SPECS FOR PREPARING ARTWORK

All jobs for outputting must be accompanied by a hard copy print-out of the file, and should be clearly marked for size and color break.

DISK REQUIREMENTS

Files may be supplied on CD Rom.

Please include a printout of the disk contents and indicate which specific files to output. When printouts are supplied for color matching, they must be marked "For color matching."

APPLICATIONS SUPPORTED

Documents must be created in Illustrator, Photoshop, or Quark.

GENERAL GUIDELINES

DOCUMENT SIZE: Create your document to the exact final size you want output.

BLEED AREAS: All bleeds should be set up to a MINIMUM OF 1/8" beyond trim. There is NO BLEED on CD/DVD imprint.

CROP MARKS: Internal crop marks should be set to REGISTRATION color so they appear on ALL plates when output.

PAGE LAYOUT

1. Any photos placed into picture boxes must be at least 1/16" larger in all directions than the box they are placed in to allow for proper fit.

2. Photos placed on files MUST be of high resolution, 300 dpi or higher.

3. Do not use the "WIDTH" "HAIRLINE" for any rule (too thin).

4. COLORS: Please delete ALL unused colors from ALL elements of your document in the native program used to create them.

PHOTOSHOP FILES

1. All imported Photoshop files should be saved as CMYK, GRAYSCALE, or DUOTONE, for images, BITMAP for line art. DO NOT USE RGB, LAB, or INDEX COLOR.

2. Imported photos should be created at a DPI appropriate for the line screen in which they are to be output. Here is a general formula to use for calculating DPI: DPI = (LINESCREEN) X (2) X (% of imported graphic).

3. PHOTOSHOP FILES: Save Photoshop files as EPS, or PDF files; do not use JPEG, TIFF OR LZW compression.

FONTS

1. Only use POSTSCRIPT fonts, do not use TRUE TYPE fonts. True type fonts do not output to film with reliable results.

2. Do not use the type style menu, or control bar to stylize your type. Select the actual stylized font from the font menu. For example, use HELVETICA BOLD instead of applying a "bold" style to the Helvetica font.

3. If preparing artwork on Illustrator, Photoshop or Freehand, prepare the fonts to outlines.

CD/DVD LABEL PRINTING SPECIFICATIONS

1. All artwork must be submitted in digital format. (A CD-ROM or if file is 5MB or smaller, email file to your customer service rep) PLEASE STUFF OR ZIP EMAILED FILES. IT HELPS TO PROTECT THEM.

2. Build blacks as a single-color (not CMYK).

3. Colors may be specified as PMS colors.

4. Check the proper template for minimum center hole size and outside diameter.

5. There should be no bleed on CD/DVD imprint. Keep all art within template.

6. Multi-color jobs must be marked with registration marks for proper alignment. Maximum allowable distance for registration marks is two inches from outer edge of image.

7. Proper type sizes:

• Minimum type size for straight printing is 4 point (watch TM, © & ® symbols for they will be even smaller and less likely to print well).

• Minimum type size for reverse and knockout printing is 5 point (watch TM, © & ® symbols for they will be even smaller and less likely to print well).

• Minimum knockout type size for four-color process printing must not be smaller than 6 point. If smaller type is required, the type must be overprinted or it could look fuzzy.

8. Tonal range should fall between 15% and 90%. Anything under 15% might not print and over 90% might print solid.

9. Halftone screens / Lines per inch = 85, 100 or 120 line.

10. Always include a laser print.

11. Please specify whether your job gets a white flood. Printing is on silver (disc color) if there is no white flood.

12. Please keep in mind that jobs created in Photoshop the text could appear fuzzy. For best results, create type in Illustrator and import.

13. Make sure that images are CMYK not RGB. We cannot convert the file from RGB to CMYK.

FINAL PREPARATION OF YOUR DISK FOR OUTPUT

1. Please put ALL PLACED, or imported elements of your final document into ONE folder and label it ART.

2. Please place the final document file itself into another folder and label it MECHANICAL. This folder should contain only the final version of your document, and no earlier versions, and should match the hard copy you supplied of the file.

3. Please place all FONTS used in the document, or any of its placed elements into another folder and label it FONTS. Remember to include both SCREEN and PRINTER fonts. These fonts will be used for output purposes only, and will be deleted after job has been completed.

4. Open your completed file from the disk you will supply us and make sure that all links to imported graphics are in place, and status is "OK" in picture usage menu, or links menu.

5. Double check all fonts usage and make sure you have placed them in fonts folder on disk.

6. Delete all other files from disk that are not used for your final document.

7. Send your final file layered (not flattened or locked), including the template layer.

Thank you. Your cooperation will help us serve you better.

If you have any questions please call
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