

## What you need to supply for CD & DVD Jobs

1. A master that is ready for duplication/replication
2. Artwork supplied as .PDF , JPEG or TIF files
3. For Audio CD - a track list with Titles - Composer - Track playing time and Total playing time  
 For DVD and CD ROM - A description of contents- owner of the contents.
4. A letter listing exactly what you require, contact telephone numbers, invoice address, delivery address if different from invoice address

### REQUIRED PRINTING SPEC

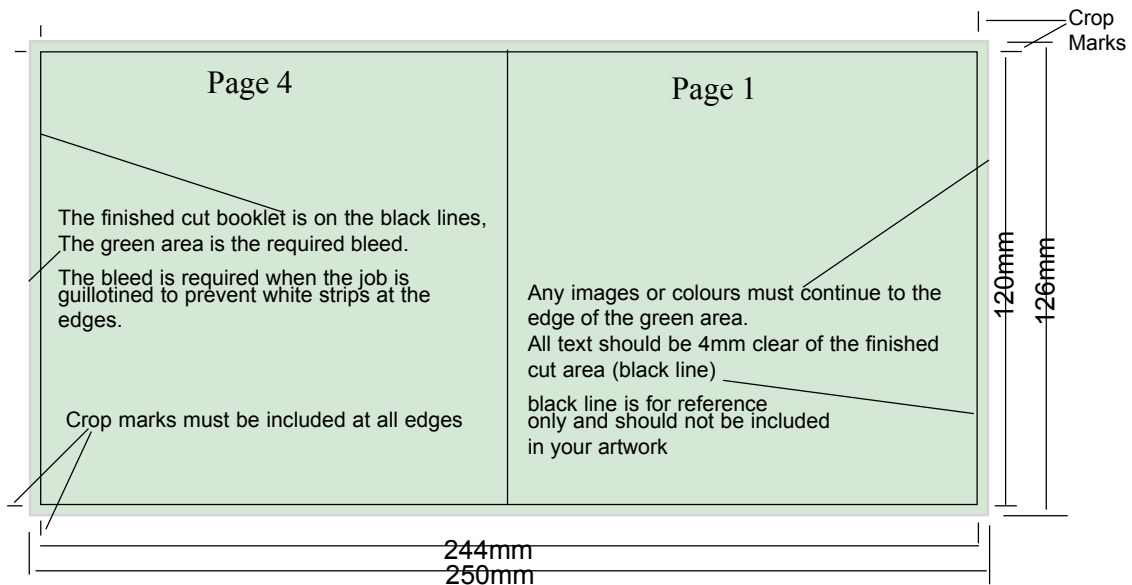
Using our downloadable templates can help you supply artwork correctly and save you time as well!

Artwork supplied incorrectly is the main reason for adding to the cost and time taken to complete a job.

### ALWAYS DO..

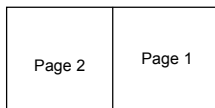
1. Supply all Artwork as CMYK or specified Pantones as a .pdf, jpg, or Tif (all other formats £15.00 checking fee plus charges for any changes needed) £15.00 min per file, most CD jobs have 3 - 5 files  
~~You will of course be contacted before we carry out fixes but this can add 2 - 3 days to the time for your job.~~
2. Supply JPGS & Tif files at 300dpi for CMYK and 400dpi for Greyscale
3. Supply all paper parts with a 3mm bleed
4. Hi Res PDF files created from our templates with fonts embedded print to a higher quality than most program files and are easier for emailing directly to us...
5. Supply all fonts and image contents for your program files, they are required before we can print anything.

### SAMPLES

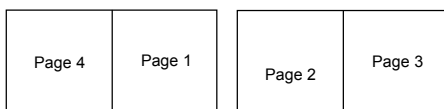


### Supplying collated artwork for multiple pages

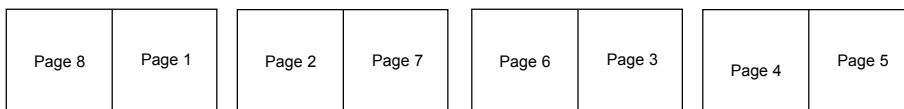
See diagrams below for the correct layout of opposing pages



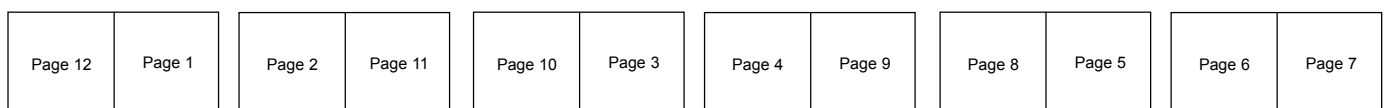
2 Page Booklet



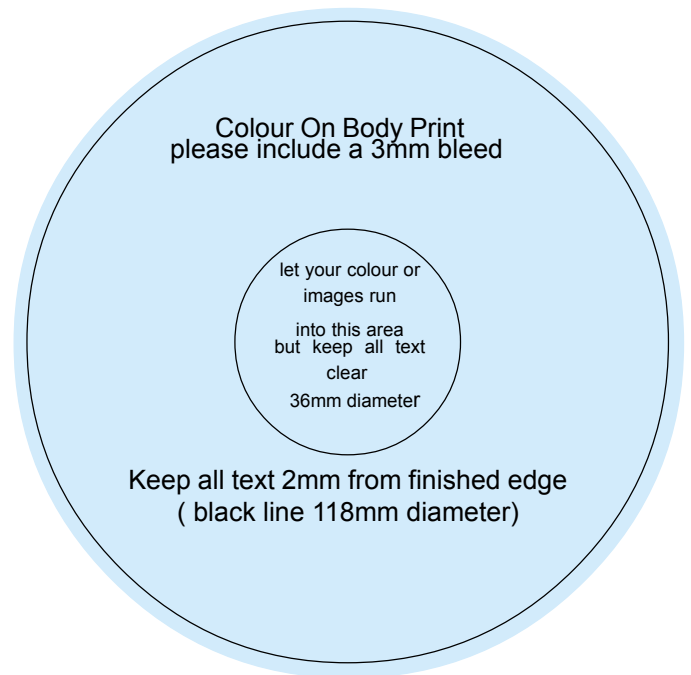
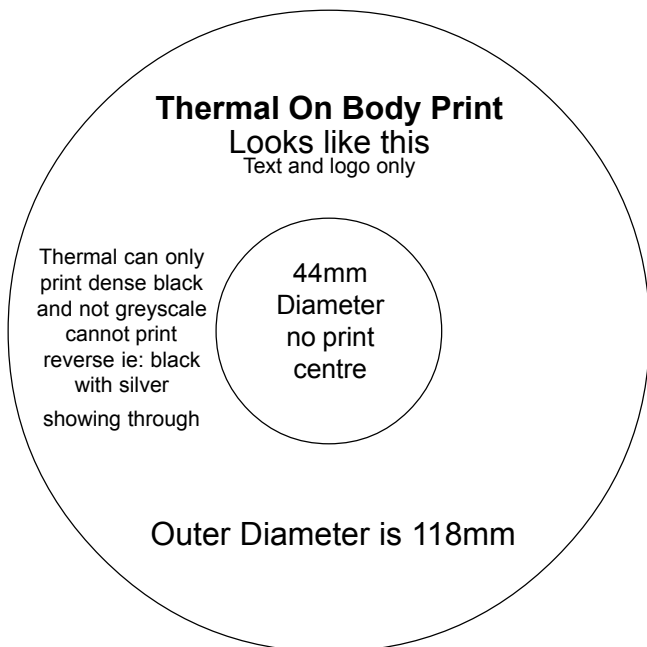
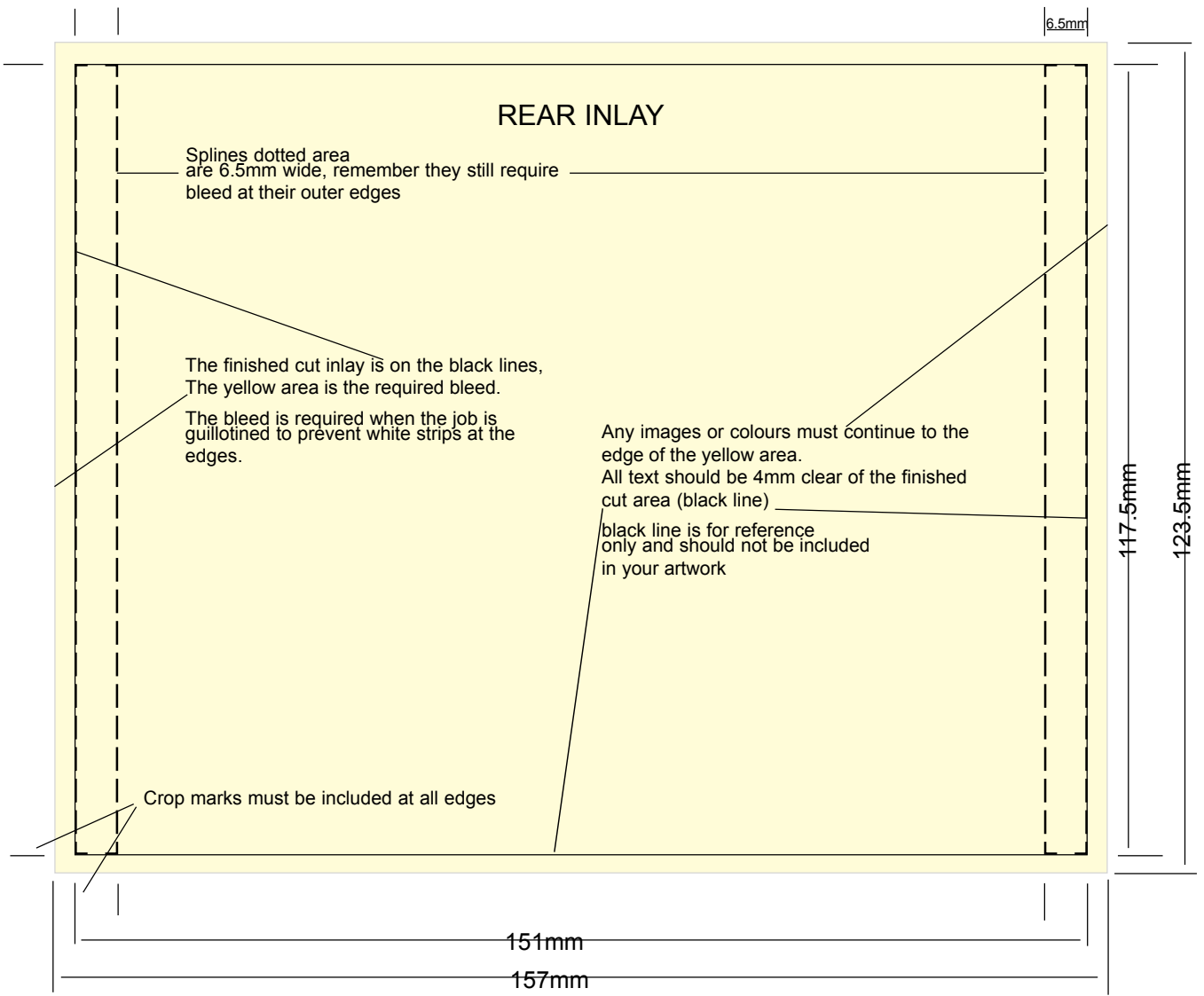
4 Page Booklet



8 Page Booklet



12 Page Booklet

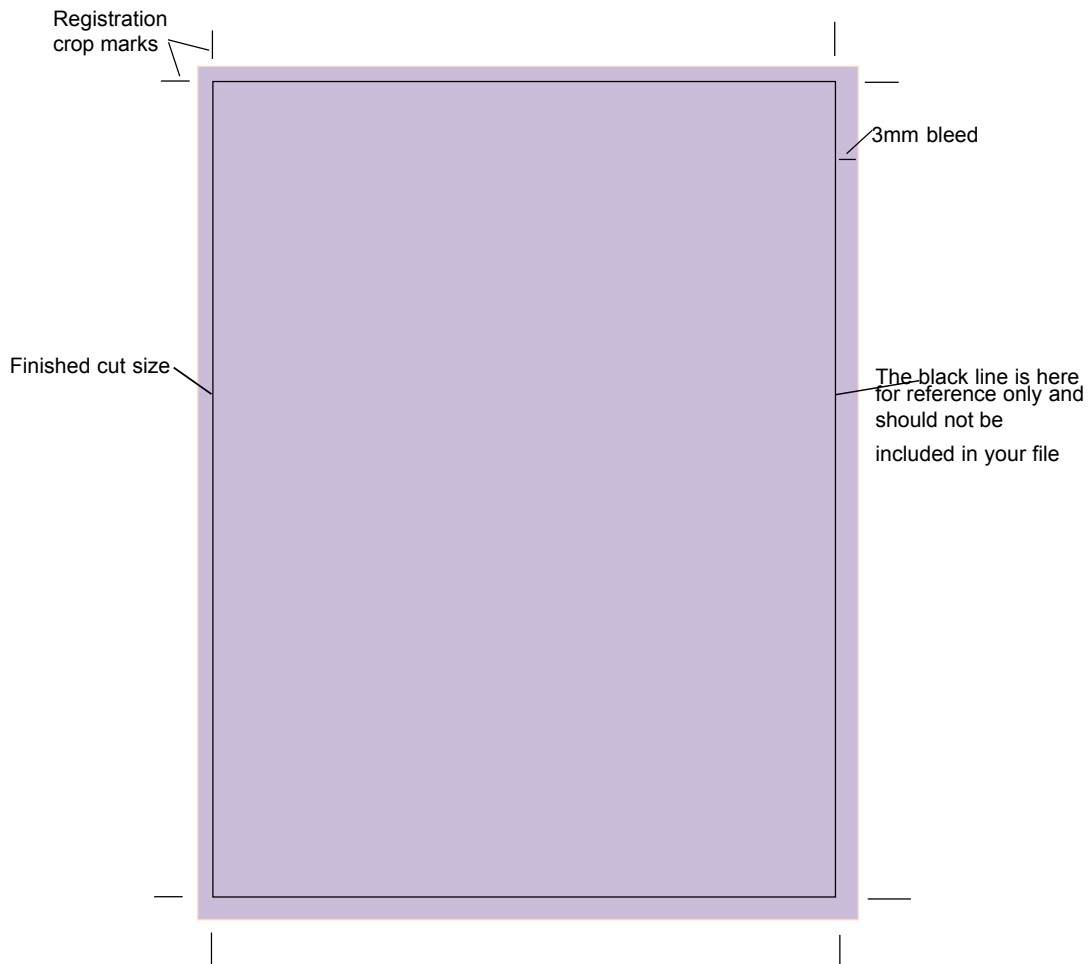


CD on body print also comes with a centre no print area of 19mm diameter. If preferred

## Supplying artwork for other printed parts

All paper parts require a 3 mm colour bleed no matter what size of print job you require unless a white background is used throughout your file  
all files must be supplied with registration crop marks

The sample below is true for all paper part artwork



# Masters for Duplication & Replication

All masters supplied should be ready for duplication or replication.

## **Audio CD Masters**

Should be burned to red book standard ie: disc at once and not track at once and should be levelled and gapped with all tracks in the correct order, The master CD should be listened to several times to make sure there are no errors on the disc.

Because of the nature of CDR unknown errors can be included on a master it is always best to make a copy of the master that you intend supplying and check that one for faults, if any faults show up on your check copy you should go back to your burning software and create a new master and follow the above procedure again, once checked send us the master burned from your burning software and not the copy.

Always Include a sheet of paper with Track list - composer - and playing time per track plus total playing time

## **CD ROM**

Should be supplied after checking content is working and correct, if auto starts is included this should be checked to be working on several computers. Once you are sure that your CD ROM master is as it should be make a direct copy from that master and check that it is working exactly as it should if not go back to your burning software and create a new master and follow the above procedure again. once checked send us the master burned from your burning software and not the copy.

Always supply a sheet of paper with a description of the contents and the owner of the contents.

## **DVD**

DVD masters should be supplied fully checked that auto run (if included) and chapters all work as they should. Check also for pixelation on frames Both DVD+R and DVD-R masters are accepted.

Once you are sure that your DVD master is as it should be make a direct copy from that master and check that it is working exactly as it should if not go back to your burning software and create a new master and follow the above procedure again. Once checked send us the master burned from your burning software and not the copy.

Always supply a sheet of paper with a description of the contents and the owner of the contents.