# Office DEPOT

# **CD Label /Jewel Case**

Thank you for purchasing Office Depot's CD Label/Jewel Case product. This stock is designed to work only with inkjet printers. The directions below will help you create great looking CD labels and jewel case covers.

### FORMATTING TIPS & HINTS

You may download the Microsoft<sup>®</sup> Word template from Office Depot's web site. The web site address is **www.officedepot.com/links/papertemplates**. The web site will contain instructions on how to properly download the template to your computer.

## **PRINTING TIPS & HINTS**

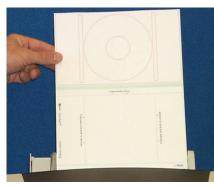
To promote jam-free performance, sheets should be fed through the printer only once. Feeding sheets multiple times through a printer may cause the label and card stock to curl, which could lead to jams and expensive printer repairs.

For best results please do the following:

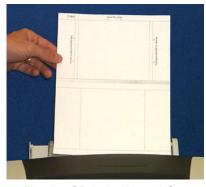
- To ensure your text is formatted to the cards, first print a sample onto plain paper. Match the sheet of plain paper to the cards by placing it on top of a card sheet, and check that the printing is within each label and card edge.
- For proper feed, please fan the sheets (do not bend corners) before inserting a single sheet into the paper tray.
- For easier feeding into the printer, place 25-30 sheets of plain paper into the paper tray, and place the CD Label /Jewel case sheet on top of the plain sheets of paper.
- Store unused sheets in their original box. Store the box in a cool dry area.
- Refer to your printer manual for proper "thick stock" or "card stock" settings and loading instructions.

#### See reverse side for printing and assembly instructions

#### PRINTING AND ASSEMBLY INSTRUCTIONS



1) Insert Side 1 of CD Label/Jewel Case form into your printer. See arrows, which state, "Feed This Way".



2) Flip the CD Label/Jewel Case form over and feed Side 2 into your printer. See arrows, which state, "Feed This Way".



3) Carefully fold back and fourth along perforations to remove the front panel insert.



4) Place the front panel insert into the CD jewel case.



5) Remove the CD label from the CD Label/Jewel case form. Use a standard CD label applicator to properly adhere label to CD.



6) Remove the optional spine labels from the CD Label/Jewel Case form at this time. Adhere the spine labels to the ends of the jewel case.



7) Carefully remove the back panel insert from the CD Label Jewel Case form. Fold the two ends of the back panel insert, along perforations, to create professional looking spine information.



8) Presto! Your jewel case and CD are complete.