



**Promotional Products  
Artwork Template  
Pop'n Jot™ Desktop  
Dispenser — DS330**

**GENERAL INSTRUCTIONS**

1. Please give us your name and any known order details in the box above/left.
2. Create or locate your artwork in the top layer. Note: some other layers are non-printing layers and will not appear on any proofs you print.  
TIP: Hide/show the non-printing layers as needed during layout work; please do not delete the non-printing layers prior to saving file.
3. All guides and dimensions shown here are at 100%
4. Convert all text to curves (outlines) before saving file. We also request that fonts be supplied with your file.  
TIP: Even if you convert text, your font files may be needed for revisions we might make before production, so please send them with your art.
5. If any bitmap images are placed in this file, resulting in a "metafile" please do not modify the placed bitmap here. Also, be sure to "link" the file rather than parse (rasterize) it into this file, and also send the bitmap file together with this file.
6. Color swatches for 3M standard inks, papers, etc. can be downloaded at: [www.3M.com/templates](http://www.3M.com/templates). The swatches make it easy for you apply the standard colors to your product design.

NOTE: You are not limited to the 3M standard ink colors. Paper and product colors are for design use only and need to be deleted or



**1**

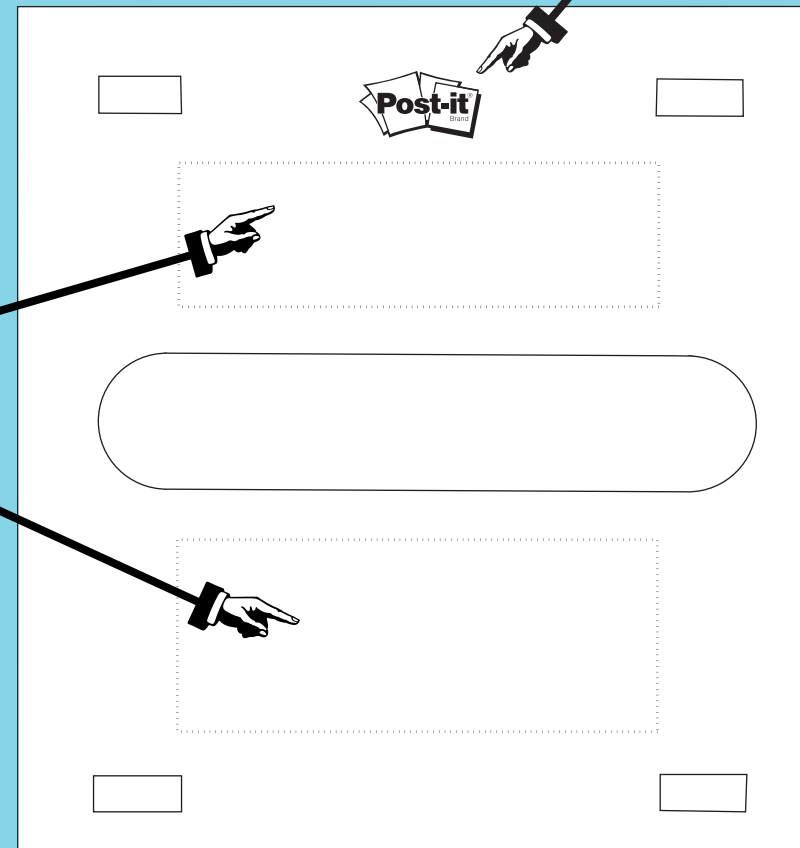
LAYOUT GUIDE for ARTWORK on Tinted Clear Plastic Top

Embossed Logo will always be here

IMPRINT AREAS:

2.5" x 0.75"

2.5" x 1"



**RESTRICTIONS**

- No bleeds.
- Ink Print: one or both imprint areas, 2 color maximum.
- Laser Engraving: one area only. Will appear on underside of tinted clear plastic top.

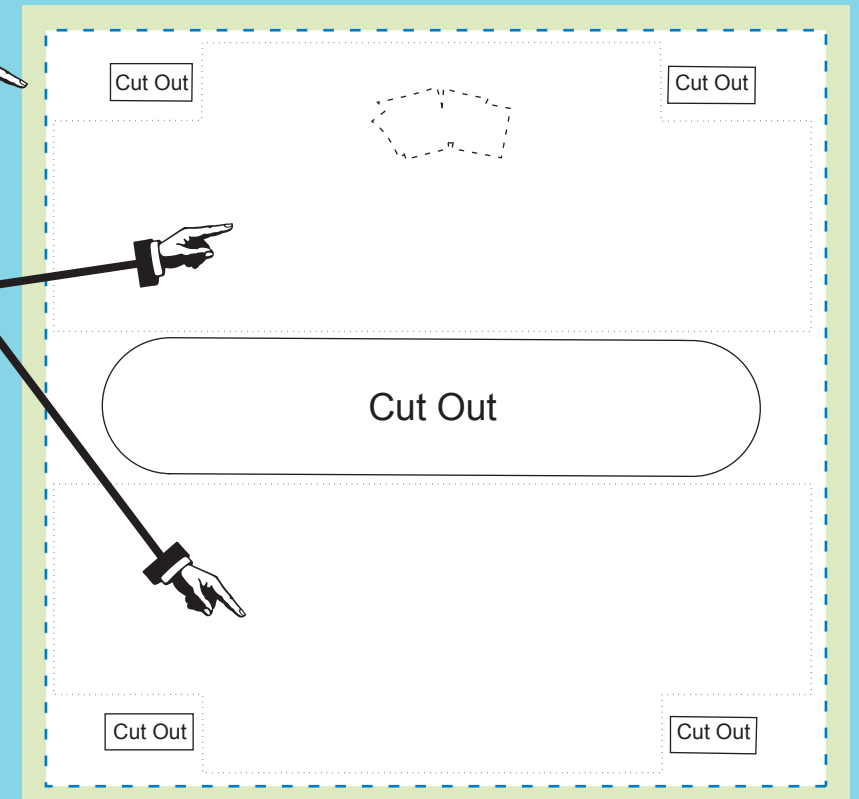
**2**

LAYOUT GUIDE for ARTWORK on Paper Insert Card

0.25" SIDE BLEED AREAS

Finished Cut Size:  
4.0625" x 3.9375"

IMPRINT AREAS:  
3.96875" x 1.5"  
Less Insert Cutouts



**RESTRICTIONS**

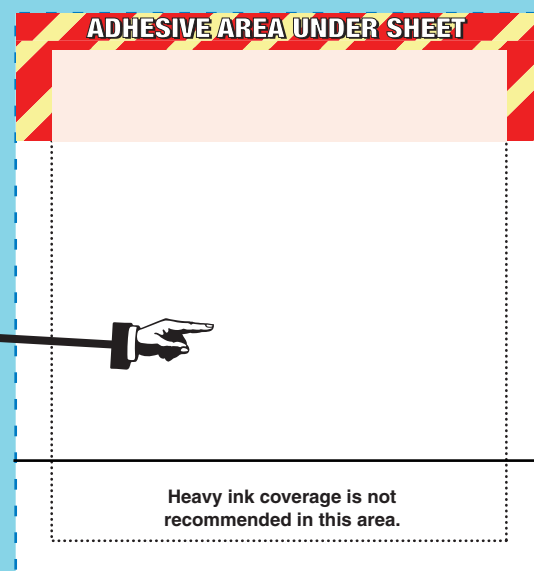
- Colors will shift slightly due to tinted plastic top.
- Text on full bleed: attention to location is critical due to insert cutouts.

**3**

LAYOUT GUIDE for ARTWORK on PRINTED NOTES (optional)

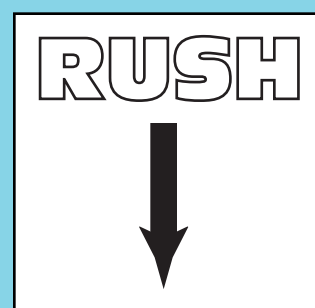
Finished Cut Size:  
2.75" x 2.937"

IMPRINT AREA  
2.375" x 2.5625"



**Traditional Layout:**

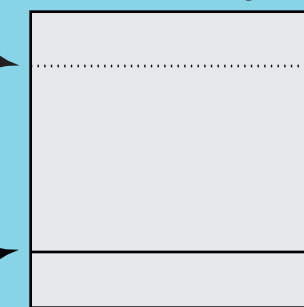
**Note:** When designing sheet graphics, pay close attention to adhesive edge on sheet and how your graphics will be used when printed on sheet. (Example: if printing an arrow on sheet, and sheet will be used to point to an area on a form, make sure arrow point is printed on adhesive edge.)



Adhesive Edge

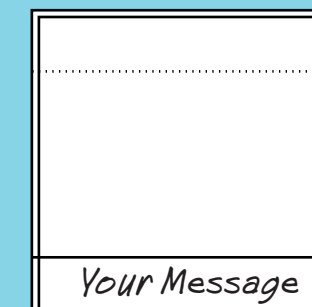
Graphics above this line will be hidden from view in the dispenser with paper insert card. Imprint or laser engraving on plastic top may also cover sheet imprint.

Adhesive Edge



Graphics below this line should not have heavy ink coverage.

Sheet 1  
Adhesive Edge



Sheet 2



Adhesive Edge



**RESTRICTIONS**

- No bleeds.

