

## File Submission Guidelines

### Trapping

Files should not be trapped for spirits work. Trapping will be handled in-plant for the equipment requirements. Extra treatments or decorative elements must be approved for embossing, stamping, and die cut.

### Bleed

- 3/32" bleed is required on all item, except for:  
**Die cut items must have the bleed extend to the outer edges of the die corner marks.**

### Print to Cut Tolerance

All copy must be 3/32" from trim and lap or laps. Borders, color banners, top and bottom bands, rules, artwork and graphics must be pulled inside the 3/32" print to cut tolerance limits unless it is intended to bleed off the label.

### Artwork Decorative Visual Elements

Files must be sent without decorative elements, gradients, or transparency blending effects that visually simulate the printed product. Failure to remove effects customer will be charged extra for removal or could result in those elements printing if proof approved.

### Structural Elements

Files must be sent with structural elements or die lines set as overprint as a spot color named to designate they are non-printing.

### Barcode Specifications

- Barcodes are re-set or replaced in the art indicated location for connecting to our MIS system
- Barcodes sizes are negotiable but the correct number and position should be indicated on the art
- Check digit verification of supplied code numbers must pass

### Extra Colors

Fort Dearborn Company requires all elements be included in a layered file for emboss, white ink, bronzing, spot and flood varnishes, and lacquers.

### Images

Images must be embedded or linked and at a minimum of 300 dpi. Bitmapped images need high detail to print and must be placed in the artwork at minimum 800 dpi at the scaled size.

### Standard Metal/Clear Trapping Guideline

- Standard Trap: .003
- Stain: choke stain .002 when adjacent white is final fit
- Stain with black stroke: trap stain halfway into black
- Booster Color: choke booster .003
- White backer for white background: choke 2<sup>nd</sup> white .003
- Double white backer (under buff): choke 1<sup>st</sup> white .003 and 2<sup>nd</sup> white an additional .003
- White to adjacent stain (UPC): choke white .003 point
- White trapping with booster colors: spread white .003 into shaper color with kiss fit with booster

