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Acceptable File Formats

Preferably: PDF, Postscript or EPS

- Quark XPress 5 or Higher, Mac or PC
- Microsoft Word, PC
- Adobe Illustrator Files, Mac or PC
- Adobe Photoshop Files, Mac or PC
- EPS files created in other programs are acceptable, with fonts converted to outlines.

Acceptable Media/Delivery Formats

Preferably: Electronic Transfer
E-mail or FTP (call to arrange)

- CD
- 3.5" Floppy Disk

FLEXI SIZE DOCUMENT INFORMATION

Document Size: 8.25" x 10.75"

Margins: Top and Bottom: .333"
Left and Right: .375"

Image Area: 7.5" x 10.084" (all copy and pictures should remain in the image area, including headers, footers and page numbers)

Be sure to pull any bleeds out exactly half-inch beyond the document on all four sides and be sure when you make your PDF, that you include the bleed (under preferences), also half-inch.

All pages should be portrait (vertical), no landscape (horizontal)

Double trucks should be separate pages side by side. The image area should be one box, 15.75" x 10.084". Save your PDF's as two separate pages.

OTHER IMPORTANT INFORMATION

PDF's: Be sure when making a PDF, embed all fonts, check usage or links manager, and include bleeds if you have a page with a bleed.

Illustrations/Photos should be saved as CMYK for process color and grayscale for black and white. An RGB or Index Color image may appear color, however, will print black. Convert any RGB or Index Color image to CMYK color. Grayscale images should be saved with 170 resolution as a JPEG. Color images should be saved with 266 resolution as a TIF.

Fonts: Avoid using system-installed fonts – on the Macintosh ... Charcoal, Georgia, Monaco, Chicago, Geneva, New York – on the PC ... Verdana, Trebuchet MS or Comic Sans MS as examples. Be sure to use actual fonts instead of using italicizing or bolding with "style menus".

–MAKE SURE YOU HAVE CLEAR, ACCURATE PROOFS TO SEND WITH YOUR PUBLICATION –