



c o m p a c t d i s c s e r v i c e

Design Requirements and Checklist



compact disc service | 634 w. broadway | glendale, ca 91204

tel 818.241.9103 | fax 818.240.7927 | www.cdsg.com

DESIGN REQUIREMENTS

All files must meet the specifications and requirements listed below in order for us to work with them.
FILES SHOULD ARRIVE READY TO OUTPUT AND *MUST BE ON CDS TEMPLATES.*

Preflighting of your files is available for \$40.⁰⁰ for the first hour.

Any additional work requested on submitted jobs will be billed at \$90.⁰⁰/hr. in 15 min. increments.

File Format (MAC Platform):

InDesign® CS or earlier
QuarkXPress™ 6.0 or earlier
Photoshop™ CS or earlier (for photos only)
Adobe Illustrator™ CS or earlier

Accepted Image File Formats:

TIFF
EPS

Resolution (For Photos):

300 dpi

Acceptable Color Formats:

CMYK
Greyscale
B&W (Bitmap)
Pantone Spot (**ONLY for the silkscreen disc labels**)

Font Format:

Postscript (Type 1) Only
True Type fonts are unacceptable

Accepted Media Formats:

CD-R (PREFERRED)
(call for FTP Instructions)

We recommend that you set up your files in QuarkXPress™ or InDesign® for Macintosh.
Photoshop files are not considered ready for output and should be placed in a page layout program.

Files must include 1/8 of an inch (0.125) "bleed" on any side of any photo, color, or text that prints to the edge of the printed piece.

All images, fonts, logos, photos, Photoshop & Illustrator files that are used, *including embedded files*, must be included with your layout.

Black & white laser prints and a folding "dummy" must be included.

Keep all original files, especially any layered Photoshop files, for any changes that may need to be made.

It is recommended that you convert fonts used in Illustrator files to outlines and save the file as an EPS.
This ensures that no text substitution occurs .

If you are sending us an Illustrator EPS and not including your fonts, be sure to keep the original unaltered Illustrator file for any text changes that may need to be made.

Depending on how your computer screen is calibrated, the colors that you see on screen **probably will not** be the ones that print. Please contact us for digital proofing options.



DESIGN CHECKLIST

File Format Used For Document Layout:

- QuarkXPress™ Adobe InDesign® Adobe Illustrator™

Make sure that...

- You complete and include the CDS File Submission Sheet with your artwork.
- Your artwork is placed only on CDS templates. Check our website for templates.
- All placed images are at least 300 dpi resolution at the size you are using them.

Do not resize up in any program.

- Images (including any supporting logos) are CMYK, Greyscale or Black & White (Bitmap). Not RGB.
- Placed images are saved in TIFF or EPS format.
- Bleed extends 1/8" beyond the trim size.
- All fonts that are used are included (both screen and printer fonts).
- You proofread your document for typographical errors.
- You submit black & white inkjet or laser prints and a folding "dummy" of your finished artwork.
This is so we know and our printer knows how it folds and assembles.
- You keep a copy of all your files, especially any layered Photoshop files.
- The disc label is set up with Pantone Spot colors. Not CMYK.

DO NOT build your disc label in Photoshop.

DO NOT send your only original copy of the artwork.

DO NOT send RGB files.

DO NOT send LZW or JPEG compressed files.

***DO NOT "stylize" fonts or use Multiple Master fonts.**

DO NOT send TrueType fonts. Only Type 1 Postscript (screen and printer).

DO NOT put important text that might get cut off, closer than 0.25" from the edge of your artwork.

***Stylize means clicking on the Bold or Italic in the program. Instead, choose the actual typeface from the Font Menu. For example, Adobe Garamond Bold.**



FILE SUBMISSION SHEET

634 w. broadway glendale, ca 91204
t: 818.241.9103 800.599.9534
f: 818.240.7927
www.cdsg.com

Project/Artist _____
Contact _____
Phone # _____
E-mail Address _____

Order Description

Date Submitted ____/____/____

- CD**
- 2pnl insert 4pg folder 6pg folder 8pg booklet 8pg roll fold 8pg 1/2 fold other _____
- traycard 3c disclabel 4c disclabel* 5c disclabel* BARCODE
- # of colors 4/1 4/4 PMS* _____
- DVD**
- casewrap 2pnl insert 4pg booklet other _____
- 3c disclabel 4c disclabel* 5c disclabel* BARCODE
- # of colors 4/1 4/4 PMS* _____

File Information

Software

- Quark XPress v6.0 ** Adobe InDesign CS ** Adobe Illustrator CS **

Fonts

- PostScript (Type1) TruType***

DO NOT USE FONT STYLES

Imported Images/Graphics

- TIFF EPS other _____
- CMYK Greyscale other _____

ALL IMAGES MUST BE 300dpi OR BETTER(Resolution) AT SIZE

ALL IMAGES MUST BE INCLUDED - EVEN IF EMBEDDED

FILE NAMES

- | | | | | |
|-------|----------------|-----------------------------------|---|---|
| _____ | # of pgs _____ | <input type="radio"/> in template | <input type="radio"/> hardcopy [†] | <input type="radio"/> printer spreads ^{††} |
| _____ | # of pgs _____ | <input type="radio"/> in template | <input type="radio"/> hardcopy [†] | <input type="radio"/> printer spreads ^{††} |
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| _____ | # of pgs _____ | <input type="radio"/> in template | <input type="radio"/> hardcopy [†] | <input type="radio"/> printer spreads ^{††} |

PC USERS MUST SUBMIT FILES WITH NO MORE THAN 8 CHARACTERS IN THE NAME AND MUST INCLUDE THE EXTENSION THIS INCLUDES IMPORTED IMAGES OR GRAPHICS - ie. yourtray.qxd , cvrimage.tif , etc.

Notes _____

* may incur additional charges
 ** files may be submitted in earlier versions of above software
 *** any TruType fonts must be converted to outlines before submitting files
 † please submit black and white hardcopy prints of all artwork along with a folding dummy
 †† be sure pagination follows numbers on bottom of templates

**PLEASE CALL BEFORE SUBMITTING FILES
IF YOU HAVE QUESTIONS - 800.599.9534**