



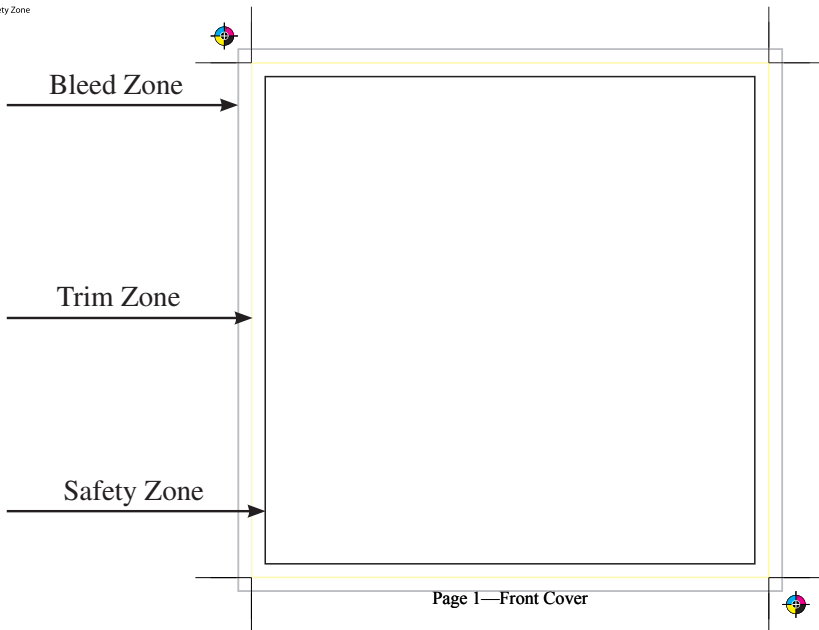
## **A Users Guide To Our Templates.**

This is a basic guide to using our design templates. If you have further questions please contact us at 1.888.271.DISC (3472) or [graphics@wemaketapes.com](mailto:graphics@wemaketapes.com)



## Our Templates

We have templates available for download in Indesign CS3, QuarkXPress 6.0, and .pdf. If you require a different version please contact us.



We Make Tapes & Discs  
 118 16th Avenue South - Suite 1  
 Nashville, TN 37203  
 888.868.8863 • 615.244.4236 • FAX: 615.256.4423  
[www.wemaketapes.com](http://www.wemaketapes.com) • [graphics@wemaketapes.com](mailto:graphics@wemaketapes.com)

## Book, Tray, and Digipak Templates

Our templates have three lines on each. The Yellow line is our trim line (Where your project will be cut) the black line is the safety zone (Where all text should be placed to ensure that it is not trimmed off when your project is cut) and a grey line which is our bleed line (Bleed is background images or color that extend past the trim line to be cut off. Bleed is needed because when your pieces are cut, they are cut in stacks and do not get cut exactly on the trim line.)



With Bleed



Trimmed to Final size



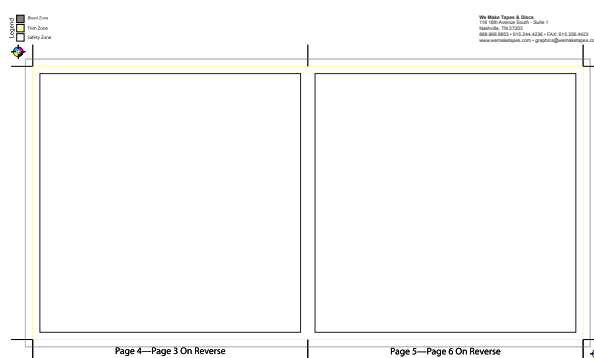
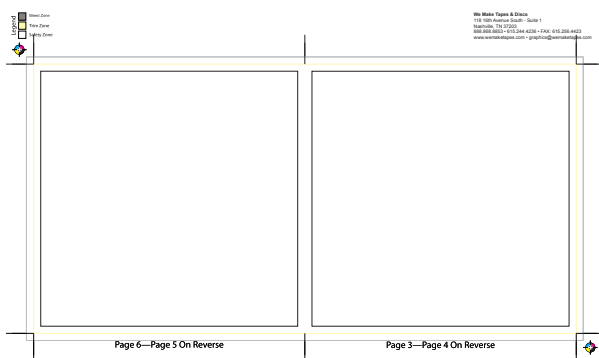
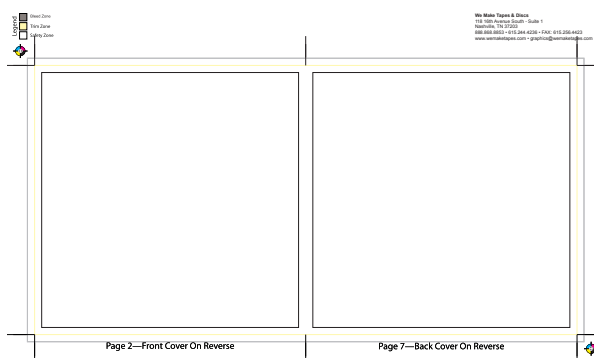
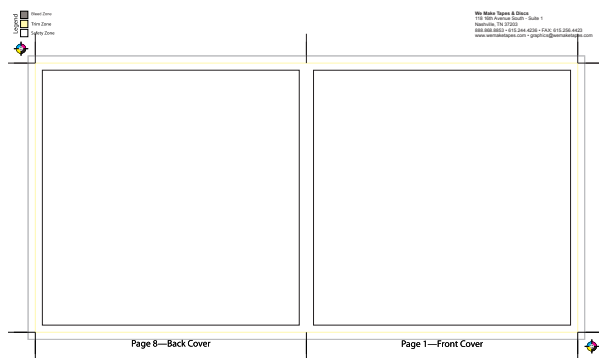


## CD/DVD Labels

For all CD/DVD templates there are two circles. All images and text need to be placed inside the outer circle and outside of the inner circle. Because your artwork would be printed directly onto the surface of the disc, there is no need for bleed. Please do not knock out (make white) the center circle, we will do that for you. Discs can be printed on silver or white. Please indicate which you would prefer.

## Stapled Books vs. Folded Books

All 4 and 6 page books are folded, 8 page books have the option of being stapled or folded and 16 and up page books are stapled. Our templates for folded books have one page for the inside and one page for the outside. The stapled books are set up in a printers spread format. Each page of the template contains two pages of your book. The pages are not in numerical order (readers spread). The book pages are numbered so that when printed and trimmed they will appear in the correct order. Please do not rearrange the pages as this will cause your booklet to be printed incorrectly.

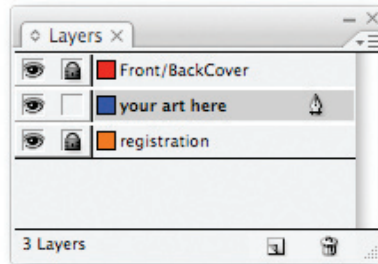


4 spreads that make up an 8 page stapled booklet with numbered pages.



## Layers on the Templates

Our templates for Indesign and Quark have 3 layers. The layer labeled *your art here* is where all artwork and text should be placed. You may add layers if you choose, but please do not delete any of our created layers.



## Saving Your Artwork

Please save your artwork with your name and the piece you are submitting. Please make sure there are file extensions in the file name. It makes it easier for us to ensure that correct program you have used. Example: We Make Tapes Tray.pdf , We Make Tapes Book.indd , We Make Tapes Disc.qxd.

When saving an Indesign or Quark document please include all artwork and fonts files used. This can be done easily by packaging (Indesign) or collecting for output (Quark). Besides Indesign, Quark and .pdf files, we also accept Jpeg and Tiff files. If you have another format you would like to send please contact us to make sure we can use the file. 1.888.271.DISC (3472) or [graphics@wemaketapes.com](mailto:graphics@wemaketapes.com).

