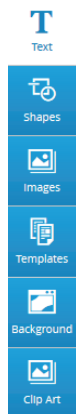


For best results, use professional vector programs like Illustrator, Coreldraw, or similar. Home programs like MS Word/Publisher don't have the right tools or colour palette. MS Excel is for spreadsheets. MS Powerpoint is for screen slideshows. PhotoShop is for editing bitmap images.

① Use the **allBIZ ONLINE EDITOR**

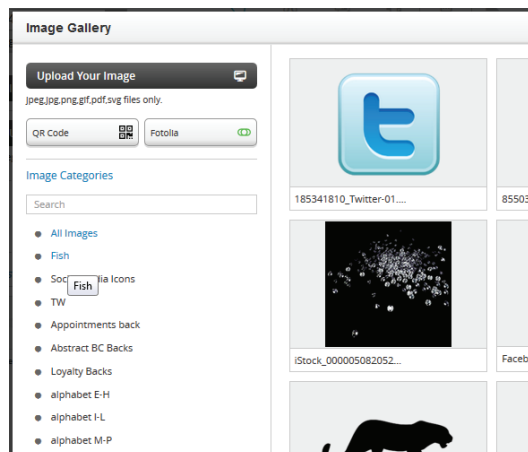
Choose either a simple template and make a few changes to customise your mat, or choose a fully custom template and use your own images, colours and text to make a unique mat.

The editor is easy to use and has a Help section, but here are some tips for working with layers and transparency so you can put images behind the ruler.

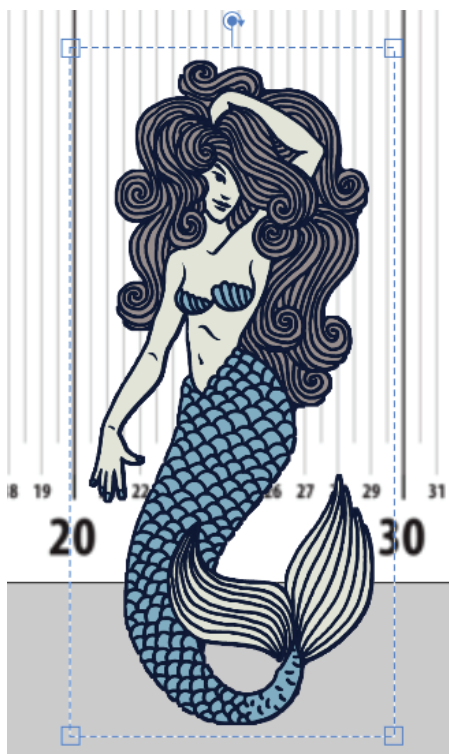


Choose IMAGES

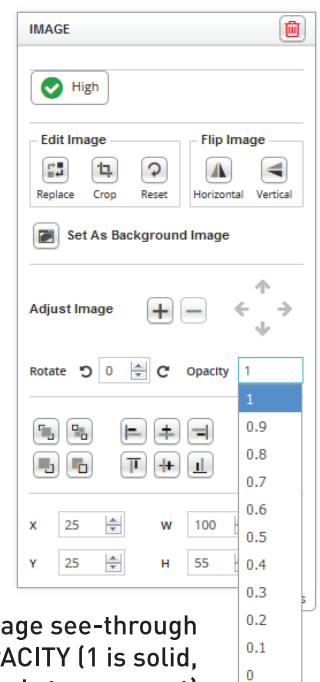
In GALLERY, choose FISH



You can also UPLOAD your own images



The image will appear in the TOP LEFT CORNER, quite small. Grab a corner handle and enlarge.



Make the image see-through by changing OPACITY (1 is solid, less is transparent)



Once you have the image ghosted enough, position it.

Then send the image **BEHIND** the ruler with the layers tools.

A screenshot of a software layer panel titled "RECTANGLE". It shows various settings: Fill (white), Stroke (black), Rotate (0 degrees), and Opacity (1). Below these are several icons for layer manipulation. Arrows point from text labels to specific icons: "SEND to BACK" and "Bring to FRONT" point to the top-left icons; "Layer UP" and "Layer DOWN" point to the bottom-left icons. The panel also shows X: 0, Y: 827, W: 4025, and H: 165. A "Less" button is at the bottom right.



If you need to move the image that's behind the ruler, you will have to send the ruler a layer back, grab the image, and then bring the ruler forward again

② Use the **PDF or Illustrator templates**

In the ARTWORK tab you can download templates with rulers to use in your own software, and then UPLOAD your design as a PDF.

MAKE SURE YOUR FILES ARE PRINT READY!

- PDF** (PDF/X-1a is better) - for double-sided, Page 1 = Front, Page 2 = Back
- FONTS** embedded (or converted to Curves/Paths/Outlines)
- IMAGES** 600 to 300ppi (less resolution and they will print fuzzy and blocky)
- CMYK** colour only (do not use RGB or Spot or mix them)
- FLATTEN** transparencies/layers (or you will get odd stripes/blocks)