

## Instruction Guide

This guide will help you use our V2 4-Over Certified Template System. With the help of this system, you will be able to create and send us artwork that can be printed faster, easier, and accurately. These templates should be used every time you submit a file to 4-Over. Certified Templates are designed specifically for our system and take into account many things that you or your designer may not be aware of. These templates will help speed your jobs through production.

As long as you follow our V2 Certified Template System, you will be able to minimize the most common problems from, “how much bleed a file should have”, to, “how close is too close to the cut line”. This system does not fix file problems such as overprint, transparency issues, fonts that have not been outlined, or color issues caused by using an RGB color space or Pantone Colors. Please refer to our Terms and Conditions and FAQ’s for more information on what should be reviewed prior to submitting files to 4-Over.

This is the our 4-Over Certification Label



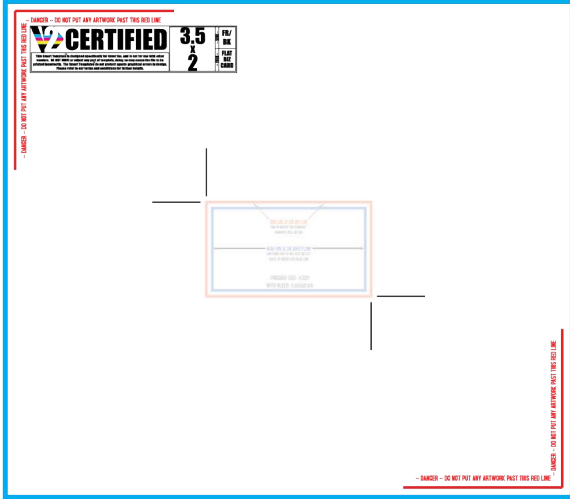
The diagram shows a certification label with three callout boxes:

- V2 Certification Logo:** Points to the V2 logo and the word "CERTIFIED".
- 4-Over Certification Disclaimer:** Points to the text: "This Smart Template is designed specifically for 4over Inc. and is not for use with other vendors. DO NOT MOVE or adjust any part of template, doing so may cause the file to be printed incorrectly. The Smart Templates do not protect agents graphical errors in design. Please refer to our terms and conditions for further details."
- Size, Side, & Fold:** Points to the dimensions "8.5 x 11", "SIDE", and "TRI FOLD BROCH".

The 4-Over V2 Certification Label is used to indicate and verify that you are using the correct template for your artwork. Some templates require a separate template for each side, others may be used for either side. It also indicates what kind of fold the template has or if it is flat. Please make sure to use the correct template for your job specifications.









## Instruction Guide



This is one of our 4-Over Certified Templates

This is the format for all templates. It will indicate:

- Cut Line
- Safety Line
- Bleed Size
- Finished Size
- Fold Lines
- Side
- Artwork Area
- Crop Marks

-  This indicates the **Cut Line**. This shows where the job will be cut.
-  This indicates the **Bleed Line**. Color or images that go to the edge must bleed to here.
-  This indicates the **Safety Line**. Everything that is not getting cut is inside this line.
-  This indicates the **Fold Line**. This indicates where the job will be folded or scored.
-  This indicates the **Art Work Area**. All art work must stay inside this area.
-  These are the **Crop Marks**. We use this to help us center the job on our sheet.



-  This is the **Certification Label**. This certifies you are using our template.

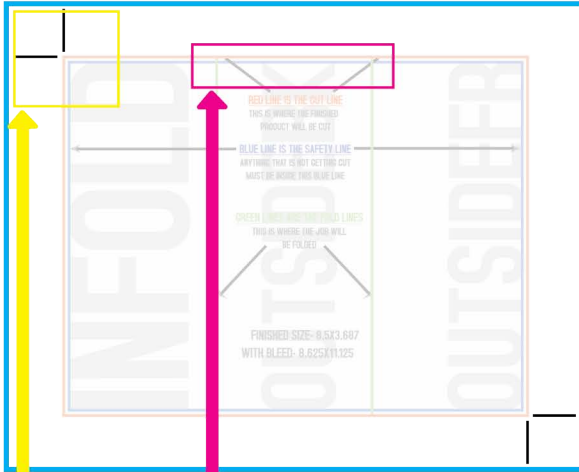
- These are **Panel Indicators**. These will help you set up your artwork accordingly.

## Instruction Guide

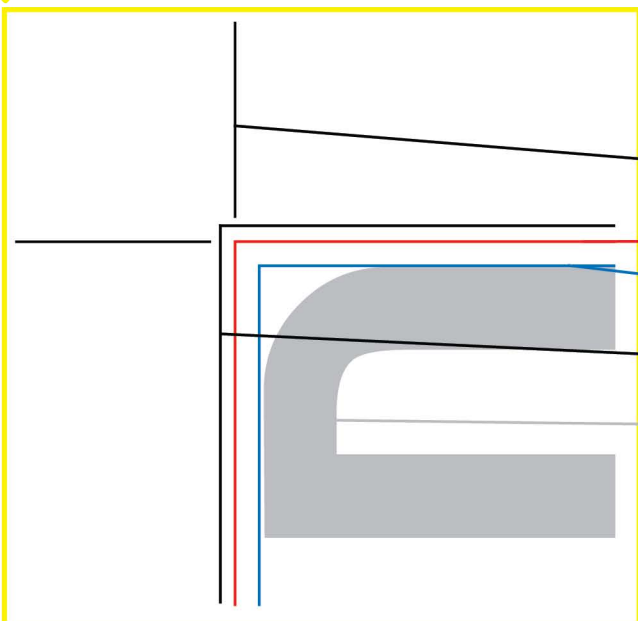
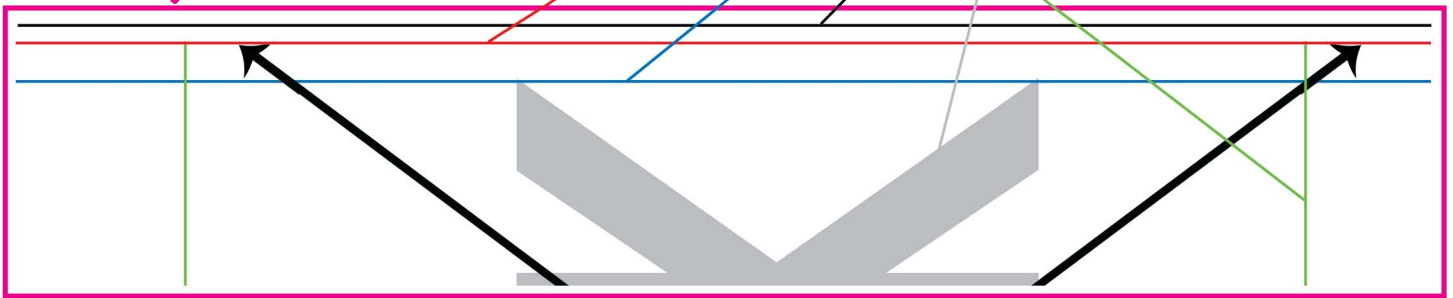
### This is our Standard Template

Our Template is designed to clearly mark where your art work must go. If you follow our guides, your artwork will print correctly.

### This is a closer look at how the template works:

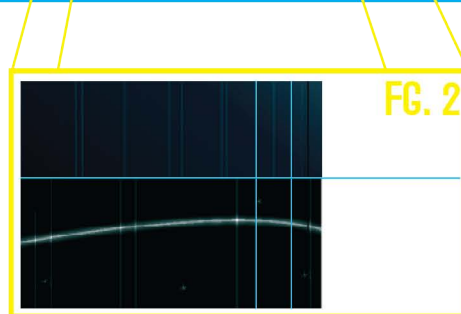
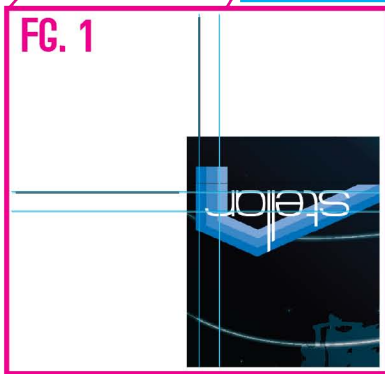
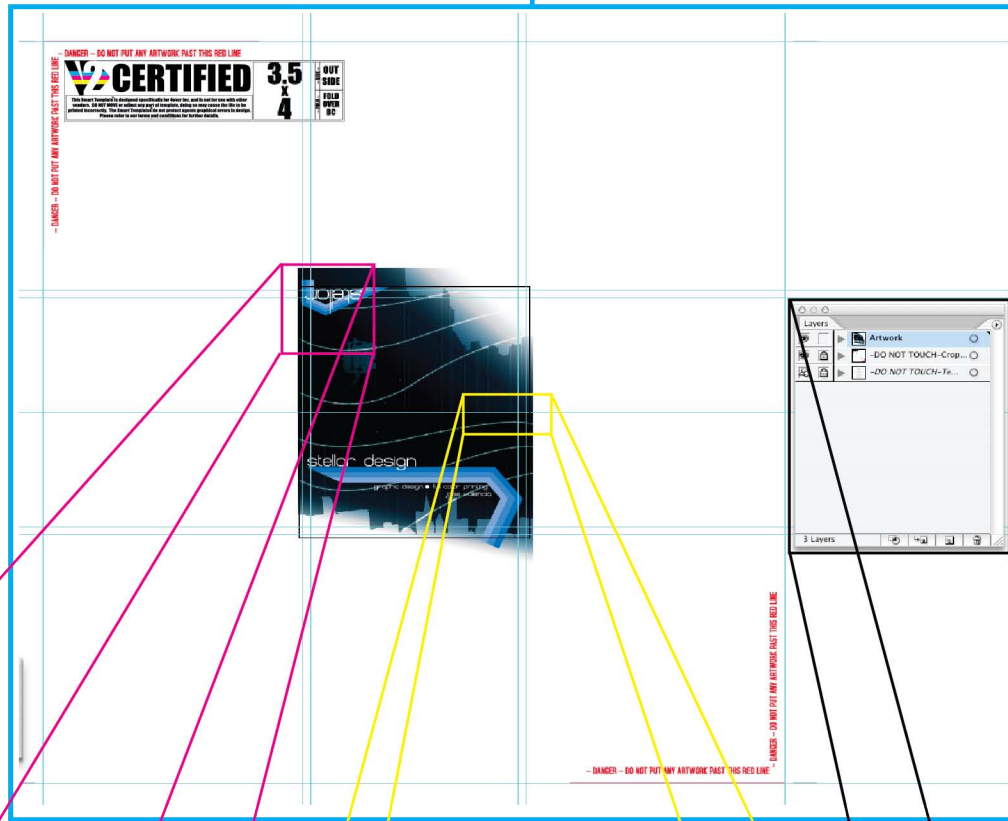


- This is the **Cut Line**
- This is the **Safety Line**
- This is the **Bleed Line**
- This is the **Panel Indicator**
- This is the **Fold Line**



- These are the **Crop Marks**
- This is the **Cut Line**
- This is the **Safety Line**
- This is the **Bleed Line**
- This is the **Panel Indicator**

This is how your artwork should look



Above we have different enlargements to better show how your artwork will look on top of our template. Notice that your artwork will go on top of our template instructions. You will still be able to see the illustrator guides. Every thing past the 1st guide, the cut guide ( see **FG. 1** and **FG. 2** ), will be cut. In the layer palette, you will notice that the first two layers are locked. These layers will not print and contain our information. Remember to use the layer labeled, "Artwork" for your design ( see **FG. 3** ). You must not move, modify, remove, or unlock any part of the template or it's layers. If any part of the template is changed, we cannot guarantee the accuracy of the finished piece. Also remember, after you have finished your design, to always save as an eps.