UNIFIEDMFG

Our Design Templates.
A User's Guide.

This is a basic guide to using our design templates. More information about fonts, images and our other specifications can be found in our FAQ document.

UNIFIEDMFG

About our templates:

We have templates available in all professional-level desktop publishing software. Here is a list of file formats we can accept:

Layout files:
- JPEG
- PDF
- PSD
- AI
- CDR

For each application our templates are saved in the oldest version we accept.
We do this to make them accessible to the widest number of users.

Please save all your files in the version of the software you are using. DO NOT save back to an older version as this may cause problems with your files. Some applications default to save int he version used to create the template and you will have to use the Save As function to save in a newer version.
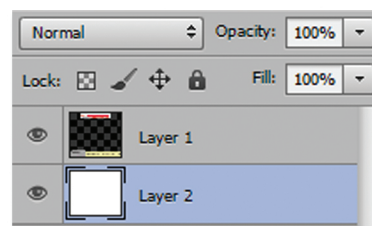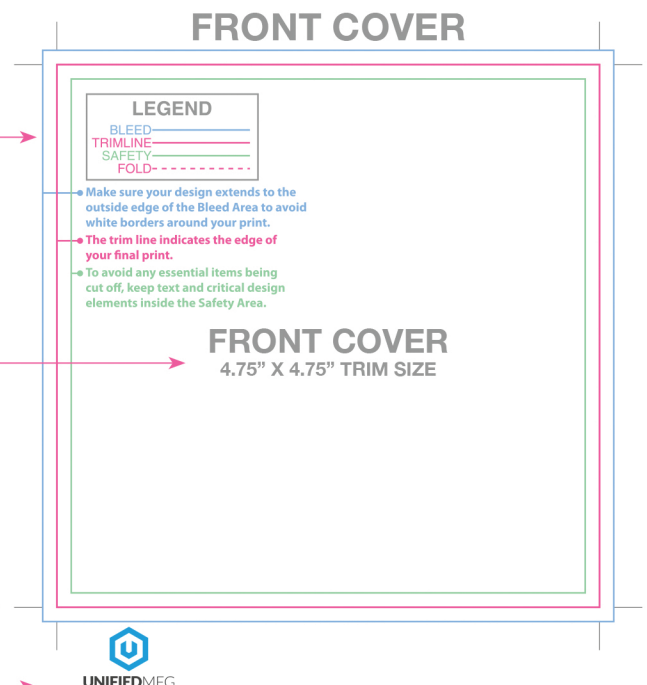
Parts of our templates:

FRONT COVER

Our templates include guide lines to show the bleed, trim and type of safe margins. These are indicated and described in a legend.

LEGEND
BLEED
TRIMLINE
SAFETY
FOLD

Make sure your design extends to the outside edge of the Bleed Area to avoid white borders around your print.

The trim line indicates the edge of your final print.

To avoid any essential items being cut off, keep text and critical design elements inside the Safety Area.

Tags that label the panels and list the trim size measurements.

FRONT COVER
4.75" X 4.75" TRIM SIZE

Crop marks used in production to indicate the trim size once the piece is printed.

An information slug showing the logo and template description.

UNIFIEDMFG

Our templates especially in PSD are set in layers.

Normal | Opacity: 100%
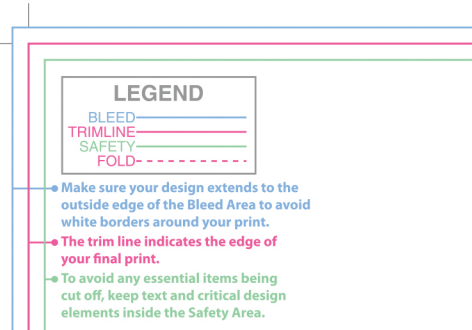Lock: | Fill: 100%
Layer 1
Layer 2

UNIFIEDMFG

Setting up your design:

The layers are intended for you to use for your layout. You may make additional layers to use for your design. Please don't place any of your design on the Template Guides or Template Tags layers. You may move the Template Guides layer to the top if you want to be able to see the guides on top of your design (the guides are set to non-printing and will not print on your final output).

Using the guides:

The pink guides show where the package will be trimmed to final size. The light blue guides show 1/8" of bleed where needed. The green guides show the type safe area. Any text or other elements that can not be trimmed must be within the safety guides.

LEGEND
BLEED
TRIMLINE
SAFETY
FOLD

Make sure your design extends to the outside edge of the Bleed Area to avoid white borders around your print.

The trim line indicates the edge of your final print.

To avoid any essential items being cut off, keep text and critical design elements inside the Safety Area.

It's important to include bleed. Printed pieces are cut to size in stacks and do not get cut exactly on the trim lines. Bleed is background image extending beyond the trim line to be cut off. This prevents any blank paper from showing along the edges. The same applies to the type safe margins. Any text inside the safety guide will not be cut if the print is cut slightly inside the trim lines.

Illustration A shows an example of a single page with the background image extending to the bleed and the type within the safety margins.
Illustration B shows the same layout after it has been trimmed to size.
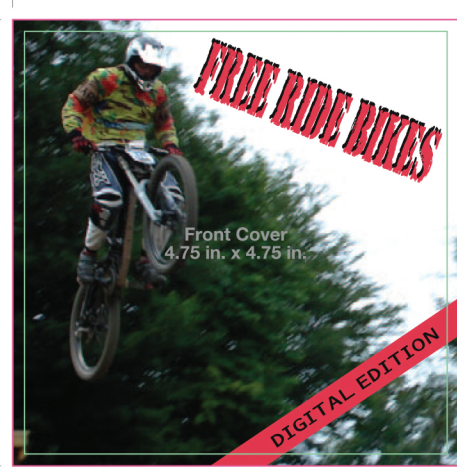
Illustration A

Front Cover

Front Cover
4.75 in. x 4.75 in.

Illustration B

Front Cover

Front Cover
4.75 in. x 4.75 in.

IMPORTANT:
When submitting your artwork in PDF or JPG, make sure to turn off the Template layer before saving it to the above file formats.

UNIFIEDMFG

Using tray placement:

Our templates use guides to indicate the placement of the plastic tray that will hold the disc(s). Although these template guides are accurate, variations during manufacturing mean the final artwork may shift slightly in regard to the actual tray. While the shift is minimal, it means an exact alignment between the printing on the packaging and disc will not be possible.

Illustrations A1 and A2 show examples of templates with the tray guide overlaid on the design.
Illustrations B1 and B2 show the same layouts with the discs in place.
The Digipack illustrations are oriented upside down to match the orientation of most Digipack templates.
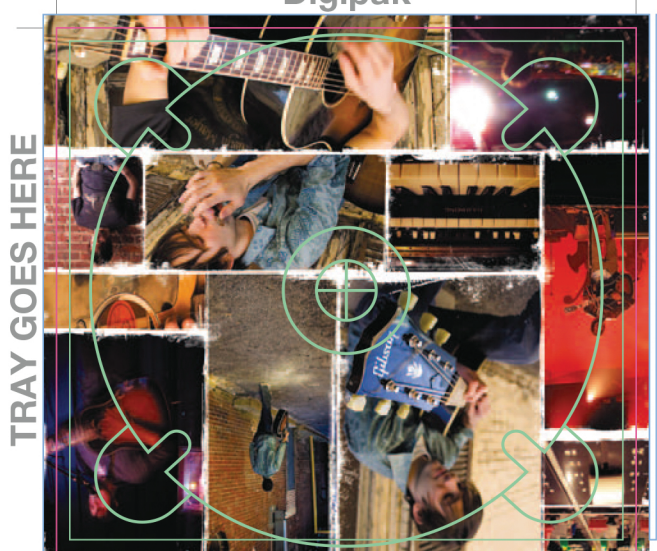
Illustration A1
INSIDE TRAYCARD

Illustration A2
Digipak

Illustration B1
INSIDE TRAYCARD

Illustration B2
Digipak

UNIFIEDMFG

Paginating stapled booklets:

Our booklet templates are arranged in printer's spreads. Each page of the document has 2 booklet pages side by side. The pages are not in numerical order (reader's spreads). The pages are numbered so that when printed, trimmed and bound they will be in the correct order.
The page numbers are marked in templates and should not be rearranged.

The illustration shows the 4 spreads that make up an 8 page booklet with the pages numbered.

On disc printing templates:

Because we provide a variety of printing options, disc designs require the same bleed and safety margins as other types of print.

The on disc templates show guides for bleed, the physical edge of the disc, the live print area, safety guides and where the mirror band / clear plastic begins.

Unlike white paper, a disc has three distinctly different surfaces.

a) The regular surface of the disc is silver (or reflective aluminum, technically). Depending on the lighting and angle at which you hold the disc, the surface appears to have a tonal value of about 15 percent black.

b) The mirror band. This is a highly reflective ring just outside the clear center of the disc that contains information about the disc itself; track information, artist, job number, etc.

c) The stacking ring is a lip in the clear plastic center of the disc between the mirror band and the hole.

UNIFIEDMFG

On disc printing continued:
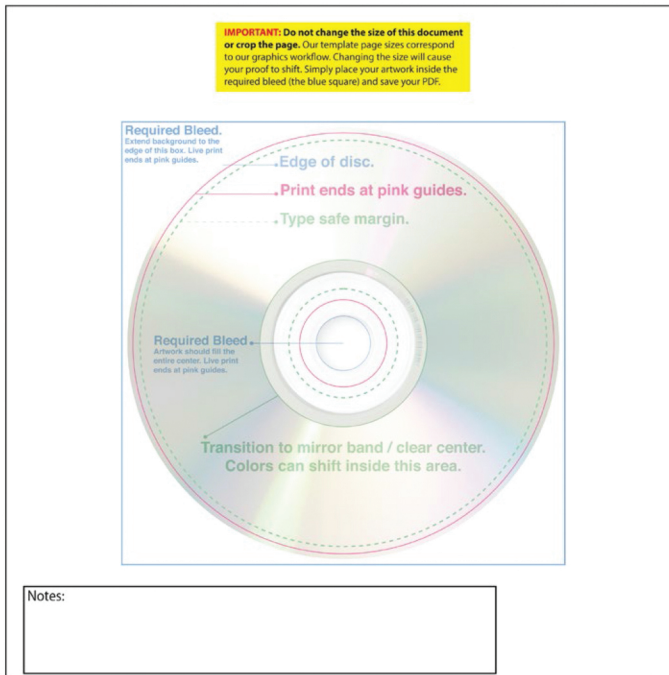
Illustrated below are the 2 stages of your disc design.

IMPORTANT: Do not change the size of this document or crop the page. Our template page sizes correspond to our graphics workflow. Changing the size will cause your proof to shift. Simply place your artwork inside the required bleed (the blue square) and save your PDF.

Required Bleed.
Extend background to the edge of this box. Live print ends at pink guides.

Edge of disc.

Print ends at pink guides.

Type safe margin.

Required Bleed
Artwork should fill the entire center. Live print ends at pink guides.

Transition to mirror band / clear center. Colors can shift inside this area.

Notes:

Illustration A

Illustration A shows a blank disc with the template guides overlaid on it.

IMPORTANT: Do not change the size of this document or crop the page. Our template page sizes correspond to our graphics workflow. Changing the size will cause your proof to shift. Simply place your artwork inside the required bleed (the blue square) and save your PDF.
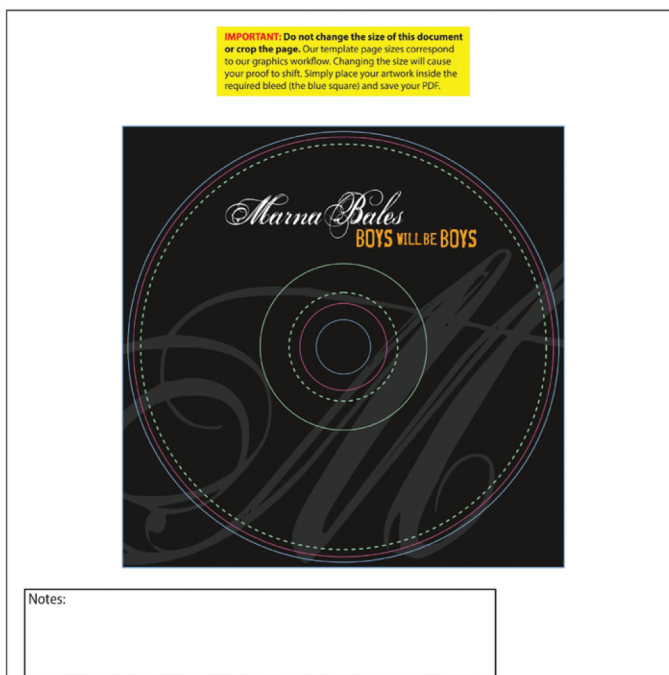
Marna Bales
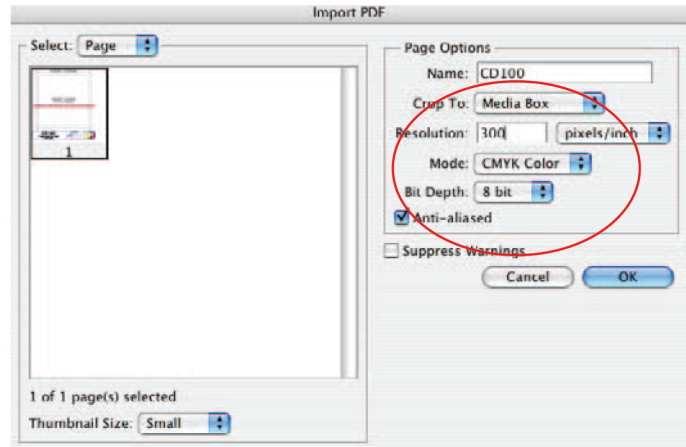BOYS WILL BE BOYS

Notes:

Illustration B

Illustration B shows how your art should look in template when you send it to us. Please note that the art fills the required bleed from the box edge to the center. The guide lines are shown for illustration purposes.

UNIFIEDMFG

Using our templates with Photoshop:

Please submit Photoshop files in their layered format along with all the fonts used. This will give us the most options for making any needed adjustments and when possible will help preserve the vector objects and text. Keep in mind that not all vector objects can be preserved and some or all of your Photoshop files can be rasterized before output.

To use a template in Photoshop, open the PDF version of the template using Photoshop. Then rasterize generic PDF dialog will open. Set Crop to Media Box, Resolution to 300 pixels / inch, Mode to CMYK Color and Bit Depth to 8 bit. THe tempalte will open on its own layer with a transparent background. Create additional Layers as needed for your design.

Saving your files:

SAVE YOUR FILES IN THE VERSION YOU ARE USING! DO NOT SAVE BACK TO AN OLDER VERSION!

Please save all your files in the version of the software you are using. DO NOT save back to an older version as this may cause problems with your files. Some application default to save in the version used to create the template and you will have to use the Save As function to save in a newer version.

We recommend that you name your files with a unique name preferably using your name and the project name. We receive a large number of files every day. Files with names like CD Cover.jpg are more likely to be confused with other files. A file with a name like John_Doe 2 panel insert.jpg is going to be easy to keep track of. Please use file name extensions in the name (this includes Mac users too). It makes it easier for us to be sure what application was used.

UNIFIEDMFG