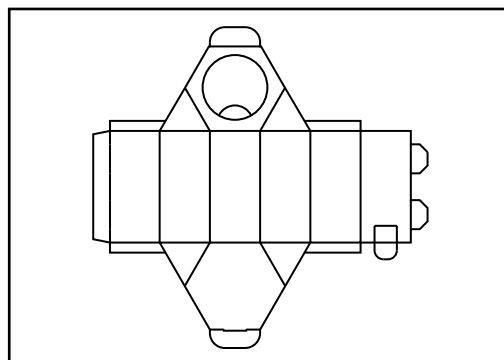




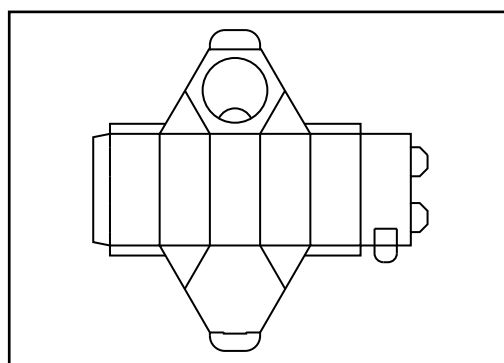
1. Contents

1 up Desk Tidy x 110 Sheets



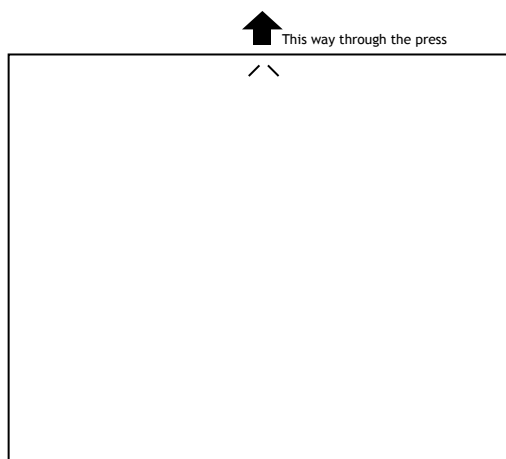
2. Artwork Guidelines

1. Allow at least 3mm bleed over all perforations.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



3. Printing Guidelines

1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown. (Some RIPs require the image to be rotated 180 degrees)





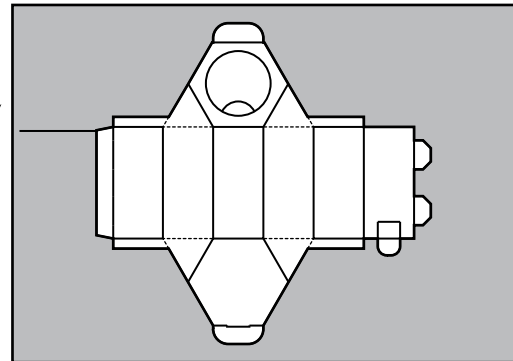
4. Finishing - Option 1

Use this option if you are finishing a very low quantity.

1. Carefully tear into the sheet, and following the perforated line tear away the waste (shown in grey).
2. Where possible pre-fold the perforated line to weaken as you are tearing.

Go to step 6.

Tear in here



5. Finishing - Option 2

Use this option if you are finishing multiple copies.

1. Guillotine 2mm inside the perforated edges of the Desk Tidy as indicated in Fig.1 & 2
2. Tear away the waste shown in grey - where possible pre-fold the perforated line to weaken as you are tearing. (Fig.3)

Guillotine lines shown in red

Area shown in Fig. 2

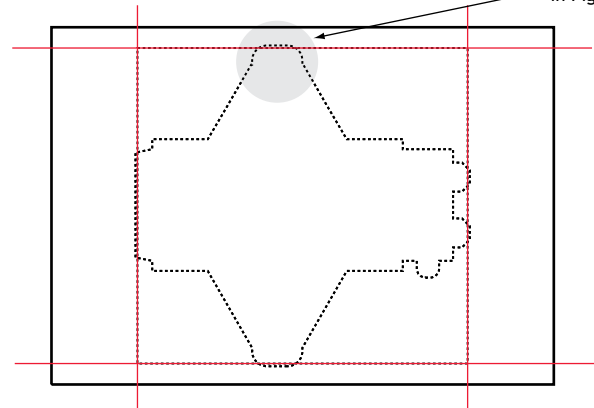


Fig. 1

Guillotine line shown in red

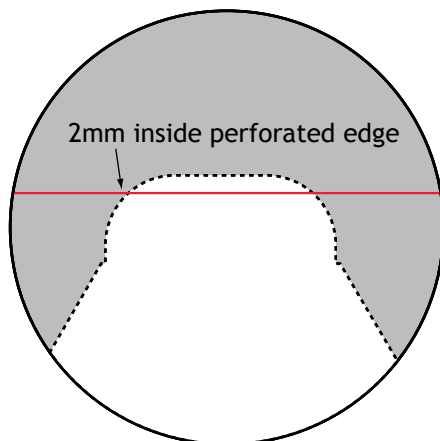


Fig. 2

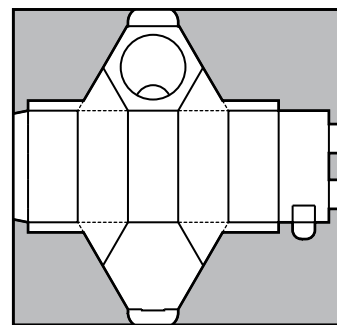


Fig. 3



6. Folding Guidelines

1. Lay the Desk Tidy print side down on a flat surface.
2. Carefully fold all of the creases towards you before attempting to assemble the desk tidy.
3. Push the tabs **1** into the slots **2** Fig. 1
4. Fold over the flaps **4** then fold the base **3** including its 3 flaps in to place. Push the tongue **5** in to the slot. Fig. 2
5. In the same manner as used on the base, fold the top into the Desk Tidy see Fig. 3. Remove the circle from the lid - the desk tidy is now complete as shown in Fig.4.

Fig. 1

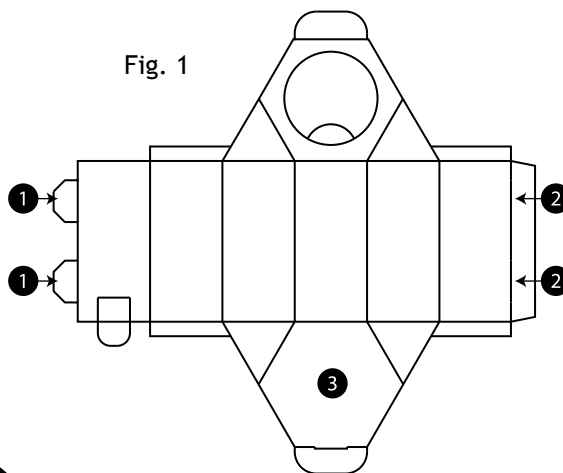


Fig. 2

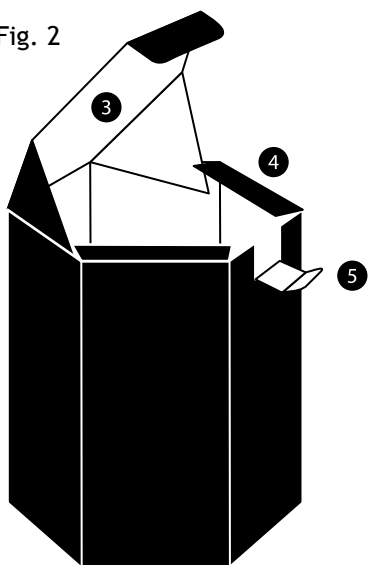


Fig. 3

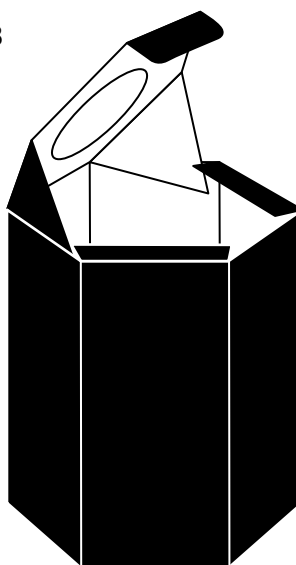


Fig. 4

