

## IMPORTANT!

Please use Microforum's templates for all your artwork set up. To avoid additional charges, please ensure your artwork is placed in the most recent templates found on our website at [www.microforum.ca](http://www.microforum.ca). Additional charges will be applied to set up your artwork in proper templates.

## FILE DELIVERY:

- We accept CD-R, DVD-R, and USB sticks for files without compression.
- FTP/We transfers and e-mail attachments are accepted in compressed (ZIP/SIT) format.

## FILE SET-UP

### Software:

- Adobe Creative Cloud
- QuarkXPress

### Files:

- Quark / InDesign packaged files with fonts and images.
- Print ready PDF files with embedded fonts.
- EPS with embedded images and outlined fonts.
- Photoshop - PSD, EPS, TIFF, PDF, JPEG - hi-res files.

### Templates:

- All files must coincide with specific templates. If you require a specific dieline, inform your account representative when ordering.
- Dielines should never be embedded or flattened with the artwork. They need to overprint or placed on a separate layer.

### Artwork:

- Raster-based file resolution should be at a minimum of 300 dpi, 1200 for the bitmapped images.
- EPS, PDF or AI, Quark or InDesign files are recommended for all text, line art and flat solid colours.
- Raster based text may not produce desired results, since they are pixel (dots) based, not vector (line) based.
- All transparencies, drop shadows, gradients and special effects have to be flattened or rasterized.

### Fonts:

- Supply both screen and printer fonts.
- Supply your own fonts to avoid subtle or obvious differences in your document, including text reflow.
- You could embed all your fonts or convert text to outlines/curves to avoid having to send font files.  
Important! Adobe PostScript Type 1 font will no longer be supported after 2023:  
<https://helpx.adobe.com/fonts/kb/postscript-type-1-fonts-end-of-support.html>

### Colour Format:

- The CMYK or Pantone colour information needs to be indicated clearly in the file.
- Convert all RGB images to CMYK.
- Pantone colours need to be converted to CMYK, unless they are to be printed.
- The Pantone colours need to be Solid Coated.
- Spot varnish is additional plate. Separate file should be supplied or represented with Spot colour.
- Matte finish is an additional film in silk-screening. Separate file should be supplied or represented with Spot colour.

### Letter Sizes and Line Width:

- Font size should be no less than 5pt (bold).
- For knockouts, font size should be no less than 5.5pt.
- Line width should be no less than .5 pt., including text and artwork.

### Barcode (UPC code):

- Approximate size of your barcode should be W: 1.25" x H: 0.5".
- Always place your barcode on a white background box.
- Bars must be 100% black, vector based file.
- Barcode embedded in Photoshop or set up as CMYK may affect scannability.

### Bleed/Text Safety:

- All files require a bleed (1/8") and type safety (1/8") for cutting purposes.
- This allows for any possible shifting on press, and ensures that none of your text will be cut or caught in a fold.

### Trapping:

- Do not trap your files. We use powerful automated trapping software, and will trap your files as part of our standard service.
- Be aware that trapping can only be done if the objects over-lapped or touching.

### Film Specifications for CD/DVD/Blu-ray silk screening:

- Film is positive, emulsion up, 1270 resolution, 110 linescreen, elliptical dot, 15-85% tonal range, film angle of 30° for spot colours.
- CMYK film angles: yellow 7 degrees, cyan 52 degrees, magenta 22 degrees, black 82 degrees.

### Digital CD/DVD/Blu-ray Digital Printing:

- Resolution for raster files should not be less than 300 dpi.
- ALWAYS use a Generic CMYK color profile to avoid a change in the end result.
- PDF files must be mono level, contain all the fonts used in the image.
- The canvas must be square (ratio of height and width must be 1:1) to avoid distortion and the canvas should be 120 x 120 mm.

### Pre-flight/Pre-Press:

- We use Kodak's Prinergy Evo 4.0 Workflow System software for the file pre-flight and Kodak Preps 5.3 for the file imposition.

### DO NOT:

- Do not resize or modify templates.
- Do not use images from the web pages. Their resolution is 72 dpi, RGB and not acceptable for printing.
- Files created in MS Word, PowerPoints, Publisher, Nero, Adobe PhotoDeluxe, etc - should not be used to create your artwork.