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12cm CD

Artwork Creation and Printing Guide

Produced by Wizbit Internet Services Ltd

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Introduction

Thank you for purchasing your 12cm CDs from Wizbit Internet Services Ltd.

This guide has been created to work in conjunction with the artwork template and Microsoft® Word layout files on this CD. It is by no means essential to use the files or this attached guide, but hopefully they will help to save you time and money in quickly being able to produce your finished CDs.

There are two main steps involved in creating printed 12cm CDs. The first step is to create the artwork to go on the CDs and the second step is to place this artwork in the relevant positions in an A4 template to allow you to print the artwork accurately onto our labels.

Please note that whilst the Microsoft® Word layout files will show an accurate positioning of the labels in relation to each other, the exact positioning of the print on an A4 sheet will vary from printer to printer and so may need to be nudged as a group to lie in the correct position for your printer.

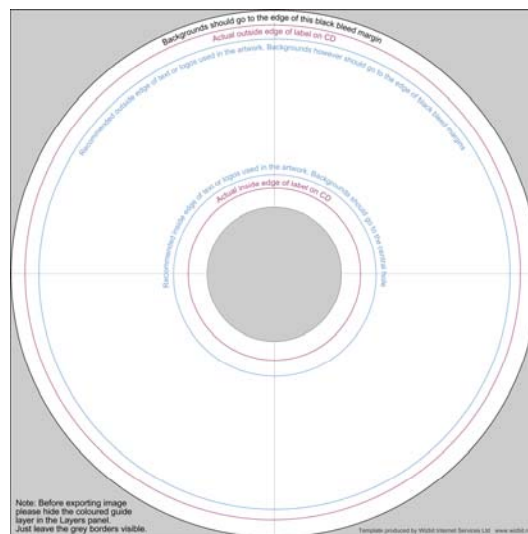
If you are using CDs or labels that were not supplied by us then the templates supplied may not work properly as there can be a size difference in both the CDs and labels from different manufacturers.

Creating the artwork cover image to be printed

The artwork cover image should be created from a template file in either Adobe® Fireworks® or Adobe® Photoshop®.

The template files can be found within the 'Artwork Templates' folder on the CD. The .png file is for use in Adobe® Fireworks® and the .psd file is for use in Adobe® Photoshop®.

The template files look like this:



Black Border

The black border around the outside is the bleed margin that any background images or colours should touch. This will ensure that the labels are fully printed, even if there is some movement and error within the laser printer.

Pink Border

The pink border indicates the edge of the actual labels.

Blue Border

The blue border indicates the recommended edge of any text or logos that are being used. If the logos or text are too close to the edges of the disc then it does not look balanced and they are liable to be cropped if the labels print out of position.

Note

Before exporting, the layer containing the blue and pink borders should be hidden. The black borders at the edge should be left visible so that the label can be easily placed into the right position in Microsoft® Word.

Export Quality

The exported images should always be JPEG files at 94% quality or more for best results.

Here is some example artwork beneath the guide lines whilst being edited:



The guidelines are then hidden prior to exporting and the final image for printing should look like this:



The canvas size and dpi resolution settings for the template in Adobe® Fireworks® or Adobe® Photoshop® should be left as they are (2976x2976 pixels and 600dpi).

Inserting the artwork into a Microsoft® Word template for printing

The artwork file exported from Adobe® Fireworks® or Adobe® Photoshop® can now be imported into a Microsoft® Word template.

The template file can be found in the 'Printing Template' folder.

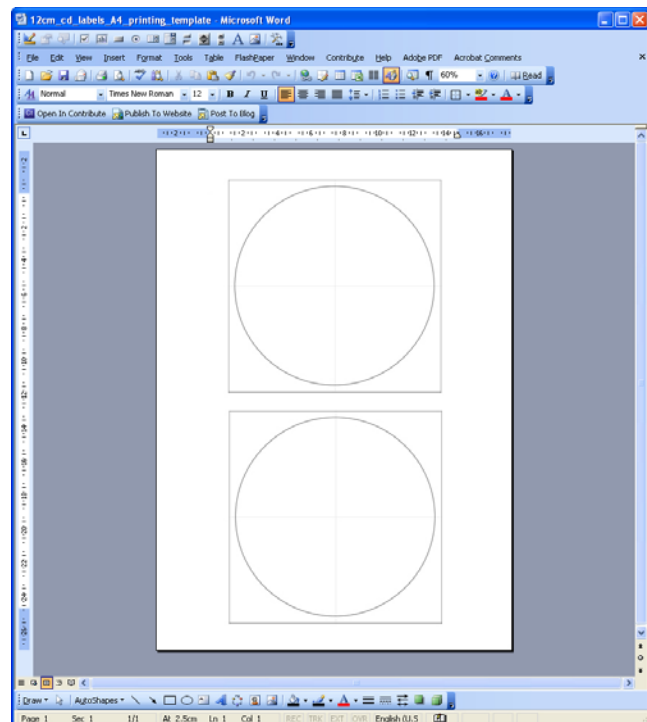
The template looks like this with two labels to a sheet of A4:

The existing circles are the exact size of the image to import and the new images should be laid exactly on top.

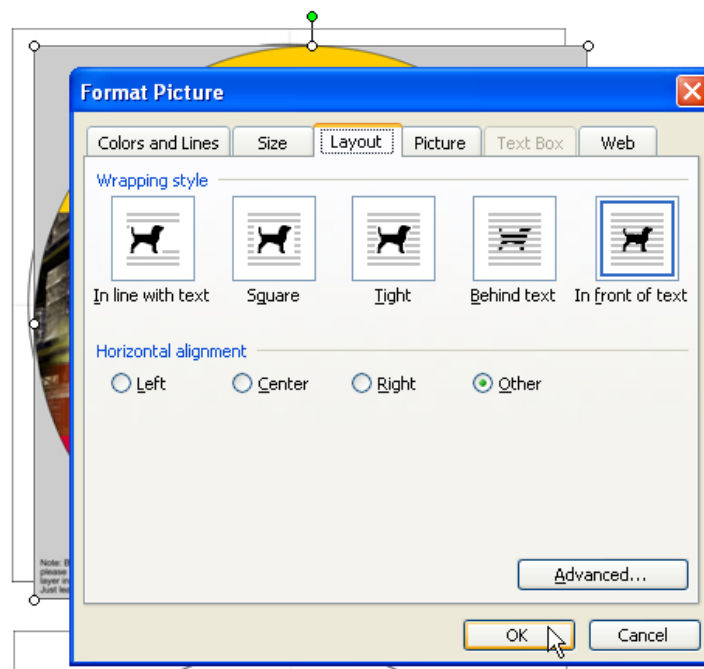
To import the new image go to:
Insert > Picture > From file...
And then locate the artwork image that you have exported.

The image will not be placed in the correct position and so it needs to be nudged into position.

Right click on the image and select '**Format Picture**':



Then click on the '**Layout**' tab and select '**In front of text**' and click **OK**



The image can now be nudged into the correct position by holding down **Ctrl** and using the keyboard **arrow keys**. Once the image is in place it can be copied and pasted and nudged again to cover the next template marker.

You can now print a test page to check the alignment of the images in your own printer. You may need to nudge all of the images slightly to get them in the correct position for your particular make and model of printer.