

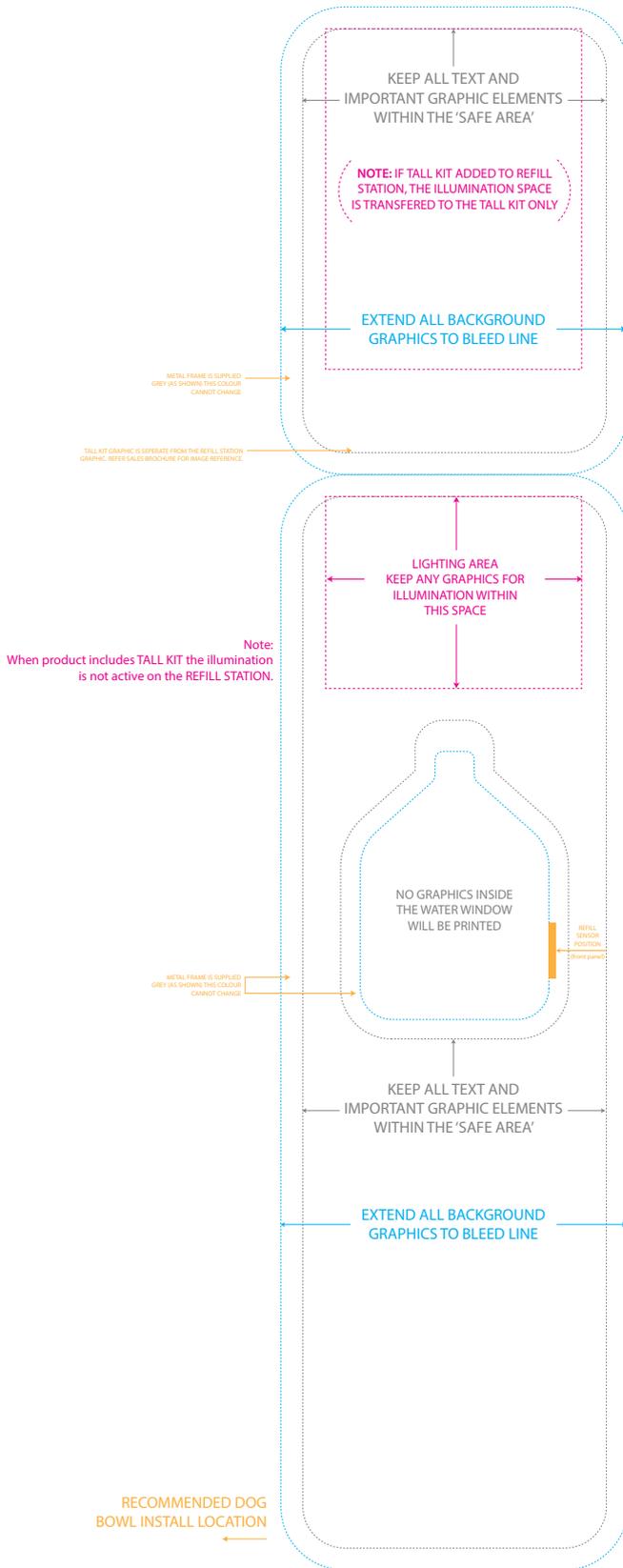
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## **GUIDELINES & SET UP INSTRUCTIONS**

for creating graphics using Meet PAT templates

# OVERVIEW

for creating graphics using Meet PAT templates



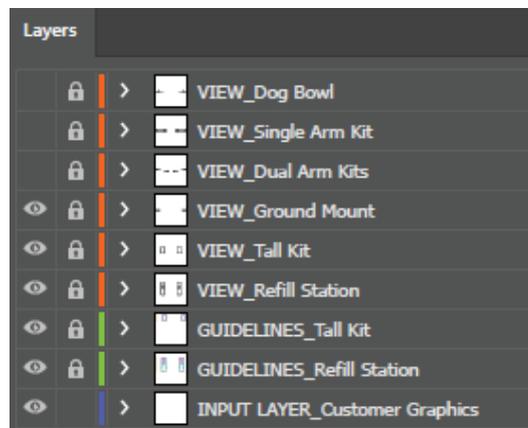
Meet PAT water stations are supplied with customizable graphics panels for the Bottle Refill Station and the Tall Kit.

Artwork templates are provided for you to develop your own water station design.

Meet PAT templates have been created for use with Adobe Illustrator (or similar).

Artboards and layers are predetermined. Please refrain from unlocking or altering the set layers.

Turning on the view layers of the products purchased, will enable you to accurately view your complete water station.



PERMANENT RANGE SHOWN

SAMPLE Layer User Interface

# PROCESS

for creating graphics using Meet PAT templates

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**IMPORTANT: ENSURE YOU CONTACT MEET PAT FOR THE CURRENT AND CORRECT GRAPHICS TEMPLATE. THERE ARE SIZE VARIATIONS TO THE PORTABLE AND PERMANENT RANGE.**

1. Open the template supplied (**Adobe Illustrator recommended**)

<b>LAYERS OVERVIEW</b>	 <b>VIEW LAYERS (locked)</b> turn on all the parts purchased, to view your finished water station.
	 <b>GUIDELINES LAYERS (locked)</b> provides full instructions on safe area, lighting, bleed extents etc.
	 <b>INPUT LAYERS (unlocked working space)</b> this is supplied unfilled for complete personalization of graphics.

2. Turn on the **Guidelines Layer** of the Refill Station (and/or Tall Kit ~if applicable)
3. Read through the **Graphics Notes**, so you are clear on all the requirements
4. Working only in the **Input Layer** ~now create your design  
\*if working with a tall kit above your refill station, your design can either flow straight through or be treated as a separate entity.
5. Turn on the **View Layer(s)** to display your end result  
\*unit kits and parts are shown on your sales order
6. Turn off/on the **Guidelines Layer(s)** as required
7. **Design Complete?** Do not flatten the layers  
Send to Meet PAT  
\*here the team will review your design, making sure it is suitable for printing.
8. Meet PAT will then supply you with a formal **Sign Off** document, to ensure you are happy with the end result prior to manufacturing.
9. Once **Approved** your graphics will be processed for printing and manufacture  
\*dispatch dates are linked to the artwork approval.

**All water stations and tall kits are supplied with two panels, a front and a back. If you require the same design on both, simply submit one artwork.**

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## IMPORTANT USER GUIDELINES

for creating graphics using Meet PAT templates

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- Only work in the [INPUT LAYER]
- Extend background out the the marked BLEED LINE
- Keep all text, logos and important elements within the SAFE AREA
- **Convert all fonts to outlines**
- Colours must be in CMYK (no spot or RGB)
- Embed all images (images must be 300dpi)
- Additional layers are supplied locked [GUIDELINES] & [VIEW] use these as a reference and to view your finished layout. Turn these on/off, as required.
- **Do not merge layers or flatten prior to sending**
- Send original file via email (under 30mb) or Dropbox/WeTransfer etc
- Supply finished artwork in .pdf .ai or.eps format
- Templates have been created at 1:1 scale in Adobe Illustrator, we recommend using Illustrator to create your graphics
- If you require a painting or physical artwork to be printed.
  - Ensure the painting is proportionately correct to the template (vertical not horizontal artwork)
  - Scan or photograph in high resolution (300dpi)

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### Need further assistance?

Phone: (02) 6021 0300

Email: [graphics@meetpat.com](mailto:graphics@meetpat.com)

**[meetpat.com.au](http://meetpat.com.au)**

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