Artwork preparation for CD & DVD Projects:
o Download the templates.
o Have everything in layers.
o Fill out the order form with detailed instructions (i.e. Spot Color, UV Coating, Color Knock out)

Preferred File Formats for CD & DVD Projects:
o Illustrator (Up to CS5 Version or lower version)
o Photoshop (Up to CS5 Version or lower version)
o Indesign (Up to CS5 Version or lower version)
o PDF (Print Ready, using Isomedia Specification)
o Tiff (Using Isomedia Specification)

Not Accepted File Format:
o Quark Express
o Corel Draw Files
o Any other software/program not listed on the preferred formats.
o RGB color format

Check List
o **Safety Lines:** Review all the dimension of the art work. Make sure all trim marks and guide lines are removed
   or turned off when sending your files. This can be mistaken to be a part of the art work. Your image should
   extend 1/8" over the page edge to provide sufficient bleed. We suggest you keep any type or critical design
   1/8" from the edge (for safety).

o **Spot Color:** Please make sure the spot colors and process colors are named exactly the same
   in layout and graphic applications. If using spot colors, do not alter the names of the Pantone Matching
   System naming convention. (IE: Red 185 should be named PANTONE 185 C). Colors which are incorrectly
   defined will result in either the wrong quantity of plates or objects not appearing in the imaging process.

o **Fonts:** Include all the fonts when sending in your files. Adobe Illustrator will automatically substitute
   missing fonts. To avoid this issue, "*outline*" all fonts in your artwork.
   6.5pt is the minimum size of fonts using CMYK printing

o **Resolution:** Images should be 300 dpi, at 100% size when imported into layout programs. This applies to
   all CD & DVD design including inserts, tray cards, digipak designs etc. If your file is 300 dpi and you enlarge
   it to 200% in another program, the resolution becomes 150 dpi and is not an acceptable printing resolution.

   Tiff, EPS and PSD files are all acceptable file formats. Do not supply JPG, GIF or PNG files. These are
   compressed files formats that should be used for internet only.

o **Color Mode:** In order to maximize the color quality and accuracy, please make sure to convert file from RGB
   to CMYK before upload. RGB is the primary color model used by electronic display devices (e.g., monitors).
   CMYK is the primary color model used by color printers. There are many RGB colors that CMYK printers
   cannot reproduce. Something that looks good on the monitor may not look the same when printed.