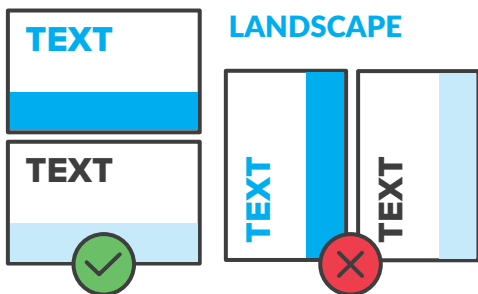# FILE PREPARATION: ORIENTATION
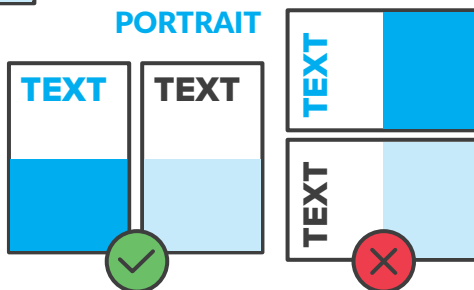
BASIC ORIENTATION GUIDE FOR YOUR FILES

LANDSCAPE

TEXT

TEXT

TEXT TEXT

If your artwork is landscape please ensure that the files are supplied landscape, and not rotated through 90 degrees and supplied 'on their end'.

PORTRAIT

TEXT TEXT

TEXT

TEXT

Similarly if your artwork is portrait please ensure that the files are supplied portrait, and not rotated through 90 degrees and supplied 'on their side'.
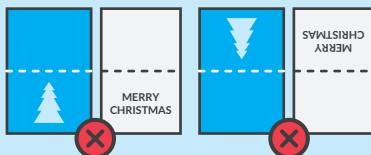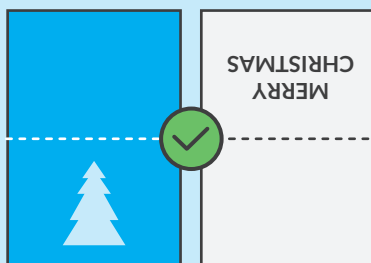
LANDSCAPE FOLD

OUTSIDE   INSIDE

MERRY CHRISTMAS

MERRY CHRISTMAS

MERRY CHRISTMAS

When supplying artwork with a landscape fold it is important that the front and back page are supplied as one page with the front orientation correct. The 2 inside pages should also be supplied and as one and rotated 180 degrees so the inside text is at the top and reading upside down. (See example)

Please ensure that the files that you supply are

ORIENTED CORRECTLY

Failure to do this will result in the back of the job printing upside-down.