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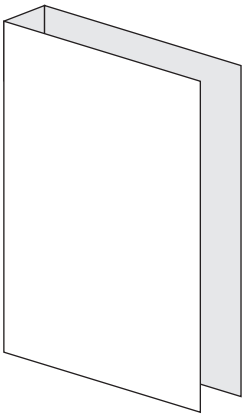
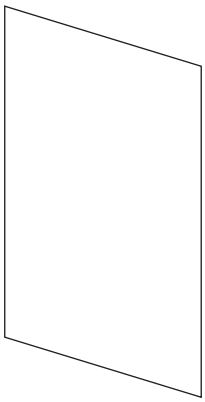
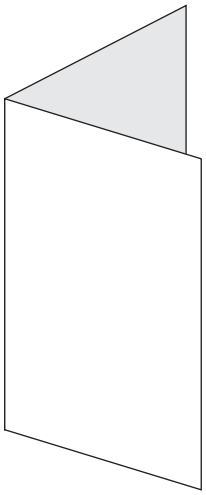
PAPER INSERTS FOR STANDARD DVD CASES



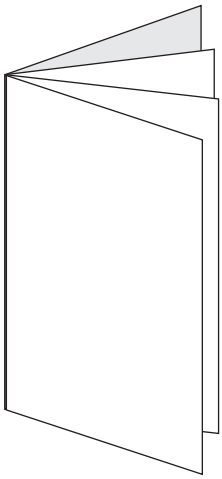
dvd trapsheet



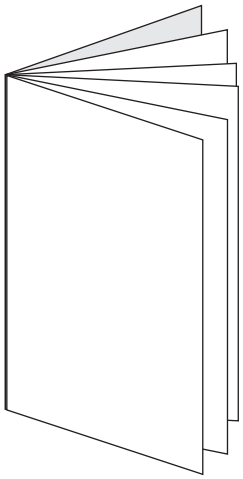
1 panel (2 page)
dvd case insert



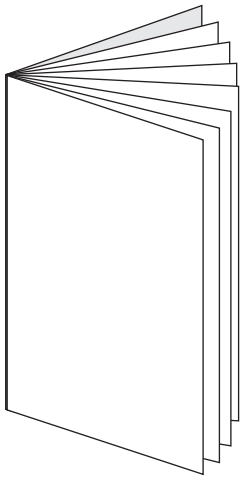
2 panel (4 page)
dvd case folded insert



4 panel (8 page)
stapled booklet insert



6 panel (12 page)
stapled booklet insert



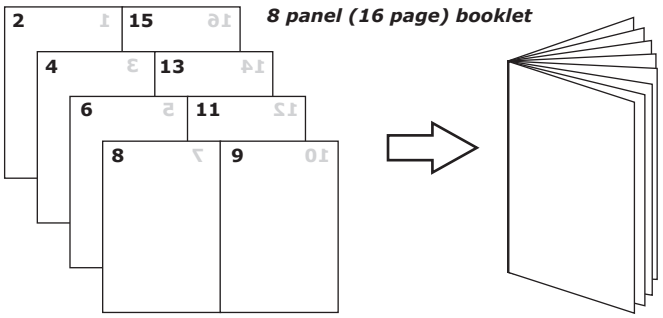
8 panel (16 page)
stapled booklet insert

Designing a Booklet - Page Sequencing in 'Printer Spreads'

A 'booklet' is a series of 2 panel folders that are stacked together, stapled and then folded to create a mini-book or 'booklet'. Your booklet design is to be provided to us in '**printer spreads**' (not 'reader spreads'). Simply put, printer spreads follow a specific page order to assure the booklet has the correct page sequence after it has been printed, cut, assembled and stapled.

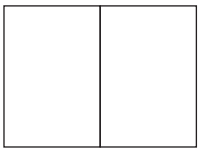
- Use the standard '2 panel' design template as many times as required to build your booklet.
- The number of pages in your booklet must be a multiple of four. The smallest stapled booklet size is 8 pages - see below for the five most commonly requested booklet sizes.
- If you are saving a separate file for each 2 panel printer spread, name each file with the appropriate page sequence. This is an important to help prevent confusion. For example, an 8 page booklet would require four files which would be saved as: "page8_page1.eps" "page2_page7.eps" "page6_page3.eps" "page4_page5.eps"

Confused? If you're having trouble visualizing the concept of the page sequencing, try assembling a test booklet using scrap paper. For a 16 page booklet you need to take a stack of four pieces of paper and then fold the stack in half. Put a staple in the fold to keep the booklet together, and then number each page **-** beginning with the front cover as Page 1. After you've finished**,** take the booklet apart and you will see how the printer spreads relate to each other.



4 panel (8 page) stapled booklet

*Using the standard 2 panel template, you will need to create **four** separate designs.*



*Page 8 - *Page 1

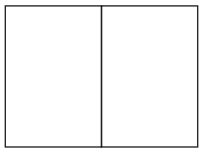
Page 2 - Page 7

*Page 6 - *Page 3

Page 4 - Page 5

6 panel (12 page) stapled booklet

*Using the standard 2 panel template, you will need to create **six** separate designs.*



*Page 12 - *Page 1

Page 2 - Page 11

*Page 10 - *Page 3

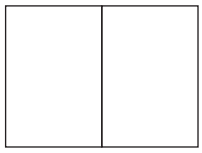
Page 4 - Page 9

*Page 8 - *Page 5

Page 6 - Page 7

8 panel (16 page) stapled booklet

*Using the standard 2 panel template, you will need to create **eight** separate designs.*



*Page 16 - *Page 1

Page 2 - Page 15

*Page 14 - *Page 3

Page 4 - Page 13

*Page 12 - *Page 5

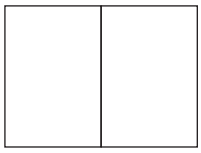
Page 6 - Page 11

*Page 10 - *Page 7

Page 8 - Page 9

10 panel (20 page) stapled booklet

*Using the standard 2 panel template, you will need to create **ten** separate designs.*



*Page 20 - *Page 1

Page 2 - Page 19

*Page 18 - *Page 3

Page 4 - Page 17

*Page 16 - *Page 5

Page 6 - Page 15

*Page 14 - *Page 7

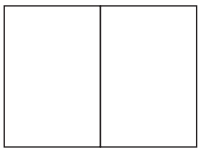
Page 8 - Page 13

*Page 12 - *Page 9

Page 10 - Page 11

12panel (24 page) stapled booklet

*Using the standard 2 panel template, you will need to create **twelve** separate designs.*



*Page 24 - *Page 1

Page 2 - Page 23

*Page 22 - *Page 3

Page 4 - Page 21

*Page 20 - *Page 5

Page 6 - Page 19

*Page 18 - *Page 7

Page 8 - Page 17

*Page 16 - *Page 9

Page 10 - Page 15

*Page 14 - *Page 11

Page 12 - Page 13

** : denotes 4/1 booklet pages that can be printed in CMYK color.*

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