

# PREMIUM SLEEVE TEMPLATE INSTRUCTIONS

## Before Starting...

Within the zipped file we have included a PDF "Visual Guide for Sleeves". Please review this first and use and use it as a reference when laying out your graphics.

## Template file

The supplied AI and PDF files are vector based and can be edited using Adobe Illustrator or other vector based programs. Save your file in AI or PDF format.

## Layers

- **Art Layer** - Place your graphic elements on this layer.
- **Dieline & Information**- Layer indicates cut lines well as crease lines for folding. Information about sleeve sizes and layers is also presented.
- **Guides** - Use these guides to assist in centering content vertically, horizontally and on the angle
- **Caution Info** - Caution Hot Beverage warning, recycled symbol and website information
- **Masks for cropping** - Different layers exist for isolating different parts of the sleeve. Use these stroked shapes as clipping masks when filling backgrounds.

**Fonts** - Convert all fonts to outlines whenever possible.

**Color Mode** - Work in the CMYK color mode (not RGB). All files are converted to CMYK prior to printing and color shifts may occur if working in RGB.

**PMS (Pantone) Colors** - Sleeves are printed using CMYK inks so all supplied Pantone (PMS) colors are converted to their closest CMYK equivalent. We can print in actual PMS colors, however additional charges apply (contact us for pricing).

**Images** - For best print results images should be 300dpi at the final size they will print at. When images are enlarged in the graphics program the resolution decreases. Embed all images (do not keep them as links). If graphics look blurry on your screen then they will likely print this way!

**Arcing Graphics** - When sleeves are placed around a cup, text and graphics tend to look like they are pointing downwards due the taper of the cup. We generally add arcs to your graphics whenever possible and these will be shown when proofing to you. You may also add arcs (approx 3-6%) to your design if wanted prior to sending to us. An instruction sheet on Arcing is available at the website.

**Proofs** - We will provide a PDF proof for your approval prior to starting printing.

**Submitting Artwork** - Email artwork to [graphics@coffeesleeves.ca](mailto:graphics@coffeesleeves.ca) or upload files through the website.

See our [Youtube Channel](#) for helpful instuction videos!