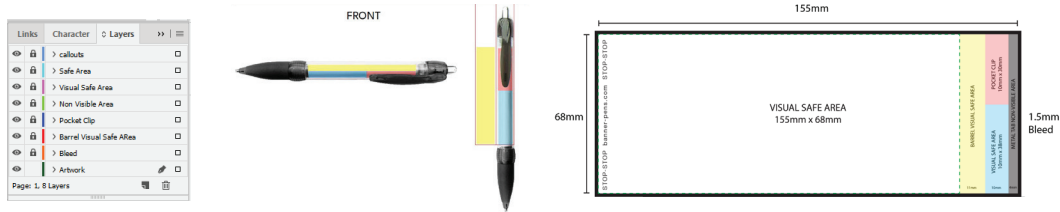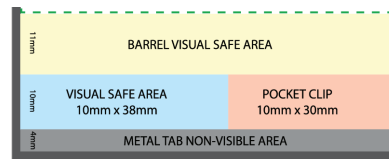# Steps for using the Banner Pens Adobe InDesign Template

1. Open the BannerPens_Template.indt on Adobe InDesign.
   Sources File: http://bannerpen.com.au/wp-content/uploads/2018/11/BannerPens_Template_5_1_18-ALL.zip

2. At the Front panel, add your texts, images, background and logos on the layer "Artwork"
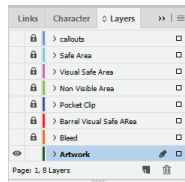   with 155mm X 68mm visual safe area.

3. Make sure you have at least .125 in or 3-4 mm safety margin visual safe area.

4. You can add Text/logos on the Barrel Visual Safe area
   "11mm X 68mm" at the front and 10mm X 38mm at the back.

5. At the Back Panel, add your texts, images, background and
   logos on the layer "Artwork" with 176 mm X 68 mm
   visual safe area.

6. If you have a full background, make sure the artwork extends to the 1.5mm Bleed.

7. Make sure links, swatches & document color mode are all in CMYK.

8. Turn off all layers except "Artwork".

9. Save your file and then package. To package your file, go to File menu and select Package from the drop-down options.

10. Create 2 PDF files, one with live texts and other with outlined fonts for printing.
    Note: *To outline your texts, select the texts box's and go to Type from the drop-down options, click Create Outlines or Ctrl + Shift + O.*

Format
* PDF Converted to Outlines (Vector Fonts)
* Please supply fonts if vector format is not possible

Print Process
* Banner - CMYK Screen Print Process
* Barrel and Pocket Clip Printing (if required) - spot colour process

Here is an actual job with proof mock-up and images of the completed banner pen to assist you in visualising the area around the pocket clip, when the banner is in the closed position. Essentially the 29mm marked space includes the part of the art covered by the metal tab (4 mm) and then 25 mm of the wrap around visual barrel space. This is made up on a 10mm wide space below the pocket clip and a further 15mm wide area which extends in length along the whole pen barrel - unobstructed by the pocket clip.