ADDING DRILL HOLES TO ARTWORK

Illustrator and Word

If you are unable to set this up, you can also copy and paste this circle in the position you require your drill holes.
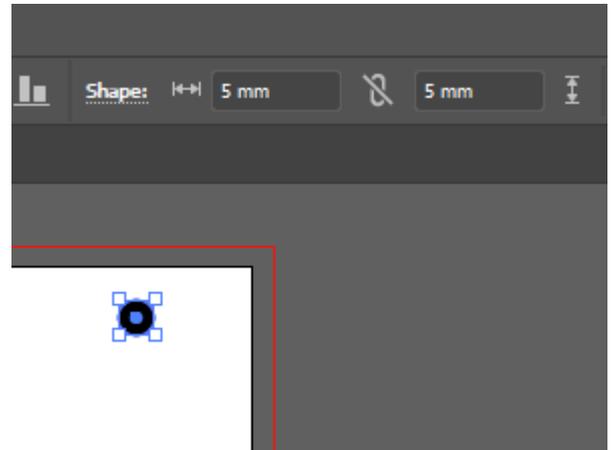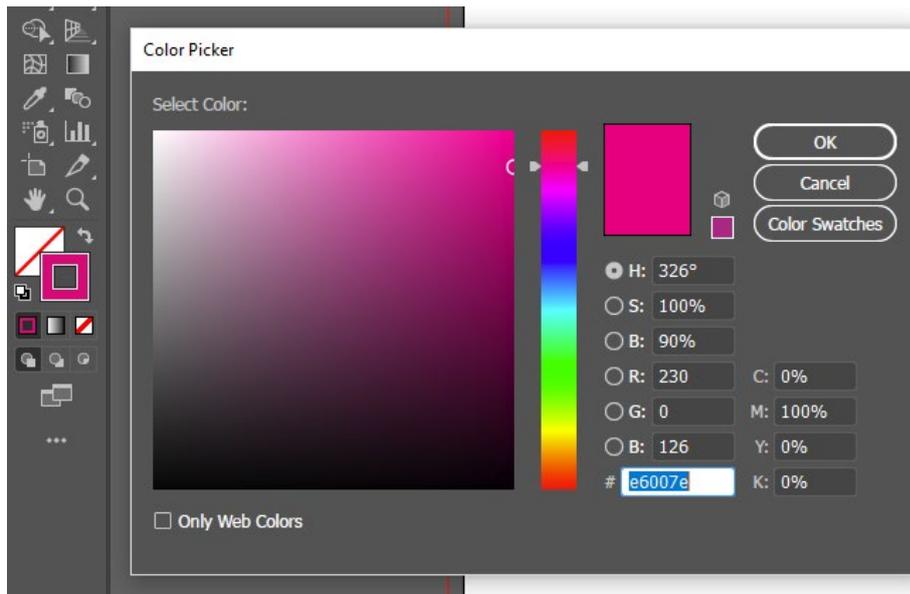
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Illustrator

Open your artwork document

From the toolbar select the **Ellipse** tool.

You should then be able to hold down shift (⬆) and drag out a circle.

Using the **Shape Properties** at the top, you should now be able to set the size to 5mm x 5mm.

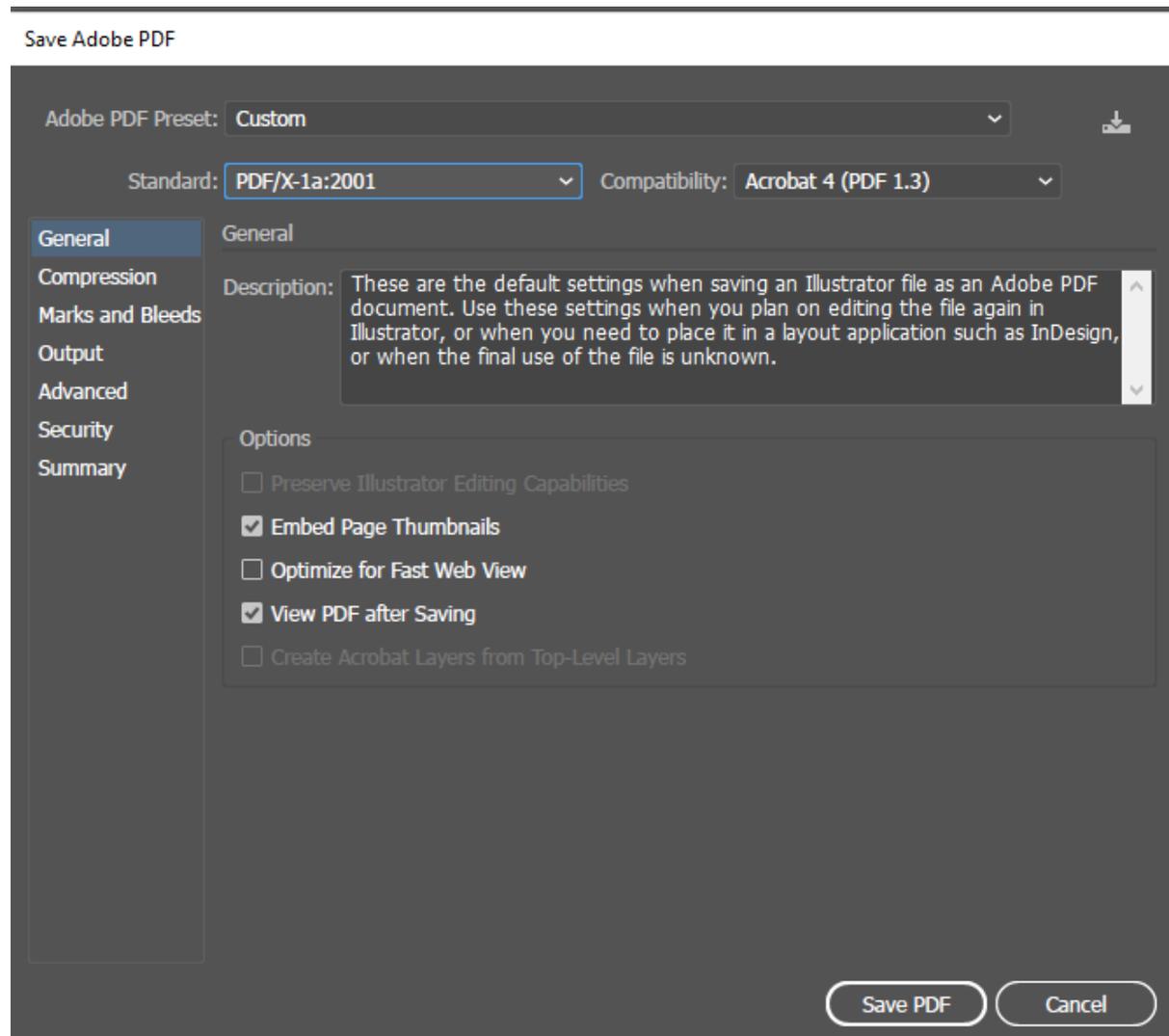Now your shape is the correct size, set the fill to none and the stroke to 100% Magenta.

Your shape should now look like this are is ready to be positioned where you require drilling.

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Once your artwork is ready to be saved go to **File > Save as>** Then select Adobe PDF from the file types.

In the PDF save pop up under "**Standard:**" please select **PDF/X1-a:2001** from the drop-down menu and save out your PDF.
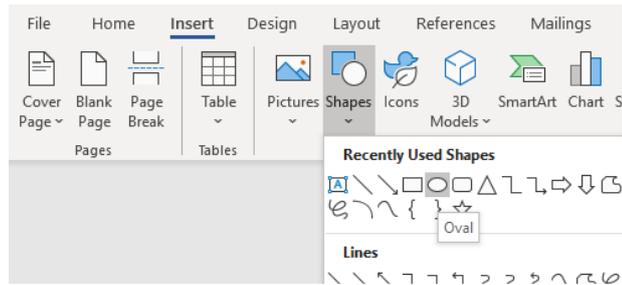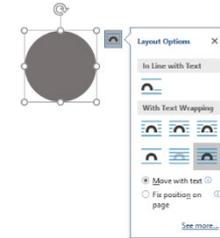
WORD

Open your artwork document

Go to **Insert > Shapes > Oval**

You should then be able to hold down shift (⬆) and drag out a circle
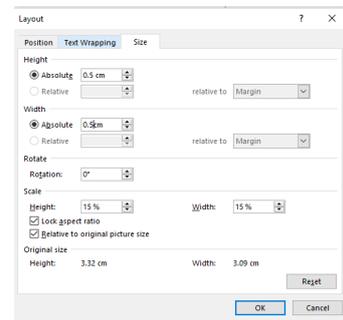

Once you have your circle shape, beside it there will be a small box which gives you **Layout Options**. If you click on "**See More**" at the bottom of this it will give you the option to change the size.

Once in the options click on the **Size** tab at the top.

You can now change the size of your shape to the 5mm we require for drill holes.

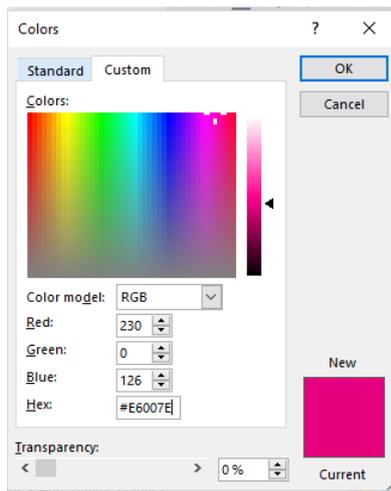Your shape should now look like this

You can now change the colour of your drill hole.

We require the outline to be 100% magenta with no fill.

As this colour will not be in your theme colours go open **Shape Format >**

Shape Outline > More Outline Colours

As Word works in RGB rather than CMYK, click on the **Custom** tab and type in the HEX box #E6007E and hit enter. When this colour runs through our system it will automatically be converted to 100% Magenta for print.

Your shape should now look like this and is ready to be placed where you require drill holes to be made.

To save your file please go to **File > Save as Adobe PDF**