

# Predesigned Booklet Templates

## Illustrator Help Document

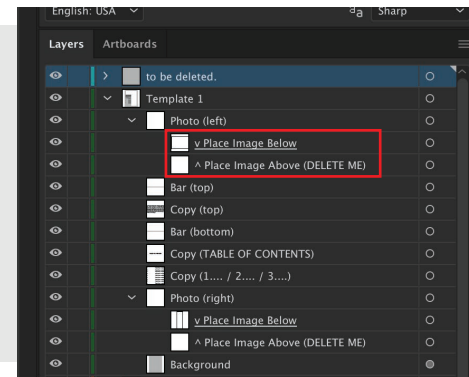
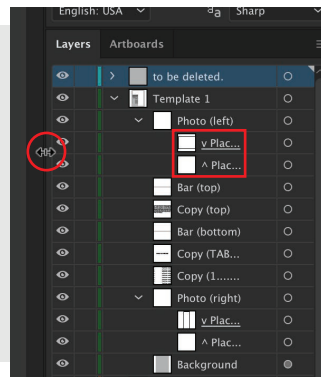
### A) Safety Area

All text and important content should be kept within the pink area on each template to ensure nothing gets cut off when trimmed down to size. **Hide or Delete the Safety Area layer before exporting your final PDF to ensure they do not get printed.**

### B) Ensure Layers Panel is Visible

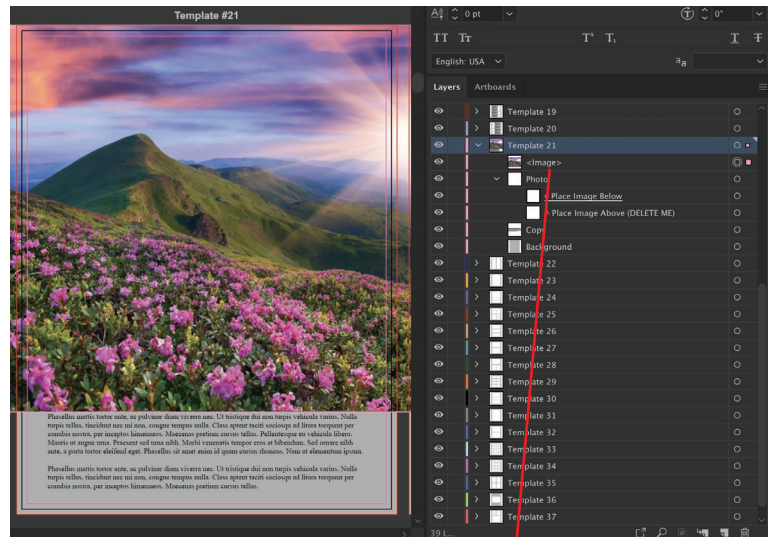
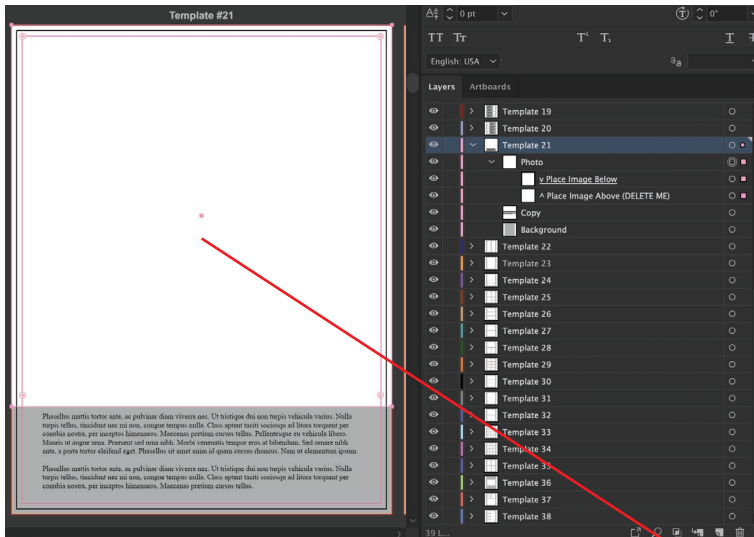
- 1) In the Window menu, ensure Layers is checked
- 2) In the Layers panel, expand the section out so you can read the instructions (*see right*)

*\*Hover over the left side of the panel until the ↔ arrow shows, drag left to expand.*

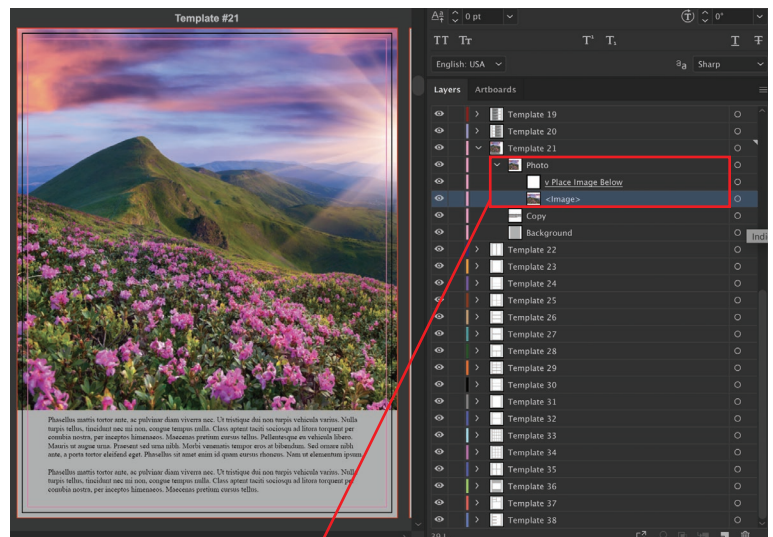
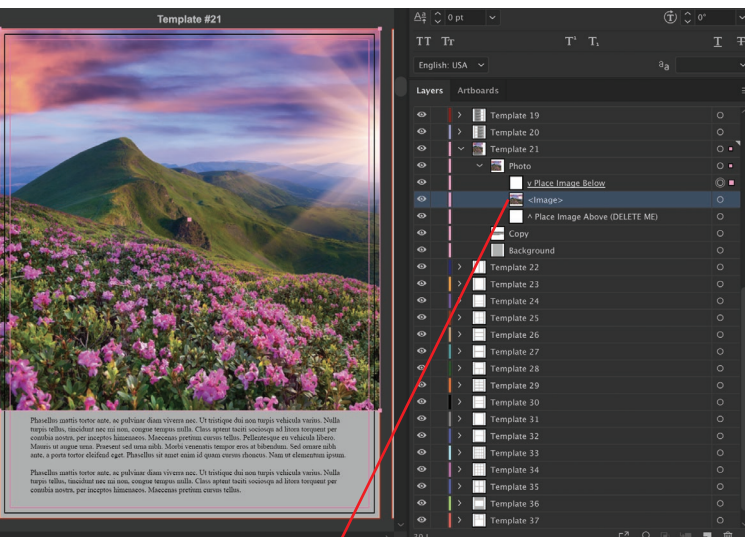


### C) Adding Photos

When adding photos, to get the photo to show only within the photo box, make sure to place the photo between the two grouped items (*within the clipping mask*) in the Photo layer and delete the bottom item (*see below for instructions*).



- 1) In order to get the photo to show within the photo box, insert (drag & drop -or- File > Place) an image into the document. That image will now show in the Layers panel.



- 2) In the Layers Panel, drag the Image below the "v Place Image Below" layer for that Photo box

- 3) Delete the "^ Place Image Above (DELETE ME)" layer. Your image is now within that photo box.