A to Z Audio Services, Inc.
typesetting information for file submission

On our website are templates for various sizes and formats of CD booklets, cassette inserts and labels, as well as the CD and DVD logos, parental advisory, replication rights form, template dimensions, and two fonts for printing a circle P, or phonocopyright symbol- the proper symbol for printing directly on the recorded media itself (i.e. cassette, CD, DVD).   The layouts can be viewed on our templates page, and are divided into laser and offset sections, with files available for QuarkXpress, inDesign, Photoshop, Illustrator (eps), as well as tiff and pdf files that can be imported into other page layout and/or label and print programs. There are also pdf files with measurements on them. If we are also duplicating your project, you will need to submit a replication rights form confirming that you are the original copyright holder, or that you have obtained written licenses to that which you do not own the rights. Please supply Illustrator files as editable eps, and Photoshop as both psd with layers and text and as a flattened tiff file.

OFFSET:
These templates are designed with 4 color offset printing and CD silkscreening in mind, usually for orders of 500 or more.   All forms have guides and fold/crop marks for placement. The generic CD label has a safe printable area for type that will not cover the ID band area or center clear area.   Use this set-up if you are unfamiliar with CD label layouts. All of the forms have frames and guides for a graphical view of the panels.   In the Quark and inDesign forms, the frames are grouped with the text box that reads 'DELETE FRAME' so that by selecting this text with the item tool (the tool on top), you can easily delete the frames for a final printout or imaging to film.   CD artwork for imprinting and/or silkscreening must NOT go outside the frames.   When designing a cover, keep in mind that any graphic or photo that goes to the outside edge of the item should bleed off at least 1/8", and any type or other item NOT to the edge should be 1/8" from the edge.   This gives enough leeway when cutting so that borders are relatively even, nothing gets cut off that shouldn't, and there are no white edges where printing should be. There are also tiff, eps and pdf files of various templates that can be imported into page layout and/or drawing programs. All offset printing is 4 color throughout.   For CD labels, use Pantone or spot colors, rather than CMYK or process colors unless you are supplying files for 4 color offset printing on the CDs.   Remember to delete the frames for imprint printouts and films.

LASER:
These templates are made for short run laser printing and thermal imprinting, usually for orders of less than 500.   All forms have guides and fold/crop marks for placement.Thermal imprinting is suitable for text and simple logos printed on the CD. If you are planning on a color background or having graphics on your CD label, then we would print on the 3-up gloss labels. All of the forms have frames and guides for a graphical view of the printable areas.   In the Quark and inDesign forms, the frames are grouped with the text box that reads 'DELETE FRAME' so that by selecting this text with the item tool (the tool on top), the frames can be deleted for at printin.   CDR artwork for imprinting and/or silkscreening must NOT go outside the frames, except for adhesive labels, which SHOULD bleed 1/8".   When designing a insert or tray, keep in mind that any graphic or photo that goes to the outside edge of the item should bleed off at least 1/8", and any type or other item NOT to the edge should be 1/8" from the edge.   This gives enough leeway when cutting so that borders are relatively even, nothing gets cut off that shouldn't, and there are no white edges where printing should be. There are also tiff, eps and pdf files of various templates that can be imported into page layout and/or drawing programs. Laser printing can either be black text, hi-res grayscale or 4 color. Photos and graphics with halftones and shades of color should be at least 350 dpi for maximum quality.   Line art should be at 600 dpi MINIMUM.   Files for imprints should be 900dpi for maximum clarity. What looks fine on your screen, or printed on an inkjet printer may not necessarily look good when output on a laser printer.   Keep in mind that enlarging your photos or art will reduce their resolution accordingly.   Color photos and graphics for four color printing should be supplied in CMYK format.   Be aware that the colors that you see on your monitor and/or printouts from your inkjet printer may not accurately reflect the actual values in your files.   We will print your files as supplied; unless we forsee a major difference between your files and supplied printouts. For 10 and 12-up cassette labels, use the 'Cass. Label- Side 1 & 2' form to layout the A & B sides of your cassette, then copy them over to the 10 or 12-up layouts as instructed on the form.   The ink imprint layout should be printed out at 100% if going directly to film, or 200% if you are supplying a laser or high-quality inkjet printout for us to make films from.

THE FOLLOWING WILL BE SUBJECT TO EXTRA CHARGES:

Please supply the screen AND printer fonts for all the typestyles used in your documents, as well as any linked graphic files. Don't forget any type or graphics contained in EPS files.   The HelveticaP and TimesP fonts supplied on our template disk are exactly the same as Helvetica and Times except that the option-shift-p keystroke produces a circle p "℗" for copyright designation.

1. ANY FILES SUPPLIED NOT USING OUR TEMPLATES
2. GRAPHICS FOR FOUR COLOR PRINTING NOT IN CMYK FORMAT
3. MISSING FONTS (Unless we have them on file from previous jobs)
4. FILES NEEDING ALTERATIONS (No bleeds; visible frames; RGB, index or spot instead of process colors; text too close to edges; incorrect file types; missing files; etc.)
5. ANY FILES NOT IN QuarkXpress5 (or lower), inDesign, Freehand 10 (or lower), Illustrator 10 (or lower), Pagemaker 6 or 6.5, Photoshop, Corel 8 (or lower), or Canvas 7 (or lower), UNLESS SAVED IN TIFF OR EPS FORMATS with supplied fonts
6. We CANNOT use files from Microsoft (except text files), PrintShop, PrintArtist, Neato, Avery or any other 'Label' or 'Print' type programs

If you have any questions regarding layout or specs, please call us at **440-333-0040**, or email **typeset@atozaudio.com**