

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

Launch your Photoshop app.

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

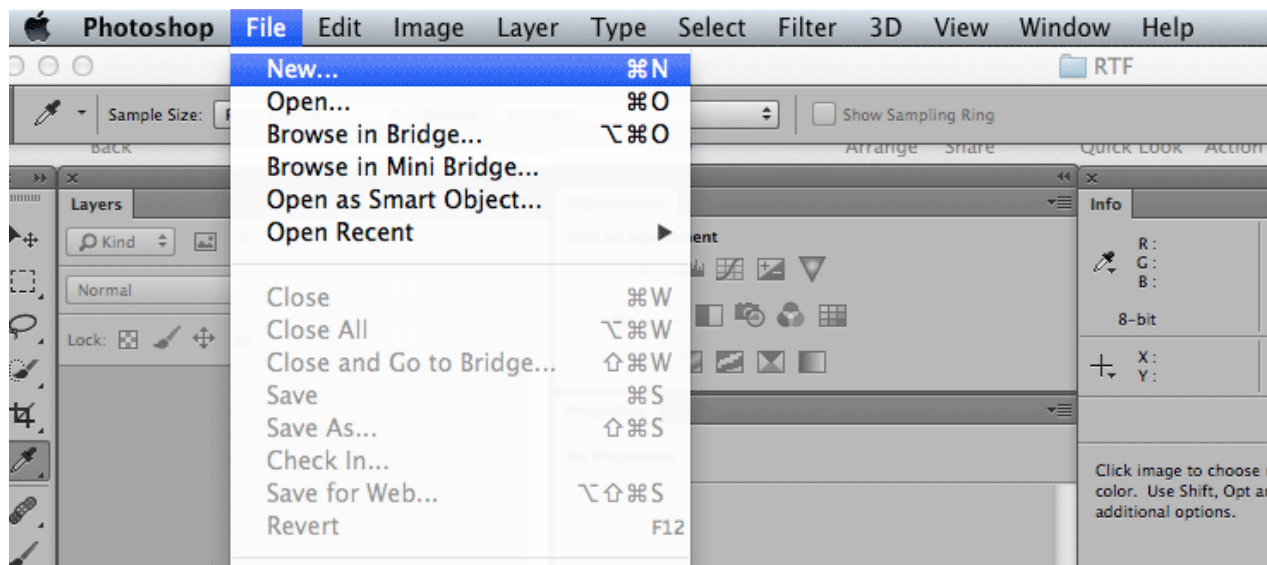


Figure 1

- ▶ Name Your File.
 - ▶ Set the document size. This will be the **bleed size**.
(Bleed size is final product trim size + .25)
 - ▶ Set resolution (**300ppi**)
 - ▶ Set color mode to **CMYK**
 - ▶ Under the advanced tab select **U.S. Sheetfed Coated v2**.
- (See Figure 2)

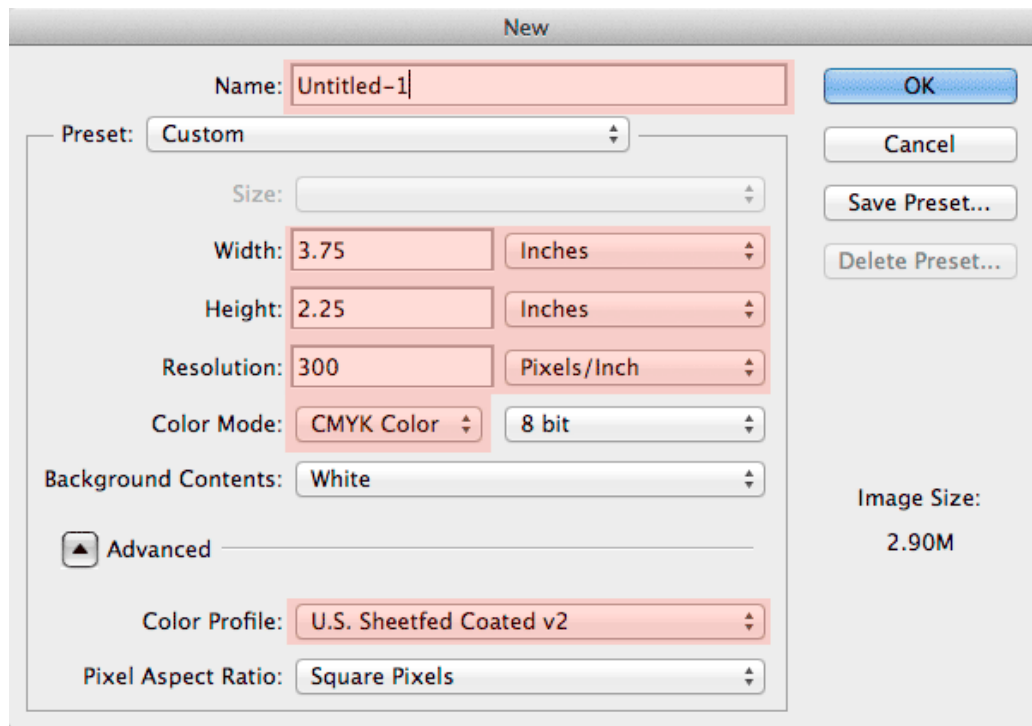


Figure 2

- ▶ Check ok.

Step 2: Saving Files

- ▶ When you are done with your design, save your file as a **.tiff**

▶ **File ~ Save As**. (See Figure 3)

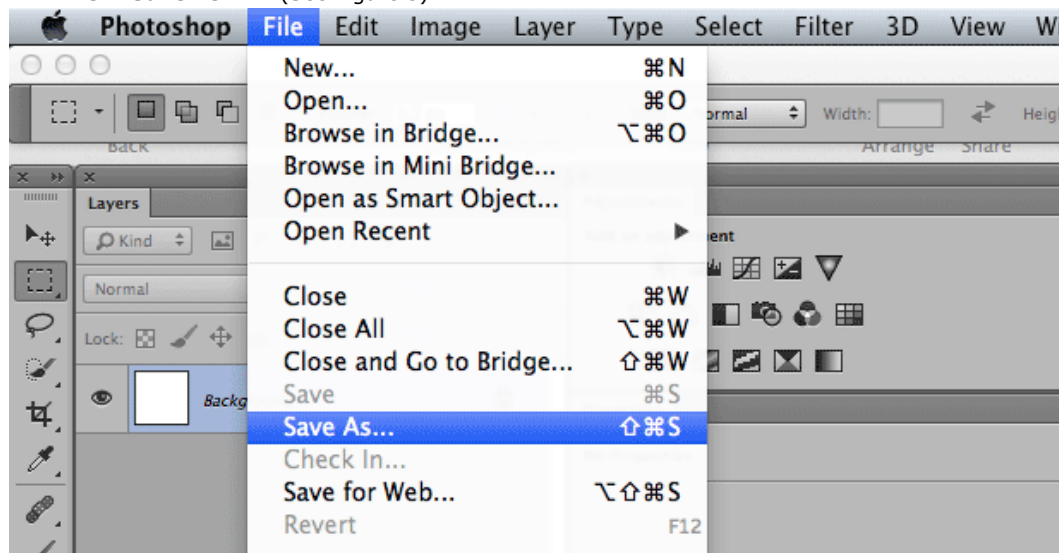


Figure 3

- ▶ Name your file.
- ▶ Select **.tiff as your format**.
(.jpeg is also accepted but this reduces the quality of your final product.)

- pdf is also accepted, for pdf instructions click here [XXXXXXXXXXXX](#)
- ▶ Uncheck layers for a flattened file. (this will ensure appearance is preserved)
- ▶ Click Save (See Figure 4)

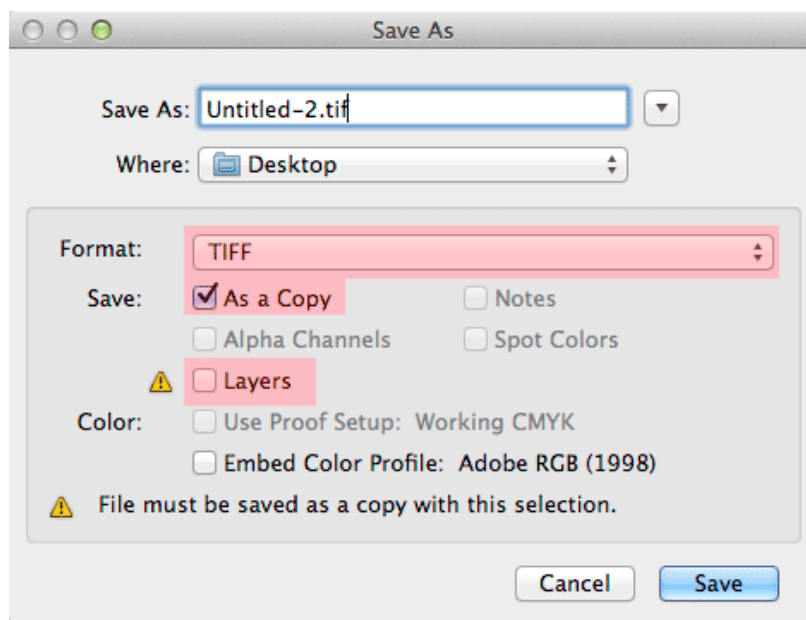


Figure 4

Your file is now ready to upload.