



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.

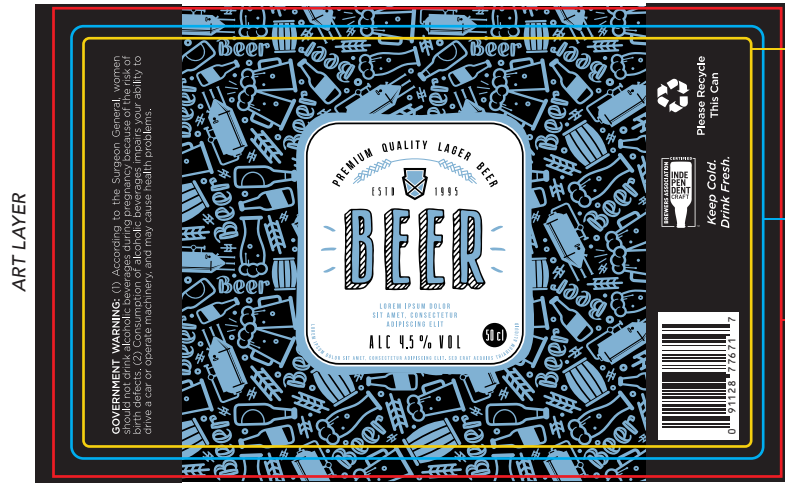
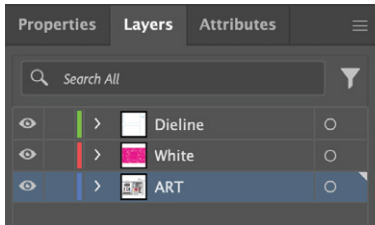
- Convert fonts to outline OR include a copy of fonts with file.

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

Please outline all text. This prevents any need for you to locate and send font files.

Embed the images in your art. Like fonts, you can avoid needing to track down linked images.

When using white ink, place on a separate layer. This ensures we know exactly what is backed in white.



ART LAYER

WHITE LAYER

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.

Dieline

The dieline is that actual cut of the final design.

Bleed

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

Silver Material

Area where material will show through color for a metallic effect.

White Ink Coverage

Area where white ink is applied. Will NOT show metallic effects.

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



Use high contrast color combinations; Dark bars on light backgrounds. Avoid using red or low contrast color for bars.

QUIET ZONE



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



Data Matrix
Used to label small electronic and industrial components.



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



UPCA
Used to identify products in retail stores.