



**TDI**

## **PRINT READY POLICIES AND PROCEDURES V4**

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## Print Ready Files

### 1. Policy

TDI prints in CMYK and manages the files from the printer. To ensure consistency of color during printing we request that the files are in CMYK, untagged, do not color manage and in TIF, EPS, PDF or JPEG format. These are the only formats we run.

#### **Running Yardage**

Set the orientation of the art in the file to the orientation you want it to print (we will print in the orientation in which the file is presented – we should not have to rotate the print). Left to right is selvedge to selvedge for printing. Top to Bottom is running length.

Canvas/Image size is important. The width of your canvas should not exceed the width of your fabric. Typically, fabric is 60" wide, so we recommend a 58-59 width to your canvas. If your print is wider than then your fabric it will print over the selvedge.

Please also ensure your files are in correct repeat. We do not check for the correct repeat.

#### **Garment Files**

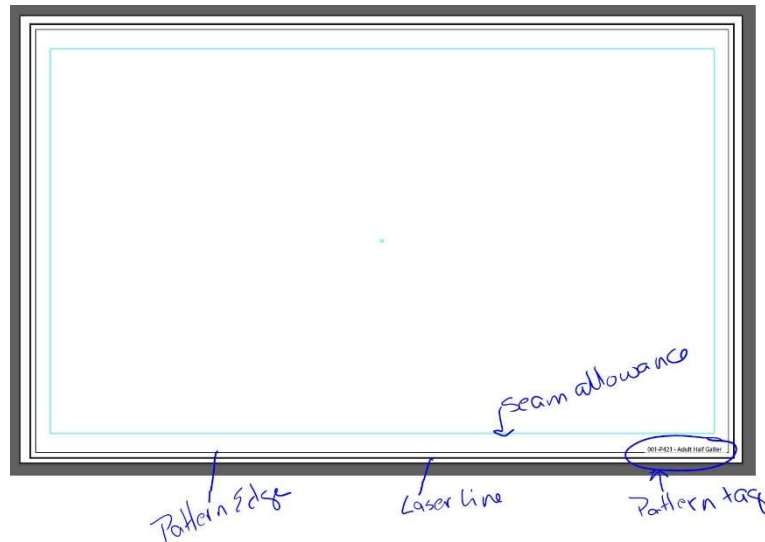
For all personalized orders or garment orders we ask for a separate print file for each garment size or personalized garment. This will allow us to better manage any damages and not have to manipulate your files.

For garment placement files we strongly encourage you to look at the patterns and placement of pieces to minimize your fabric waste. We are happy to discuss this at any time with the you.

If you are using our patterns, do not adjust the placement of the pattern pieces in the file or change the artboard size, they are placed and sized to maximized space. Additionally, do not remove the tags that are on each pattern piece, you can set this to transparent, but you must make sure they are legible. These are important for the sewing of the garment and tie the garment back to their tech pack and sew by.

Please decorate your garment to the thing black line (pattern edge), leaving the white space and thicker black line. The thicker black line is the laser cut line and the white

space is the needed by the laser. The blue line is your seam allowance line, so keep any logos or decorations within those lines that you don't want to get caught in the seam.



### File Naming

When we send you a pattern template we will set up the file naming for you. Please save one copy of the template per print/logo/style. The file name has logic in it, so just update the word DESCRIPTION with what ever terms you want to use to note the print.

001-P556 = style number – first 8 characters of the file name

-AS = size (One for a one size, or a 2-4 character size AXS, AS, AM, AL, A2XL, WS, GS, YS, etc..)

-001 = customer number this tells us it's your file 3 digit number

-SS Shirt = shorthand for pattern name

-DESCRIPTION = free form for you this is the only part of the file name you replace with words that make sense to you

Example: 001-A202-AS-001-SIS SS Crew Neck-DESCRIPTION

001-A202-AS-001-SIS SS Crew Neck-Team Luca

### General

Any files not meeting these conditions are not considered print ready files. Non print ready files require work prior to printing will we will bill out at the hourly design rate with a minimum of 1 hour.

If you require us to perform color matching/color adjustments, then we require that the files are in layers appropriate for the areas to color match.

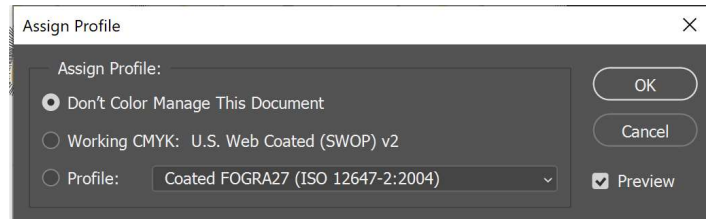
Please see our Color Matching Policy & Procedures for how to color match.

## 2. Procedure

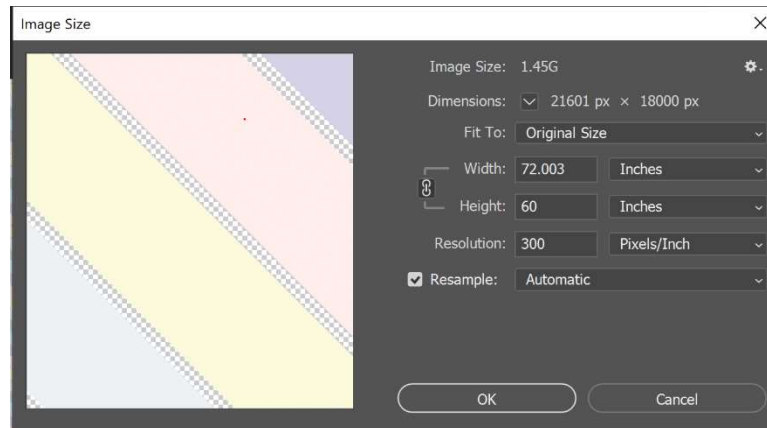
### 1) Photoshop files

- i) In photoshop go "**Image**" and then "**Mode**"  
(1) Select CMYK Color

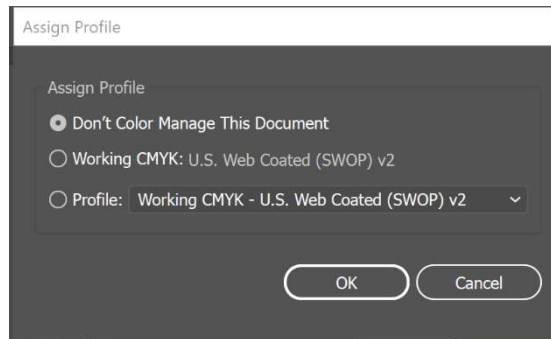
- (2) Click OK
- ii) Then go to **"Edit"** and then **"Assign Profile"**
  - (1) On the popup window select the radio button for **"Don't Color Manage This Document"**
  - (2) Click OK



- iii) Set the resolution to 150 the rip does not require it any larger
  - (1) Go to **"Image"** then **"Image Size"**
    - 1. In the popup window go to the **Resolution** field
    - 2. Enter 150
    - 3. Click Okay



- iv) Go to **"File"** then **"Save As"**
  - (1) Enter a file name
  - (2) Select file type .TIF
  - (3) Click on Save
- 2) Illustrator Files
  - i) In Illustrator go to **"File"** and then **"Document Color Mode"**
    - (1) Select CMYK Color
    - (2) Click OK
  - ii) Then go to **"Edit"** and then **"Assign Profile"**
    - (1) On the popup window select the radio button for **"Don't Color Manage This Document"**



- iii) Click OK
  - (1) Go to **"File"** and then **"Save As"**
    - (a) Enter a file name
    - (b) Select file type .EPS
    - (c) Click on Save

3) PDF Files

- i. In photoshop go **"Image"** and then **"Mode"**
  - i) Select CMYK Color
  - ii) Click OK

4) Canvas Size

- i. In photoshop go **"Image"** and then **"Canvas Side"**
  - i) Go to the Width, and select Inches
  - ii) Set the correct number of inches
  - iii) Click OK
- ii. In Illustrator
  - i) Use the measure tool to confirm that the correct width is set
  - ii) It is recommended when setting up your artboard to set it to the correct width at the start