INSTRUCTIONS PLEASE READ THE FOLLOWING INSTRUCTIONS THOROUGHLY...

EDITING YOUR FILES

We have prepared editable Powerpoint documents for a lot of our new items in order to offer more customisation than editable PDF's would allow (eg: the ability to place custom QR codes into your flyers).

You may also notice that the powerpoint document you have downloaded contains extra pages. This is to allow you the choice to select which option you prefer. Simply delete any of the 'slides' that you don't want included in your project.
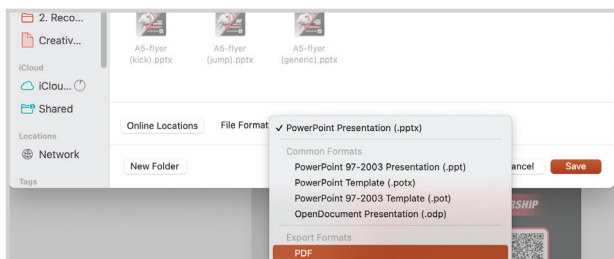
IMPORTANT NOTE:
It is important to acknowledge that **only the areas that have been made editable within the document should be altered**. Editing other parts of the document in photoshop or similar editing software is a breach of our 'terms of use'.

SAVING FROM 'POWERPOINT'

SAVING FILES FOR PRINT (PDF).
1. Simply select: File > Save as
2. Then select 'PDF' from the 'file format' drop down menu (shown below).

3. Finally, select: 'Save'

SAVING FILES FOR SOCIAL MEDIA (PNG OR JPG).
1. Simply select: File > Export
2. Then select 'PNG' or 'JPG' from the 'file format' drop down menu.
3. Finally, select: 'Export'

USE CORRECT FONTS

The editable areas of our documents are prepared using fonts that are widely available (eg: myriad pro), but depending on what fonts you have available on your computer, than the editable areas may display differently for you.

To avoid the hassle of trying to install new fonts to your computer, we're happy for you to select another font that you have available on your computer provided it is of a similar appearance to our standard fonts (neat and tidy). 'Serif' fonts like 'times new roman' or other 'scripted' or 'fancy' fonts should be avoided.

BONUS TIP: Ideally, headings should be 'CAPITALISED'

PRINT TROUBLESHOOTING

UPLOAD ERROR
The flyers, posters & banners within our marketing section have been prepared for professional printing presses. This means that they include 'crop marks' and 'bleed art' (this is required for professional print - don't trust a supplier that asks for it to be removed).

We have noticed that some printing websites don't expect these features when you are uploading your files and may tell you that your dimensions are wrong. In these scenarios you should be able to resolve the matter by verbally telling your supplier that your files have bleed & crop marks included (they may give you an alternate method to upload).

RGB COLOUR ERROR
The editable files within our powerpoint templates utilize what is known as 'RGB' colour, these days this is not a big concern to most print suppliers but you may occasionally be requested to supply your files in a 'CMYK' colour profile instead. If this happens simply send your edited file to the design department (email at bottom of page) and we will make the colour conversion for you using our software and then send it back to you.

WHAT IF YOU'RE PRINTING FROM HOME?

As mentioned above, the documents contained in the download package are designed for 'industrial printing', but if you're planning on printing your documents at home using your personal printer then you may need the bleed and crop marks removed. In these scenarios use the files here to prepare your documents and then send them to the design department. We will remove the bleed and crop marks and also prepare your document neatly on an A4 page ready to print (eg: 3x DL documents per A4 page, 2x A5 documents per A4 page).

ASK FOR SOMETHING CUSTOM

If you require an item that is not available on our design website please contact us. It is especially helpful if you can use something that we already have on our website as an example and tell us how you would like it altered.

Contact GKR Design at the following email address:
design@gkrkarate.com