

Do It Yourself Artwork Instructions

Be the creative force behind your groups own design by arranging the pictures yourself. DIY designs save 50c per item ordered.

Do your own design and save!

You prepare your design by arranging all your drawings, logo and text digitally on your computer. Hopefully you have a computer savvy volunteer or graphic designer on your team that can help 😊

Alternatively, you cut out all the drawings and stick them down onto a cardboard sheet which is the exact size of the print area.

When your artwork is ready, return your finished design to us, we add a border, email it back to you for checking and once approved send to print. Designs can be uploaded through our website www.expressions.com.au/upload-artwork or post the original artwork to our office.

Do-It-Yourself how to - Digital



Draw

1. Select paper size. Have the kids draw (and teachers too).



Scan

2. Scans the drawings black and white at 150ppi (minimum).



Arrange

3. Digitally arrange the drawings to the correct template size at 300ppi.



Upload

4. Upload your finished artwork to our website plus email & let us know.

Do-It-Yourself how to - By Hand



Draw

1. Select paper size. Have the kids draw (and teachers too).
2. Cut around the pictures.



Arrange

3. Print a copy of your logo to the correct size.
4. Lay out your design using your logo and trimmed drawings.



Stick Down

5. Double check that everyone is included.
6. Glue down all the drawings right up to the edge.



Post

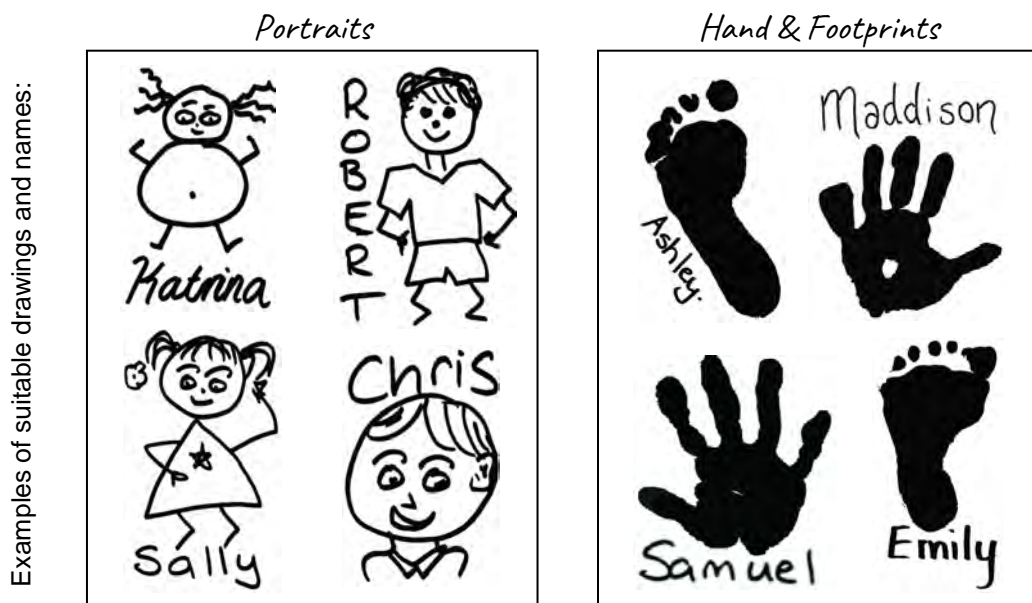
7. Package and post your completed design to Expressions.

We do the rest!

Preparing Your Drawings

Pens - Ensure everyone draws using the same or similar thick black felt tip pens, eg) Sharpies, Pentel Sign Pens or slim black textas. **IMPORTANT** – Do not use pencils, coloured textas (unless doing a full colour design), ballpoint pens or crayons.

Pictures Size - To calculate the size for your drawings, firstly allow a space for your logo/text, then divide the remaining space by the number of students doing drawings. For younger children, larger pieces of paper may need to be used and then reduced in size (digitally or with your photocopier).



Arranging Your Design

Use the DIY Layout Sheet Dimensions to prepare your blank template.

Logo - Firstly position your logo, text and year onto the white layout sheet. Use a good, clear printed copy of your logo in black and white, **NO GREY SCALE**; it must be simply black only on white paper. Write on your text or print out a copy of any wording you want around your logo (WordArt within Microsoft Office is useful for this type of text), cut it out and place it into position. **Don't forget to include the year.**

Pictures - Collect all the drawings you are going to use in your design. If names are written a distance away from the picture, cut around the name and paste or clear tape it closer to the picture. If space on your layout sheet is tight, you may find it useful to cut closely around each drawing or print.

Layout - We recommend you arrange and lay all the pictures out first, shuffle them around until you are sure you have it just right and everyone fits. When you are totally happy with your final arrangement, stick down your drawings, logo and text securely using the entire surface of the layout sheet. **DO NOT** use blue tack. Once all the pictures are stuck down, voila, you're done! We will add the border to the outside of your layout, you do not need to leave a space.

Class Groups - With larger numbers of students you might like to display drawings in groups, classes, year levels or rooms. Divide the layout sheet by the number of classes (remembering to deduct a space for your logo and text first) and lay each group out with their own heading included.

DIY Layout Sheet Dimensions

Set up your digital artwork page using the dimensions below

OR

Cut layout sheets using white cardboard.

- Note:
- Large white card is available at most newsagents or stationery suppliers.
 - Place your drawings and artwork right up to the edge and use all the space provided.
 - We will add your choice of border to the outside of the completed design.

	<u>Product Size</u>	<u>Print Area</u>
Tea Towel	50x70cm	40x60cm
Apron	70x85cm	40x58cm
Bag	40x45cm	30x34cm

Dimensions show maximum print area for each product.

