

How to Use the Templates from the Web Page.

1. Choose a template from the web site. Click to either download or control-click: save as, to save to the desk-top or **your usb**.
2. In Photoshop, open the template. Resize to fit the cd, or resize for whatever is appropriate, using rulers (**Command-R** keys), re-set the zero point, drag out guides. Be precise. Save.
3. In Illustrator, Open a new document (guess at the size; you can resize later).
4. Choose **Menu Bar > File > Place**, browse to find the jpg of the template you saved. Click **OKAY**.
5. Check the size again, using rulers and re-set the zero, drag out guides. Resize if necessary.
6. Re-size the "Artboard" to fit the template size: Double click "Artboard" in the tool panel, then drag the edges of the artboard out or in to the size that fits the template. Allow at least 1/2 inch margin, for the printer. Choose the Selection Tool, click once on the board, to make the resize complete.
7. Choose "Print". Look for the choice to "Tile" the printed version. Give it an overlap of at least one inch. Look at the preview thumbnail, to see how it will tile.
8. Use the light box, or a window (during daylight), to line up the tiled pages. You may need to measure again, to get correct size. Tape the tiled pages together. Cut out the template..
9. Trace onto brown kraft paper, use the carbon paper, trace the fold lines, too. Cut and fold together.. Sketch your design in place on the template.
10. You can now change or manipulate the template to suit your ideas, add on or subtract. Unfold the template to help you make your design file **in Illustrator**, to know what is right-side up, upside down, sideways, etc.

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11. In Illustrator, use the template jpg as a non-printing template layer and trace it using the Pen Tool. Make one separate layer for the template: cut lines and fold lines. In the "Brush Libraries" under "Borders" you will find dotted and dashed lines to use for fold lines.
12. Conserve paper-space in your illustrator file to save your client money; especially if there are several pieces to your template, place them so as to use the least amount of paper.