

## ESC-2 Media Center CD Duplication Guidelines

Please keep in mind that in order to achieve the best quality output for your CD duplication job, we require that you supply us with the most complete and accurate information. Below you will find specific guidelines for the information required to produce your CD output. Your adherence to these guidelines will ensure successful output!

1. Content to be copied must be on CD format.
2. Graphic and title to be printed on CD must be on floppy or CD.
3. You must create and supply your own graphics and title to be printed on CD
4. Graphic must be jpg, tiff, or bmp. Please be aware that the graphic quality you supply will reflect the quality of the graphic output.
5. Graphic and title must be within the boundaries of CD template pictured below.
6. Label for CD will be provided (case label insert will not be provided). There is no need for you to supply either labels or CDs
7. All copyright laws apply. Copyrighted CD's will not be duplicated.
8. **All requests must be turned in at least one week in advance of requested completion date.**
9. CD duplication form must accompany every request. Form may be obtained through the Media Center.

For additional information, contact Larry Stone at 561-8662 or [lstone@esc2.net](mailto:lstone@esc2.net)

