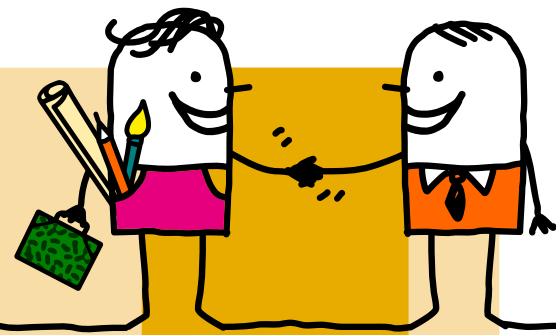


GOLDEN DESIGN



RULES

PREPARATION

- 1. Definition of the format (A4, A5, ...)
- 2. Definition of the number of pages
- 3. Choice of colors (basic or customer's graphic chart)
- 4. Font selection: (Basic **Helvetica Neue Std** font or customer's graphic chart)

ATTENTION: In printing, it is logically possible to print an A4 doc in A5. For reasons of quality (enlarged photo, etc.), the opposite is not possible. If in doubt the A4 format should be the default format.

TEMPLATE

- 1. Starting from the basic template
- 2. Do not draw items from other models already finalized
- 3. Do not use style sheet functions for texts
- 4. Do not put multiple layer levels

IMAGES

- 1. Always choose the import function of the image (File menu > Import ...) in the doc (first, check the quality)
- 2. Prohibition of inserting an image with the principle of "drag and drop"

ASSEMBLY

- 1. In case of multiple changes (images, fonts), make an assembly of the last version in progress for the good follow-up of the design
- 2. When adding photo (s) - make sure you add them to the InDesign link folder in the Dropbox