


DVD 4 Panel Insert

Instructions:

For use with Illustrator

1. Be sure that you design your artwork on the ARTWORK LAYER.
Your background artwork should extend to the outer edge of the bleed area. Text must not be in the bleed area. (There should be at least an 1/8" gap between the spine, fold lines and text.)
2. Outline fonts by selecting Type/Create Outlines from the Menu bar. (Note that you cannot edit text after it has been outlined)
3. Hide all layers EXCEPT Artwork Layer prior to saving your image. 
4. Save as CMYK or spot color (not RGB), eps format, link files do not embed images.

Notes:

This template is for a 4 panel insert or multiple page booklet. To produce a 4 panel double sided print you must reuse this template and save as two separate files.
For a booklet the number of pages must be divisible by 4

Example of pagination for 16 page booklet

16	1
2	15
14	3
4	13
12	5
6	11
10	7
8	9

Panel 4

Panel 1

Fold

7.2"

4.9"

9.8"

Set up artwork to outer edge. 1/8" Bleed area