**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".

**Version 06-04-2018**

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**COLORADO PROUD SINCE 2003**