

PACKAGING ARTWORK PREPARATION GUIDE

For **ego** to produce your product to the highest possible standard, we would appreciate if you could follow as close as possible the following guidelines when creating artwork for your product.

This helps reduce the risk of delay and unexpected costs.

We thank you for following these guidelines. Please contact us if you wish to discuss any information.

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For file upload please visit:
<https://spaces.hightail.com/uplink/Egoprint>

Software

Adobe Illustrator (AI) is our preferred format for supplying artwork: Ideally supplied with all links and fonts. *See over the page for specific instructions.* This allows us to trap and make any corrections required. Images can be embedded.

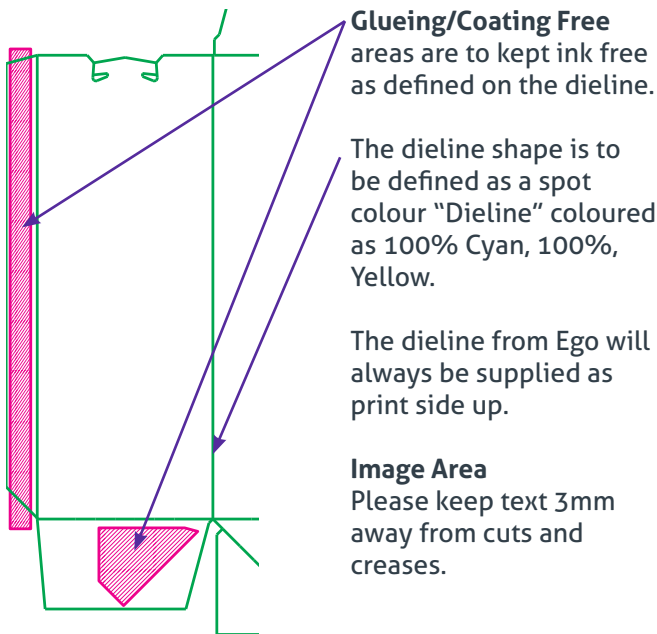
PDF files: PDF files are OK to be supplied if fonts have been outlined and 'Preserve Illustrator Editing Capabilities' has been ticked on PDF output.

General Artwork Setup

Dieline

In preparing artwork, the dieline produced by Ego to manufacture the final product should be used.

Please ask your Sales Rep for the right dieline before preparing artwork.



Images

Images need to be a minimum of 300ppi resolution.

Adobe Illustrator Artboard Size

We recommend that the document artboard size is set to the size of the dieline supplied.

Spot Colours

Please make sure any unnecessary spot colours have been removed or converted to CMYK.

Minimum Type Size & Line Weights

Below is a guide for minimum type and line weights

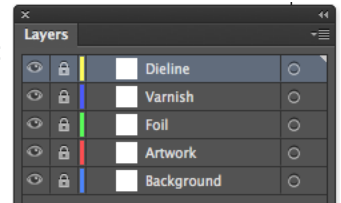
REVERSED DESIGN	POSITIVE DESIGN
Minimum 5pt type	Minimum 4pt type
0.1mm line weight	0.05mm line weight

Adobe Illustrator Guidelines

Use layers when constructing artwork - avoid flattening layers. This will enable us to edit the artwork if required.



An example layer construction is shown at right:



- base layer containing background
- artwork layer for text & logos
- a varnish/foil layer
- Artwork should be supplied with fonts live. If possible an additional file should be supplied with fonts converted to outlines, titled OL in the filename.
- All fonts used in the job to be supplied with the artwork.
- Use CMYK document colour mode
- Make the Document Raster Effects setting High (300ppi) and check preserve spot colours
- If an extra finish is required (e.g. emboss, spot uv, foil, varnish), an extra layer is required in the artwork.

Barcodes

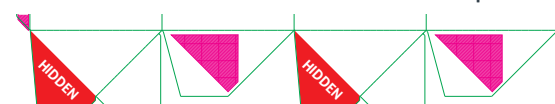


If a barcode needs to be created by Ego, a space is to be defined and the barcode clearly marked as 'Positional' with type and size specified.

If a barcode is placed to use as final print, please make sure it meets GS1 specifications and marked 'not to be re-created'. Bar width reduction should be set to 0.02mm, or 20 microns.

Crash Bottom Boxes

Be aware that these areas in red on a crash bottom box are hidden once the box is made up.



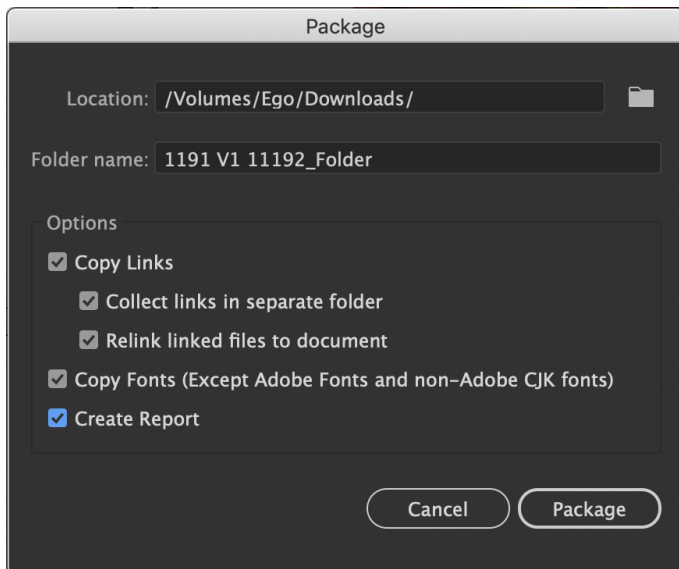
How to Package Your Illustrator File/s

1. Open your Adobe Illustrator file
2. Choose File -> Package

The Package dialog box appears, as you see below

In the Package dialog box, you can do the following:

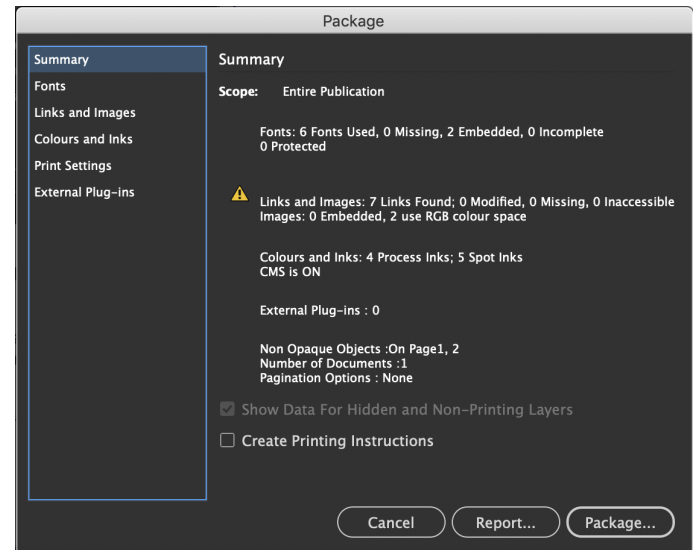
Choose a location to save the packaged file, fonts, and images.



3. Choose a save location and provide an appropriate folder name.
4. Leave all options selected and press Package. If you receive a warning about fonts, read it, and then click OK.
5. Your file has now been copied to the folder you indicated. That folder includes any linked images and fonts.
6. Compress the folder to a ZIP archive.
7. Upload ZIP file to:
<https://spaces.hightail.com/uplink/Egoprint>

How to Package Your Indesign File/s

1. Open your Adobe Indesign file.
2. Choose File -> Package
3. The Package dialog box opens. The Summary screen shows you all current images and fonts in the document, based on an analysis of that document.



4. Click the Package button at the bottom of the dialog box.

Your document and all its associated files are saved into a folder. You're given the opportunity to name the folder and specify a location on your hard drive.

5. Compress the folder to a ZIP archive.
6. Upload ZIP file to:
<https://spaces.hightail.com/uplink/Egoprint>