

Basic Cover Layout Guidelines for Summit Short-Run CD Production

The following basic guidelines are provided to avoid extra costs for clients providing their own cover design on disk. ***Please call 1 800 403-9755 if you have any questions.***

1. Formats: *(for Mac or PC create all colours using CMYK colour chart values and swatches)*

Macintosh: As with all serious graphics houses, Summit Sound Inc. is totally Macintosh based. Programs of choice are *QuarkXpress, Adobe Photoshop & Adobe Illustrator* plus many others. To avoid any font problems and simplify output, please follow these 4 steps. **Be sure to change all RGB files to CMYK for best colour output.**

- 1) Complete your layout in Quark and save a copy as a Quark.eps file.
- 2) Import the Quark.eps file into Adobe Illustrator *(letting Illustrator parse it)*.
- 3) Highlight all text and use the "Create Outlines" command. *(This converts all text to curves and imbeds it in the Illustrator file so you don't have to supply fonts.)*
- 4) Save this new file as an illustrator.eps which you will provide us for output.

IBM - PC: We commonly receive PC files which can easily be opened on our Macs. For basic text we can open any Microsoft Word (or Word Perfect) files if saved in version 5.0 or earlier. *These "Word" files will likely require additional work at extra cost.* For Corel (or PC Illustrator) files, to avoid font problems and simplify output, please follow these 3 steps. **Be sure to change all RGB files to CMYK for best colour output.**

- 1) Complete your layout in Corel *(or Illustrator)* then before saving...
- 2) Use the command to convert text to curves. *(imbedding it in the file)*
- 3) Save your final Corel layout *(with text converted to curves)* as an "ai" (Adobe Illustrator) file which you will then provide to us for output.

Photoshop files for Mac or PC *(even with text)* may also be supplied as **tif** or **eps** files.

2. Layout: *(Place each item ie. front, back and disc imprint on separate 8.5" x 11" page)*

- a) Set-up layout exactly like templates attached, making sure to allow for at least 1/8" bleed on all 4 sides of front cover and the tray card. Centre 2 CD fronts on one 8.5" x 11" page and centre 2 tray cards on a second 8.5" x 11" page.
- b) Be sure to put crop (and fold) marks on all 4 outside corners of all items.
- c) Do not place any important type or information any closer than 1/8" from any edge indicated by crop marks, to avoid it getting cut off when trimming.
- d) If front card will have print on reverse (extra cost) layout in exact same position as the two CD fronts... but on a 3rd 8.5" x 11" page.
- e) If front card is to be a folder, (extra cost) you will only get one up on a sheet.
- f) CD Imprint is 4.625" outside dia. with a 1.68" dia. WHITE circle in the centre (on sep. sheet)

3. Scans:

If using scans in your layout(s) scan at 300dpi to the exact size required + or - 10%. **Be sure to change all RGB files to CMYK after any manipulation is completed in programmes such as Photoshop, before placing them in position in your page layout programme.**

We can accept Mac or PC files on CD-Rom, Syquest 88, EZ 135, Syjet 1.5GB, or Zip 100MB formats.

For Standard-Run CDs (500 or more) where we output final film and colour keys, please request (different) layout sheet which places all items on a single, but larger page.