

# MATERIAL INSTRUCTIONS

# MY GRANO

## editable products

Please note the following when providing material to My Grano:

### 1. LAYOUT MATERIAL FOR THE MY GRANO EDITOR

For products edited in the editor, we need a separate InDesign layout package for each product.

- Name all material (layout files, images and logos) as clearly as possible and ensure that all image links are functional before completing the layout package.
- Compile the layout package using the InDesign Package function. Include linked files (logos and images) and fonts in the package.

### 2. MAKE MATERIALS TO MATCH THE END PRODUCT

The materials for printed products must be created in accordance with the general material instructions specified by Grano, and they must be compatible with the printing method and any related special requirements. Please see our website for instructions: [www.grano.fi/en/aineisto-ohjeet](http://www.grano.fi/en/aineisto-ohjeet).

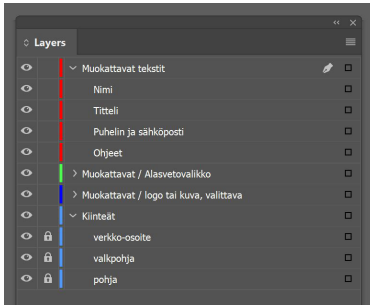
### 3. INDESIGN INSTRUCTIONS FOR MATERIAL PREPARATION

- Editable elements, which the user can edit, and fixed elements, which the user cannot edit, are specified on the product template.
- Place editable and fixed elements on different layers and name the layers clearly (e.g. editable and fixed).
- Provide instructions on how the fields are supposed to be changed (text drop-down menus, logo replacements, image loading, etc) outside the workspace in text boxes in InDesign.
- If there are several options for drop-down menus in text boxes, we recommend providing them in a separate file (e.g. Excel).



## ELEMENT ORDER

- The order of editable elements on the layers will affect how they are displayed to the user in the My Grano editor.
- The topmost element will be displayed first in the editor, etc.



## DIFFERENT TEXT TYPES

- Try to place different text types in separate text boxes.

## PLACEHOLDER TEXTS

- All editable text fields must contain placeholder text with the correct formatting (font and font size, etc.).
- Placeholder texts should be illustrative and generic ("First name Last name" in name fields, not anyone's actual name).

## TEXT FRAME SIZE

- The size of the text frame determines how much text the user is able to enter in the field in the editor with the specified font size without the text size being reduced or increased.

## REPLACEABLE IMAGES AND/OR LOGOS

- Please provide logos and graphic elements in vector graphics format (preferably in PDF format).
- Images and logos should be provided in separate files.
- The technical specifications of the images are determined by the printing method of the final product

[www.grano.fi/en/aineisto-ohjeet](http://www.grano.fi/en/aineisto-ohjeet).

## MATERIAL DELIVERY

Discuss material delivery with your contact person.

## ANY QUESTIONS?

Not to worry, your contact person is happy to help with any further questions!

We are also glad to help with creating and finishing materials for the system.