

## General Instructions:

- (1) Go to [www.novadisc.net](http://www.novadisc.net) and download the appropriate template.
- (2) Design your graphics in our template. Designs not in our template will be charged a minimum of \$50.
- (3) Once you have completed your design, follow the submission instructions on this spec sheet for the appropriate program.
- (4) If you do not have one of the programs listed below, you may still be able to submit your own graphics as EPS format but expect additional charges and the possibility that we will not be able to use your files. If you are using a program that is not listed, you may be able to download our Illustrator EPS templates and import them into your program.
- (5) Do not include any unnecessary files in the final disc you send us. File structures should look similar to figure "i". Unorganized files will be charged a minimum \$10 fee.
- (6) This spec sheet is intended as a general guide for submitting your own graphics. It covers major concerns but does in no way cover all the steps or tips needed for you to successfully design your own package. If you are not familiar with this process, Nova Disc recommends that you use our design staff or a graphic designer that has had experience designing cd packages.

## Submission instructions for Adobe Illustrator®:

- (1) From the menu select: "edit"; "deselect all".
- (2) From the menu select: "edit"; "select all".
- (3) From the menu select: "type"; "create outlines".
- (4) From the menu select: "file"; "save as".
- (5) When the "save as" screen pops up (see figure "a"), select "Illustrator EPS" as the format. The Illustrator EPS option should appear in a pull down menu (circled in red in figure "a") depending on your version of Illustrator. Name your file and choose the destination you wish to save it to. Press save.
- (6) When the EPS Format Screen pops up (figure "b"), make sure the "include placed files" (circled in red in figure "b") option is selected and that the compatibility is "Illustrator 8.0". Press "ok".
- (7) Put your new Illustrator EPS files on floppy, zip100 or cdr.
- (8) Open the Illustrator EPS file from the floppy, zip100 or cdr, print it and check for errors before sending to us.



figure "a"



figure "b"

## Submission instructions for Adobe PageMaker®:

- (1) From the menu select: "file"; "print". (see figure "c" & "d")
- (2) Select the page to convert. (see figure "d")

- (3) Select the "option" button.
- (4) Select the "Write Postscript to file" box. (see figure "e")
- (5) Select the "EPS" button.
- (6) Set the "Download Font:" to "PostScript and True Type".
- (7) Press "Save as" button, then name the file and set the destination by pressing the "ok" button.
- (8) Press the "Save" button.
- (9) Put your new PageMaker EPS files on floppy, zip100 or cdr.
- (10) Go into your system folder and copy any fonts used onto the same floppy, zip100 or cdr as your PageMaker files.
- (11) Open the PageMaker EPS file from the floppy, zip100 or cdr, print it and check for errors before sending to us.

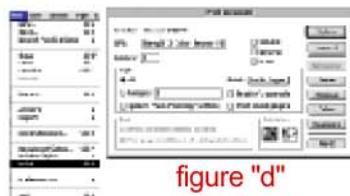


figure "c"



figure "e"

## Submission instructions for AdobePhoto shop®:

- (1) Hide or Delete the template layer.
- (2) From the menu select: "image" (see figure "f") Select image size, make sure your document is at 300dpi pixel/inch.
- (3) From the menu select: "image" (see figure "g") Choose mode. Make sure your document is CMYK for full color jobs, gray scale for black and white. RGB files will incur additional charges.
- (4) Crop your file to bleed lines to reduce file size.
- (5) From the menu select: "save as" (figure "h") Choose PhotoShop EPS (circled in red in figure "h") as the format. Name your file and choose a destination.
- (6) Put your new PhotoShop EPS files on floppy, zip100 or cdr.
- (7) Open the PhotoShop EPS file from the floppy, zip100 or cdr, print it and check for errors before sending to us.



figure "f"



figure "g"



figure "h"

## Submission instructions for Quark Xpress®:

- (1) Before submitting your files, make sure your graphics and text are grouped together but do not group the template.
- (2) Put your Quark files on floppy, zip100 or cdr.
- (3) Go into your system folder and copy any fonts used onto the same floppy, zip100 or cdr as your Quark files.
- (4) Put any linked files used in your Quark document on the same floppy, zip100 or cdr.
- (5) Open the Quark files from the floppy, zip100 or cdr, print it and check for errors before sending to us.
- (6) Your file on the floppy, zip100 or cdr should look like figure "i". Do not place any unnecessary files on the disc you send us because this will incur a minimum \$10 setup fee.

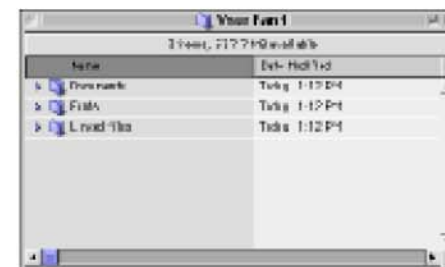


figure "i"

**Retail Ready CD Packages** are printed direct from computer to printer via a digital process without film. Make sure all images are at 300dpi. Nova Disc recommends all print orders receive a mock up. Otherwise we will proof your project by email which is for layout and content purposes only, not final color, print quality or alignment.

***We cannot match the color or print quality of customer supplied hardcopies.***