**DESIGNING INSTRUCTIONS**

1) Position all graphics and logos in the design layer.
2) Graphics must bleed to the outer black lines.
3) "Create Outlines" or supply font/files for all text.
4) Link any raster images and send the images separately.
5) Actual size is 100%. If using raster images, resolution must be acceptable at 100% enlargement.
6) Do not group the design layers with other guide layers.
7) Group all panels once the design is completed.
8) If saving as a .pdf, please retain the edit function of Illustrator.

**IMPORTANT NOTES:**

- GRAPHICS WILL NOT LINE UP ACROSS SEAM LINES ON ALL SIZES
- SEE "ART GUIDELINES" FOR ALL PACTIMO LOGO REQUIREMENTS

**INSTRUCTIONS FOR PACTIMO COLOR BOARD / SWATCHES**

1) Go to "Window" on the tool bar and make sure that "Swatches" is checked so that the Swatch Dialog box will appear.
2) Double-click on the swatches tab in the dialog box to reveal the PAC (Pactimo) colors.
3) Select a color to ensure you are choosing a Pactimo number. All Pactimo colors are preceded by the letters "PAC".

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