Creating & Distributing Table Tents for the Missouri Student Unions

1. **Create an InDesign document** that is 4 inches by 6 inches (portrait orientation). Set margins to 0.25 inches, and bleed to 0 inches.

   ![New Document dialog box](image)

   - **Document Preset:** [Custom]
   - **Number of Pages:** 1
   - **Page Size:** Custom
     - **Width:** 4 in
     - **Height:** 6 in
   - **Orientation:** Portrait
   - **Margins:**
     - **Top:** 0.25 in
     - **Bottom:** 0.25 in
   - **Bleed and Slug:**
     - **Top:** 0 in
     - **Bottom:** 0 in
     - **Inside:** 0 in
     - **Outside:** 0 in

2. **Design your table tent ad.** Include all event details and contact information on the design. Makes sure all images are high quality and no text is smaller than 10pt.

3. **Export the file as a PDF.** File > Export
   Choose the file name of your choice; make sure that the format is Adobe PDF, and then click save.
4. **Export the completed file as a PDF.** Follow the same steps to export your document as you did in step 3. Again, make sure that Adobe PDF is chosen as your format and click save.

5. **Print and cut your table tents.**

6. **Submit a maximum of 30 copies to the Student Center Information Desk and/or maximum of 10 copies to the Union Information Desk.**

Requirements for Approval: Event sponsor name and contact information must be posted on the table tent (student organizations & university departments only). Table tents must be appropriate for display in a public environment at the discretion of the Unions staff. The table tents will be placed and removed by a member of the Unions staff on Saturday’s. Table tents will be posted for one week. Table tents will be recycled after their use.

Note: If files are not submitted as directed we cannot guarantee that your ad will run.