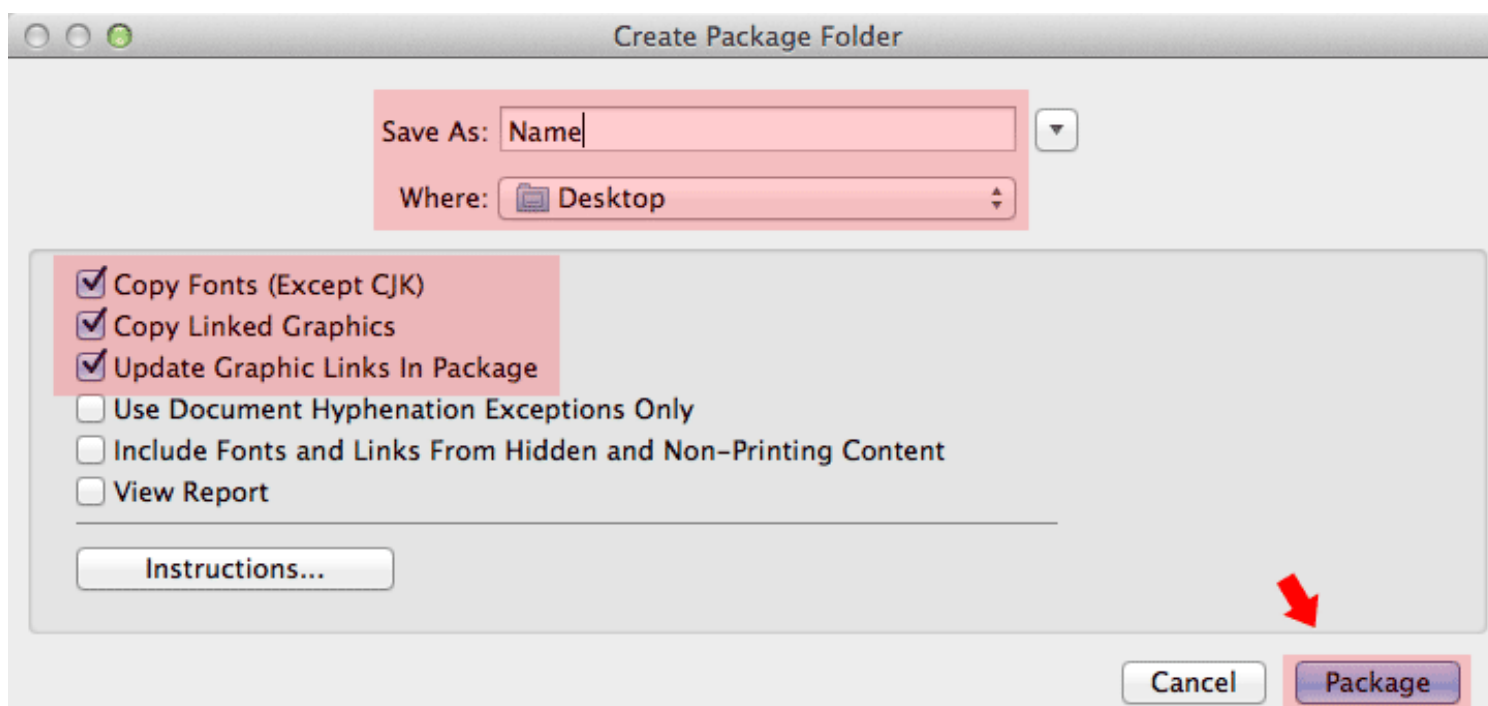


Figure 10

- ▶ After packaging, you will need to **compress** the files. Use software such as **WinZip** or **Stuffit**.
- ▶ If on a MAC go to **File ~ Compress** from your desktop. (See Figure 11)

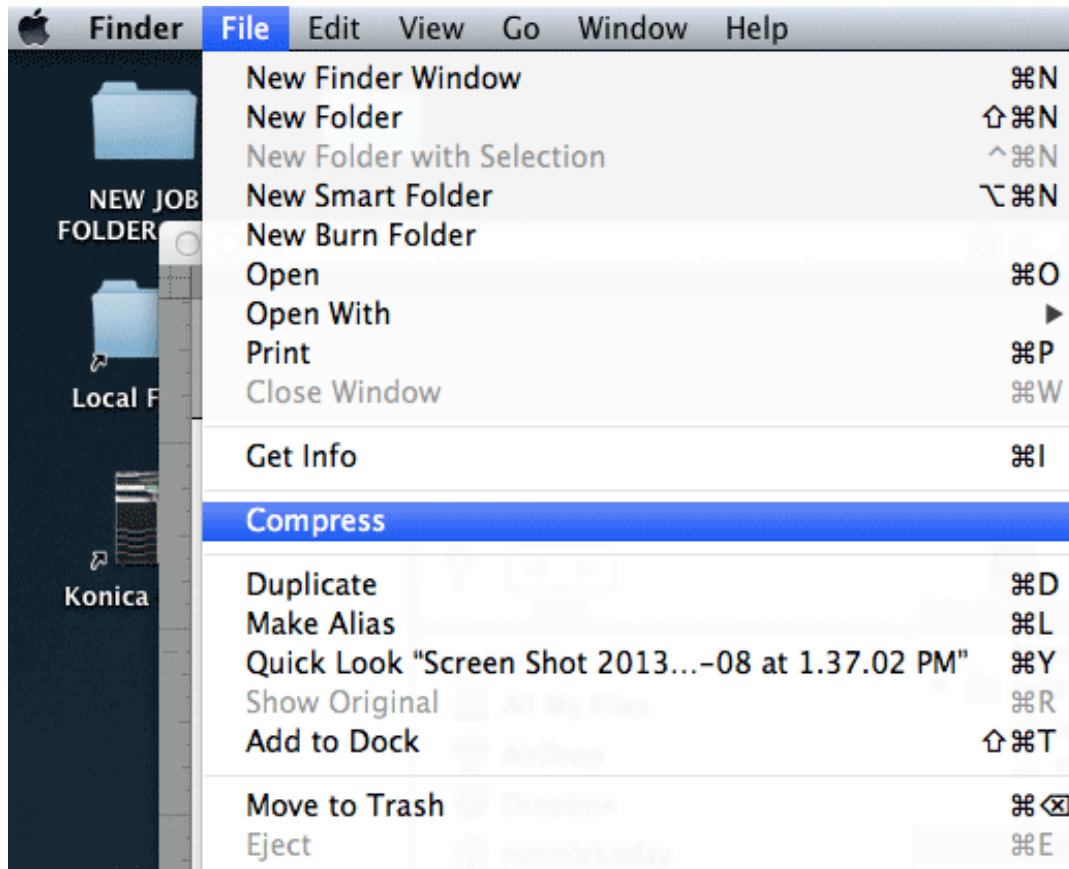


Figure 11

- ▶ Upload your file.