

**IMPORTANT: These specs apply to CD/DVD REPLICATION and VINYL PRESSING only. SHORT-RUN DUPLICATION specs and templates can be found at <http://duplication.groovehouse.com>**

Failure to meet the following specs may result in additional charges and delays. If you have never designed a CD, DVD or vinyl record before, we strongly recommend that you hire an experienced designer or have us design it. Your art files must be in their complete and final form and must match your quote. If your artwork files require modifications after you submit them, you will be billed at a rate of \$85 per hour. We also recommend that you read our on-line design tutorial "Top 10 Design Mistakes...and How to Avoid Them."

**Accepted Layout Files:** Adobe Illustrator (up to CS5), Adobe InDesign (up to CS5) or QuarkXPress (up to 8.0). It is best not to use Photoshop for layout or text.

**Templates:** Make sure you download the most current version from our website. Orders with artwork not placed in Groove House Records templates will incur a \$85 charge and could delay your project. The *red* (outermost) line represents bleed, the *blue* (center) line represents the cut, and the *green* (inside) line represents text safety margin. Make sure your design extends fully to the red bleed line.

## PRINT MATERIAL (FOLDERS, BOOKLETS, TRAYCARDS, DIGIPAKS, JACKET, SLEEVES, DVD WRAPS, DVD INSERTS)

**Acceptable file formats:** Save your LAYOUT in its native format (AI for Illustrator, QXD for QuarkXpress, INDD for InDesign). Save your IMAGES as TIF or EPS files. Do not use PICTs, GIFs, JPEGs, PSDs, PDFs or LZW. Include all images used in the layout as separate (linked) files.

**Image resolution:** 300 dpi

**Colors:** CMYK or grayscale only. RGB files will not be accepted. For rich black, use maximum values of 60% Cyan, 50% Magenta, 50% Yellow, 100% Black. In order for fine details to print clearly, you must keep your total CMYK values under 300%. Make sure your color profile is set properly before adjusting rich blacks (see below).

**Color Profiles:** For optimal color matching to our proofing and printing system, use the CMYK color setting "US Sheetfed Coated v. 2" for both your image and layout programs. We recommend that you apply the color profile at the beginning of the design process. We cannot make color corrections to submitted files.

**Resizing:** Size and crop images in Photoshop before placing them into your page layouts. Resizing images in your layout application more or less than 5% is not recommended.

**Linked Files:** Do not "embed" images in Illustrator or InDesign – please place them as "linked" images. Provide all high resolution images and logo files that are placed in your layout. Make sure linked files are editable.

**Transparencies:** It is best not to use Illustrator to create transparency effects. We recommend using Photoshop instead.

**Fonts:** Type 1 PostScript fonts recommended. True Type Fonts (TTF) may not output correctly. No MM fonts. Do not use "stylized" text - use the font version instead (e.g. Helvetica Bold). Include all screen and printer fonts used. If submitting PC files, include an additional layout file with all fonts outlined. We do not recommend using font sizes less than 5 or 6 pt.

**Typesetting:** Use your layout program (Quark / Illustrator / InDesign) for typesetting. We recommend that you do NOT use Photoshop, as text will be rasterized and we cannot guarantee the quality of your final print. Keep all type within the safety area (green line) in the template and at least 1/8" from fold lines.

**Barcode placement:** Create a white box (1-1/4" x 1/2") where you wish to have your bar code placed. Do NOT place any print inside this box if you want Groove House to assign the UPC/barcode for you. We will insert the UPC image for you at no charge. If you are providing your own valid UPC/barcode, you may include it in the box. Bar codes can only be printed using black ink.

**Miscellaneous:** Do not use the phrase "Printed in USA" anywhere in your text, as our print facility is located in Canada. "Made in USA" or "Manufactured in USA" is acceptable. Legal use of the FBI Anti-Piracy Seal is restricted to members of specific agencies - read our FAQs or contact us before adding it to your artwork.

**File Submission:** Supply your files on CD or via our online e-upload service. Include layout files, image files, and all fonts used. We cannot be held responsible for lost or damaged materials - always make backups. Save everything in a single folder and compress as a ZIP file. Label with the customer name and job title.

**Proofs:** You will have the option of choosing electronic (PDF) or print proofs. PDF proofs allow for a faster turnaround, but are not color-accurate due to variation between computer monitors. If you choose this option, you will be required to sign a color waiver. Print proofs are an additional charge and will be sent via FedEx Priority Overnight.

## CD / DVD / VINYL DISC PRINTING

**Acceptable file formats:** Save your LAYOUT in its native format (AI for Illustrator, QXD for QuarkXpress, INDD for InDesign). Save your IMAGES as TIF or EPS files. Do not use PICTs, GIFs, JPEGs, PSDs, PDFs or LZW. Include all images used in the layout as separate (linked) files. If you are saving a Photoshop EPS, use Mac 8-bit and binary settings.

**Image resolution:** 266 dpi for Pantone designs (silkscreen printing), 350 dpi for CMYK designs (offset printing).

**Colors for CD/DVD:** Solid Coated Pantone colors are the recommended color type. RGB files will not be accepted. If you opt for CMYK, a white base coat is recommended (this counts as an additional color and may increase your quoted price.) Indicate color choices and knock-outs on your submitted template files. Do not use CMYK for solid colors on your disc.

NOTE: We strongly recommend that you do NOT attempt to match disc face colors to your cover art. They are printed using different processes (silkscreen vs. offset) on different surfaces (plastic vs. paper). You will be taking a significant risk that they will not match.

**Colors for Vinyl Records:** Standard pricing includes black type on one of the following label colors: white, black, silver (PMS 877), gold (PMS 871), process yellow, process magenta, process cyan, tan (PMS 155), forest green (PMS 354), lime green (PMS 365), purple (PMS 005), red (PMS 185), egg yellow (PMS 116). PMS and CMYK printing is available for an additional charge.

**Color Density:** 100% Solid Coated Pantone prints best. Tints less than 20% may not print visibly. Do not use color gradients or transparencies in your disc design.

**Resizing:** Size and crop images in Photoshop before placing them into your page layouts. Resizing images in your layout application more or less than 5% is not recommended.

**Linked Files:** Do not "embed" images in Illustrator or InDesign – please place them as "linked" images. Provide all high resolution scans and logo files that are placed in your layout. Make sure all linked files are editable.

**Fonts:** Type 1 PostScript fonts recommended. True Type Fonts (TTF) do not output reliably. No "stylized" text - instead, use the font version (e.g. Helvetica Bold). Include all screen and printer fonts used. Minimum point size 6 points.

**Line Width:** Minimum 1 pt.

**Trapping:** 0.144 to 0.25 point overlay trap. Trapping is not necessary – just know that some silver may show through without them.

**Bleed:** NOT ALLOWED. Do not design or place any ink outside the outer template line.

**Inner Hub (CD/DVD only):** Text between the 46 mm and 19 mm (center) rings is not recommended. Color may vary in the center ring of the disc, due to the mirrored band and clear inner hub. A full flood undercoat of spot white can help alleviate this change (counts as additional color).

**Miscellaneous:** Legal use of the FBI Anti-Piracy Seal is restricted to members of specific agencies - read our FAQs or contact us before adding it to your artwork.

**File Submission:** Supply your files on CD or via our online e-upload service. Include layout files, image files, and all fonts used. We cannot be held responsible for lost or damaged materials - always make backups. Save everything in a single folder and compress as a ZIP or SIT file. Label with the customer name and job title.

**Proofs:** On-disc printing cannot be accurately represented by either paper or PDF proofs. It is to be expected that a different result will occur on the disc face than on your proofs (within industry standards).

Upload your artwork electronically to: [www.groovehouse.com/upload\\_art\\_files](http://www.groovehouse.com/upload_art_files)

Questions? Call us at 888-476-6838