

Instructions for SU DVD Insert

I posted several options for templates but I would suggest you use [SU DVD Insert CoverEdited.doc](#). This template is made to be the same size as the ones SU uses. Theirs don't go all the way around and neither do these.

- Open the template and do a "save as" and rename it so that you don't write over your original template.
- There are text boxes for you to enter the name of the SU set on the spine and the top of the page. Click in the text box and enter your information.
- There is a large text box under the main heading. Click in here and paste your picture of your SU stamp set.
- If you want to add mini pictures for the spine you will need to add a text box for each picture. Paste the picture in the text box. Resize the picture. Select the text box and you will see a green dot that you can use to turn your picture sideways so that it is right-side up on the spine.
- After you have your insert done print it. I get a message saying "The margins are outside of the printable area do you want to continue". I always say yes.
- Next you will need to do some trimming and cutting. Trim a little bit off the left edge to remove the excess white and trim a little off the top to remove the excess white there. Now you will want to cut your insert to 5½ x 7. This is the size of the SU inserts. *(For the full size inserts trim the excess white off of the right side instead of the left side. Then cut 1/4 inch off the left side. The end size for this should be 7 x 10 ¾.)*
- Score your insert ½ inch from the left side and fold on this score line. . *(For the full size inserts score the spine area twice making it ½ inch.)*
- Open your DVD case and put your new insert in.

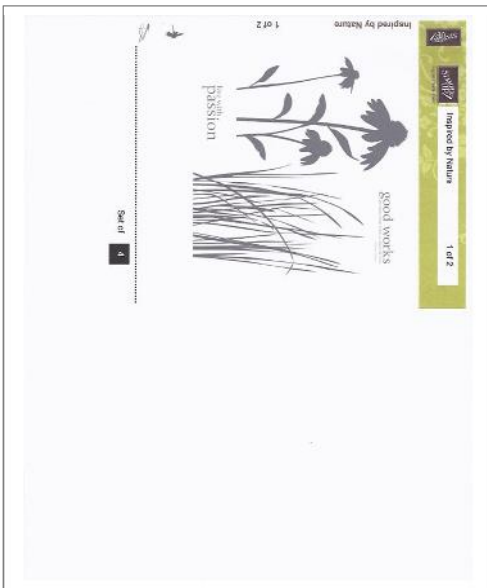


Figure 1 – Printed Insert Page 8.5 x 11



Figure 2 – Printed Insert Page after Cutting 5.5 x 7



Figure 3 – Insert in DVD Case