



Accurate Bit Copy

Specifications For Supplied Artwork

ACCUBIT ACCEPTS THE FOLLOWING FILE FORMATS

Layout files:

- Adobe Illustrator
- Adobe InDesign
- Acrobat PDF

Why no Photoshop template?

We do not recommend doing your entire layout in Photoshop. Photoshop is great for manipulating photos and creating special effects, but it is not a page-layout program. Text set in Photoshop will not print with the same clarity as text set in any of our supported layout or illustration programs.

If you must supply your entire design in Photoshop, we have provided an EPS in the template download that you can open in Photoshop. It is VERY IMPORTANT when you open the EPS, your color mode is CMYK, and the resolution is 300ppi. The template and guides will come in as a layer. When you add your artwork, create a new layer (do not add it on the layer with the template info). Please send us layered Photoshop documents rather than flattened files, with any text layers still editable, and all necessary fonts. If you do choose to flatten the document you will have to be aware of the guides from the template. If you flatten the guides into your artwork we will not be able to remove them.

Photos or images:

- TIFF (.tif)
- Adobe Photoshop (.psd)
- Photoshop EPS (.eps) – with 8-bit TIFF preview
- Windows Bitmaps (.bmp)
- GIF (.gif) – accepted, but not recommended for print
- JPEG (.jpg) – accepted, but not recommended for print

All images must be created at 300 pixels per inch (ppi) at actual print size.

MAKING IMAGES CIRCULAR FOR THE DISC

You don't need to make your image round to fit on the disc. All the templates come with a circular area for masking any rectangular image. Each application handles this differently, so consult your software's manual or help file, for information on masking your images into the template.

You also don't need to punch a hole in the middle of the disc.

BLEED AND SAFETY

Bleed is extending any color, photo, or design elements past the trim line. This is used so that the white of the paper won't show along the edge when trimmed.

We request you add 1/8-inch of bleed to your layouts. Each template has guidelines set up so you can see exactly how much bleed you need to add to your layouts. These are generally the outermost guides.

Safety margin is the opposite of bleed. If you put important information such as a song title or an important part of a photo right up against the crop line, some of it may get cut off. We recommend that you keep your type and other important elements 1/8" inside the crop marks.

COMMON MISTAKES

1) Failure to include fonts

Any fonts used in your layout, that aren't submitted with the job, will default to a different font, changing your layout.

2) Failure to include all linked images.

Before you send in your job, make sure you're including all of the linked files. Each application has a different way to check this. In QuarkXPress, use the "Collect For Output" feature. InDesign, and Illustrator have "Links" menus, which will list all placed images in the document.

3) Image resolution is too low or supplied in RGB instead of CMYK.

As previously stated all images must be 300ppi at actual print size, and CMYK. **BLOWING UP AN IMAGE BY TYPING "300" INTO THE IMAGE SIZE FIELD IN PHOTOSHOP DOES NOT WORK.**

4) Insufficient bleed or safety margins.

For a complete explanation, see the bleed and safety section previously discussed in these guidelines.

5) Failure to supply all parts of the job.

We cannot begin your job until all of the different parts are received and meet our specifications.

FINAL CHECKLIST

When you're ready to submit your job, make sure that all of the following items are included:

- properly set up layout files for each part of the job, (insert, tray card, disc, etc.) using bleed and safety areas
- all the fonts used in the layouts
- all the images placed in the layouts (300ppi, CMYK)
- any special instructions you may have

You should also do a final proofread of all your text and layouts to make sure everything is accurate and complete.

Organize the files clearly. Set up separate folders for each layout file containing all of the images and fonts used. If you submit unorganized and/or unnecessary files, your project will be delayed.

Questions?

You may contact our art department at (508) 759-2129

Submitting Files

When ready, files can be uploaded through our "Upload" page.
http://accuratebitcopy.com/?page_id=30

CDs containing art files can be sent to:

Accurate Bit Copy
6 Otis Park Dr.
Bourne, MA 02532