

DIGITAL SUBMISSIONS REQUIREMENTS

MATERIALS

CD with color laser proof at 100% scale

PREFERRED FORMAT

PDF (press optimized through Adobe Distiller) - This format allows for PC files to transfer to MAC systems and also eliminates the possibility of missing fonts, graphics, etc.

OTHER ACCEPTABLE FORMATS

- Quark
- InDesign
- Photoshop
- Freehand
- Pagemaker
- Illustrator

Ads submitted in these native format files must include:

- All screen and printer fonts and high resolution images as EPS or TIFF files
- Convert all spot colors and PMS to CMYK
- Adequate resolution of 300 dpi
- Please supply a color laser proof

The following formats are not recommended:

Microsoft Word, Microsoft Power Point, Corel Draw (Corel Draw files can be converted to EPS files)

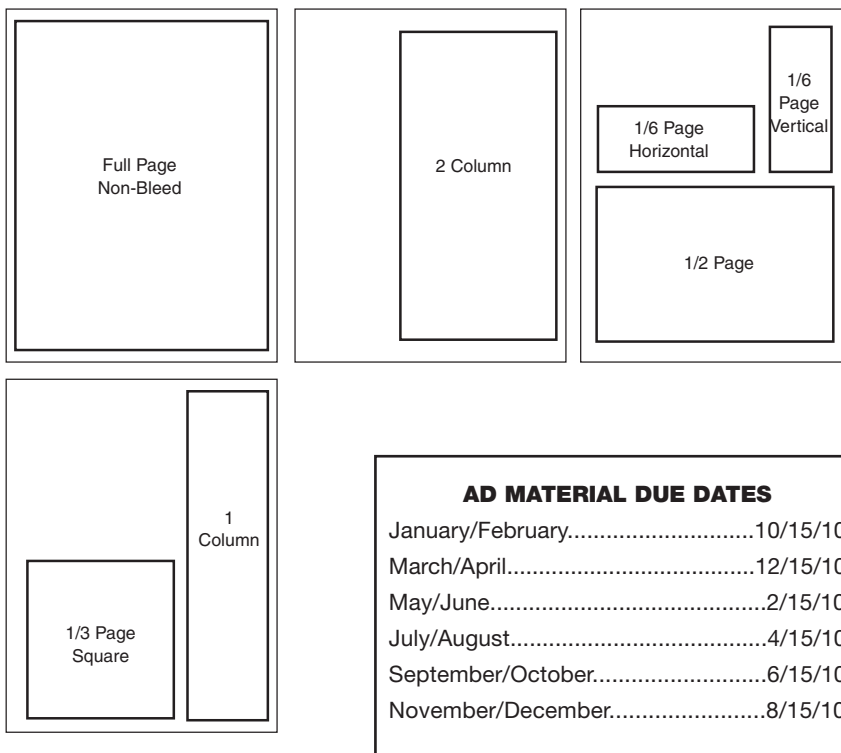
When submitting a digital ad please supply the following information:

- Supplied as a MAC or PC
- Any corrections or alterations needed
- Application (include version number)
- Contact name and phone number
- Fonts and graphics used (supply both screen and printer fonts)

There will be additional charges for any work that needs to be done to ad including type changes, changes to graphics, any scans that need to be done, any corrections, replacement of photos or size adjustments.

If you need help creating your ad contact:

Laurie Baxendell
 Baxendells Graphic
 610-296-9488
 baxgraphic14@verizon.net



AD MATERIAL DUE DATES

January/February.....	10/15/10
March/April.....	12/15/10
May/June.....	2/15/10
July/August.....	4/15/10
September/October.....	6/15/10
November/December.....	8/15/10

	INCHES	DECIMAL
Publication Trim Size	8 1/4" x 10 3/4"	8.25" x 10.75"
Full Page with Bleed	8 3/4" x 11 1/4"	8.75" x 11.25"
Full Page no Bleed	7 1/4" x 9 5/8"	7.25" x 9.625"
2 Column	4 3/4" x 9 3/8"	4.75" x 9.375"
Half Page	7 1/4" x 4 5/8"	7.25" x 4.625"
One Third Vertical	2 5/16" x 9 3/8"	2.305" x 9.375"
One Third Page Square	4 3/4" x 4 5/8"	4.75" x 4.625"
One Sixth Vertical	2 5/16" x 4 5/8"	2.305" x 4.625"
One Sixth Horizontal	4 3/4" x 2 1/4"	4.75" x 2.25"
Ship Materials Pre-paid to:	Alcom Printing Attn: Kevin Bauder 140 Christopher Lane Harleysville, PA 19438	
Send Electronic Files to:	kbauder@alcomprinting.com	