

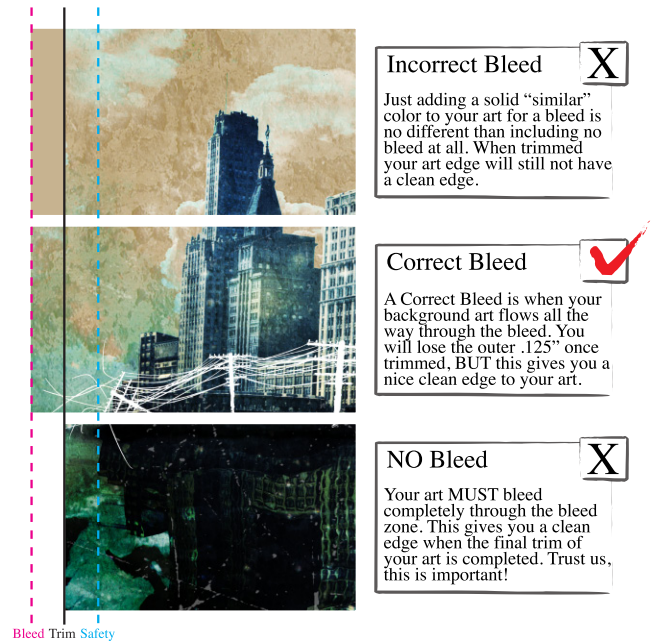
## Procedures For CD Manufacturing Supplied Files

### Design Specs/Checklist

- Press quality PDF's are the preferred format when submitting files.
  - Embed (convert to outlines) ALL fonts.
  - Embed all placed/linked images and make sure to convert all color images to CMYK with a minimum of 300dpi
  - Images with text on them, please make sure your image is 350-400dpi designs. This will help ensure you have cleaner text on your final print. \* this applies to Photoshop
  - All files must be created with 1/8" bleeds ( see fig. 1) with attention paid to the safety margins and your text placement with regards to these margins. (see fig. 2)
  - Please delete all unused or hidden layers, Text lines (<type> listed in layer name) channels, color swatches and other non printing items in your document. This helps to ensure that there are no conflicts, color changes, etc. on your files.
  - Make sure your Photoshop files have no transfer functions, halftone screens, postscript color management or compression saved.
  - When designing your files, put a white box behind your art (set to the bleed size) as a base blocking out the template from your art. This is especially important if you have art that is layered or transparent with nothing behind it.
  - Where art meets on folds or spines, make sure all art is "butt to butt" with clean "start-stop" meeting points. This ensures you have a clean fold or edge.
- \* If the above file specifications are not followed, new files will need to be supplied with an additional preflight charge. Your job will be put on hold until these additional charges have been approved.*
- \*\* Feel free to ask us about anything that doesn't make sense after completing this read me file.*

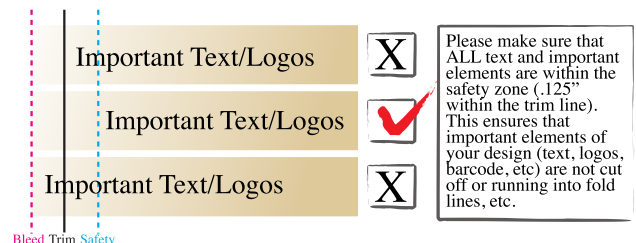
#### BLEEDS TUTORIAL

fig. 1



#### MARGINS TUTORIAL

fig. 2



### Tips for reading and using Our Templates



Some templates (Digipak and Wallets/ Sleeves) require your final art on "certain panels" to be rotated 180 degrees this allows for that panel to be right side up after folded over and glued in packaging. These "Top" and "Bottom" notations show you where your orientation for that panel should be.



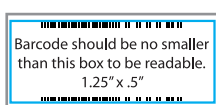
The Bleed line extends a full .125" beyond your final art trim edge. This allows for an overprint that will be cut off in the final printing process to give you a clean edge.



The Trim line is your final edge of your art after the bleed is cut off. The Fold line is where your art will be scored and folded. Avoid (unless part of design) putting important items near these lines.



Text should not be placed beyond this point. Please keep this line in mind so you have nice even spacing around your design without text getting cut off or too close to the edge of your art. You won't regret it!



All Designers wish they didn't need to soil their designs with a big bulky barcode and attempt to adjust their code to a size to fit their art. This often puts their readability into question. This size mock up is the Smallest your code can be to be officially readable on all readers. Make sure when you resize barcodes that you size them in equal proportions (ie. height @ 90% and width @ 90%) or it won't read properly.