



**TLF Graphics wants to help you get the most out of your art.  
A few steps will allow us to take your vision from screen to label.**

**WE ARE HERE  
TO HELP**

We have sample files and can advise on the best course of action to take if you have questions.

## HOW TO SUBMIT DESIGNS

We accept files via E-mail or on USB Drive  
Large electronic files can also be uploaded to our server at:

<https://office.tlfgraphics.com:7001>

**Username:** uploads

**Password:** tlfuploads

### TO UPLOAD YOUR FILE:

1. Open the GENERAL folder.
2. Click the UPLOAD button on the top left.
3. choose UPLOAD. Skip the options.
4. select your files and choose OPEN.





It is recommended that all files submitted electronically be compressed. This will maximize file transfer speeds and prevent corruption.

Use Compress option on Mac or Zip utility on PC to save files as .zip files.

## STANDARD FILE CHECKLIST

Proper preparation of artwork helps avoid time-consuming and costly revisions. If you have any questions not addressed here, feel free to reach out to customer service or the prepress department.

**Adobe Illustrator** is the industry standard software for labels and packaging.

**Other Supported Software Options:**      
Adobe PDF | Adobe InDesign | Adobe Photoshop  
Files from Microsoft Publisher, PowerPoint, or Microsoft Word are generally not suitable for digital prepress.

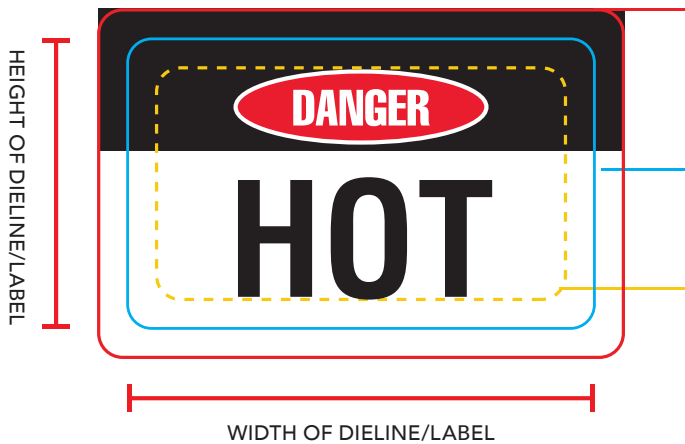
Check Resolution on file. For best print quality the resolution should be at least 300 PPI.  
Low res files will be pixelated and print blurry or blocky.

Document Images: Embed all linked files OR include all linked images with file.

Build at least .125" of bleed around all sides of the label.

Convert fonts to outline OR include a copy of fonts with file.

Colors: Call out Pantone colors or supply color sample.  
Document Color Mode should be set to CMYK, not RGB.



## Bleed

Extend the background of your artwork in to the bleed area at least 1/8" around all sides.

## Dieline

The dieline is that actual cut of the final design.

## Safe Zone

Do not place important text or images within 1/16" of the dieline (safe zone) to ensure elements will not get cut off.

Vectored Label - Scalable and High Res

Uses CMYK Black and Pantone 185 C for red

Black bleeds off the edges beyond the dieline

Graphics do not extend beyond safe zone

# BARCODES

Make sure your barcodes scan by using the following guidelines:

## SIZE

Overall width and height of barcode:

**Minimum Size:** 1.175" w x .816" h

**Normal Size:** 1.469" w x 1.02" h

**Maximum Size:** 2.938" w x 2.04" h



## COLOR

Good Color



Bad Color - Won't Scan



Use high contrast color combinations;  
Dark bars on light backgrounds.

Avoid using red or low contrast  
color for bars.

## QUIET ZONE

0 12345 67890 5



To avoid any issues,  
the quiet zone  
should be  
at least .125"

The quiet zone is the empty space area  
around the barcode that enables the scanning  
device to establish where the barcode begins  
and ends and thus allow it to read the label.

## COMMON BARCODES



**Code 39/ 3 of 9**  
Commonly used for various labels  
such as name badges, inventory,  
and industrial applications.



**Code 128**  
No character limit, making it ideal for  
applications like shipping labels that  
require encoding a mix of data types.



**Data Matrix**  
Used to label small  
electronic and industrial  
components.



**QR Codes**  
Used to share website  
links, contact information,  
or make payments.



**G1-128**  
Encode detailed product  
information such as batch/lot,  
serial number, or expiration date.



**UPCA**  
Used to to identify  
products in  
retail stores.