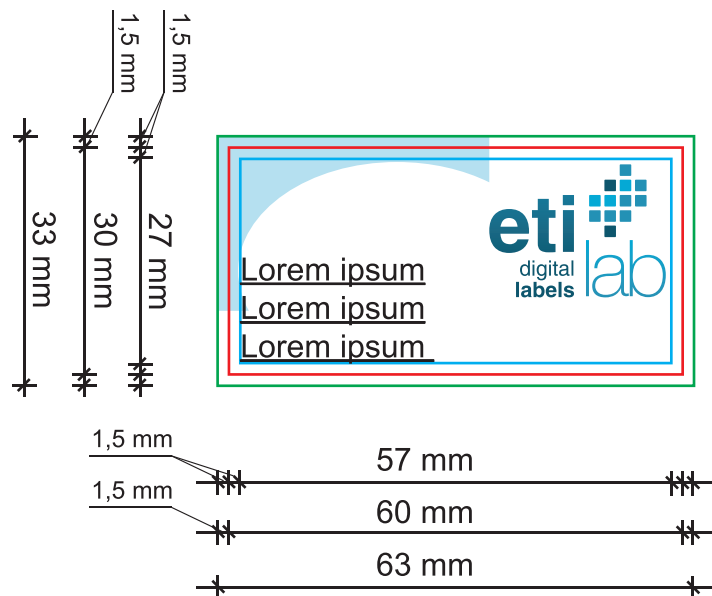# GUIDELINES FOR PROPER PREPARATION OF FILES

AREA OF THE PRINTOUT

Please mark the **cut lines** and the **inner margin** with a distinct frame and place them on a separate layer.

The **cut line** shows the measurements of a „ready" label (30x60 in this case).

The **art board** should have the same measurements as the **ready file**, alongside with a 1,5mm slope on each side.

The area of the **inner margin** should include elements which cannot be cut off. It might be the edge of a text box or other graphical elements that do not osculate the **edge of the label**.

1,5 mm
1,5 mm
1,5 mm
1,5 mm

33 mm
30 mm
27 mm

Lorem ipsum
Lorem ipsum
Lorem ipsum

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1,5 mm
1,5 mm

57 mm
60 mm
63 mm

COLOUR SETTINGS

Please change all the Panton colours to CMYK (file colour mode: CMYK). Moreover, change all additional (spot) colours to primary (process) colours. The exception is when an additional colour imitates a fifth colour, e.g. white. In this case please place all elements containing an additional colour on a separate layer.

Please do not exceed the maximum percentage of colours in one point, which is 280%.
This means for instance that the magnitude of a colour C100% M100% Y70% K10% is still acceptable.

ENRICHMENTS

All elements designed for selective enrichment (gold-plating, silver-plating, varnishing, etc.) are to be placed on a separate layer and have their colour changed to K=100.

FONTS

Embed or outline all the fonts. Black text should only have one element K=100.
The smallest acceptable text size is 5 points for K=100 and 7 points for colourful text.

OTHERS

For correct printing please flatten the contents of the file, except for the elements which are to be edited/deleted (e.g. cut lines, variables such as batch numbers, etc.)

Bitmaps (e.g. photos) in the project should be set and have a resolution of 300ppi (colour profile CMYK).

Barcodes should be prepared according to the guidelines „GS1 Poland" (the main guidelines are: graphics italicised, K=100, white background). Preparing the barcode correctly lies in the interest of the ordering side, we only check whether it works.

Save the file as a PDF (the newest version you have). The name of the file should correlate with the name of the order.

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PREPARING FILE FOR 5th COLOR PRINT

1. Elements which are to be printed in e.g. a white toner should have spotted/additional colour in the CMYK system called „white" (they can be in any colour, eg. M=100%).

2. Please place all „white" elements on top on a separate layer.

3. While deciding the „filling printing" and „outline printing" please remember that the colour white is always printed first.

4. To prevent the white „spilling" from under the printed elements please make the white colour slightly smaller using the tool „offset patch".

5. The whole process is shown in this videot:
   https://www.youtube.com/watch?v=JFCKIzRR1tuo
   ...the file below might also help you with this .

   Do not hesitate to contact us should you have any further questions...

CMYK

White / 5th colour