



The following guide gives step by step information on how to prepare your artwork ready for printing. Please take time to read each section before uploading as incorrectly prepared artwork may cause delays and additional charges.

Summary

- CMYK colour mode Resolution 300DPI
- Avoid text smaller than 6pt
- Avoid text or graphics closer than 3mm to die-cut edges
- 3mm bleed for packaging & paper parts
- Do not delete template layers or change the size of the artboard / page

Templates

All our discs, packaging and paper parts have their own design templates which can be downloaded from the templates section of our website:

<https://www.m-t-s.co.uk/Templates/Templates.php>

MTS Duplication provide templates in PDF, Photoshop and Indesign that can be directly opened or imported into your preferred graphics design program.

When designing your artwork please do not adjust or re-size the template layer. Each template has the artboard / page size indicated. When saving your final artwork simply move the template layer to the bottom level so it is not visible. Please do not delete the template layers.

Resolution

All your images and graphics should be at 300 dpi. Using photos and logos lower than this resolution and scaling them up to fit in your artwork will produce poor results when printed.

Sending Artwork

The best way to send your artwork is to use our upload page on our website:

<https://www.m-t-s.co.uk/upload>

Colour Space

All printing is in CMYK colour space. Please ensure that all images and graphics are CMYK. The colour profile used is FOGRA 39 coated.

Understanding the template key lines

The term bleed is used to describe part of the design that goes beyond the trim edge. After your packaging and paper parts have been printed they will be trimmed to size. The bleed gives the trimming some room for error, avoiding white gaps at the edge of your finished product.

It's important that your artwork includes 3mm bleed. All our templates include a green solid bleed line. Your artwork background must extend to this outer line.

The magenta lines are the cut and fold lines for the artwork.

The blue dashed line is the printing safe area. When designing your artwork, you should place any text or critical design elements within the safe area.

Proofs

After we have received your artwork files we will check that they meet our design requirements. If your artwork is to specification it will be passed onto our print department ready for printing.

Processing your artwork takes time and our approval process exists as a technical formality to ensure we have processed your artwork correctly. We do not check content, spelling or grammar.

Please ensure the artwork you supply is correct and has already been signed-off by you and/or your client's team.

Colour Matching

It is impossible to guarantee that your printouts, or the colours represented on your monitor screen, will be accurately reproduced when we print your order. Variations within brightness and contrast settings on a monitor and differences in printer calibration are all significant factors affecting colour representation.

You should be aware that due to printing on different materials, using the same colours or images for both on-disc print and packaging / paper parts may result in slight colour variance.