

When creating your ad, please **ensure**:

- To supply a **hi-res** (300dpi), **CMYK pdf**
- Finished page size is one of the following:
 - a) full page **8.5"x11"**
 - b) half page **8.5"x5.5"**
 - c) 1/3 page **8.5"x3.67"**
- There are 1/8" (0.125") bleeds on **all four sides**
- Crops marks are included and **outside the bleed area** (Please see Figures 1 & 2)
- Text/logo safety areas from the trim are as follows:
 - TOP & BOTTOM - 0.375"**
 - LEFT & RIGHT - 0.5"**
- Files are **not** Word, Powerpoint or Excel formats.

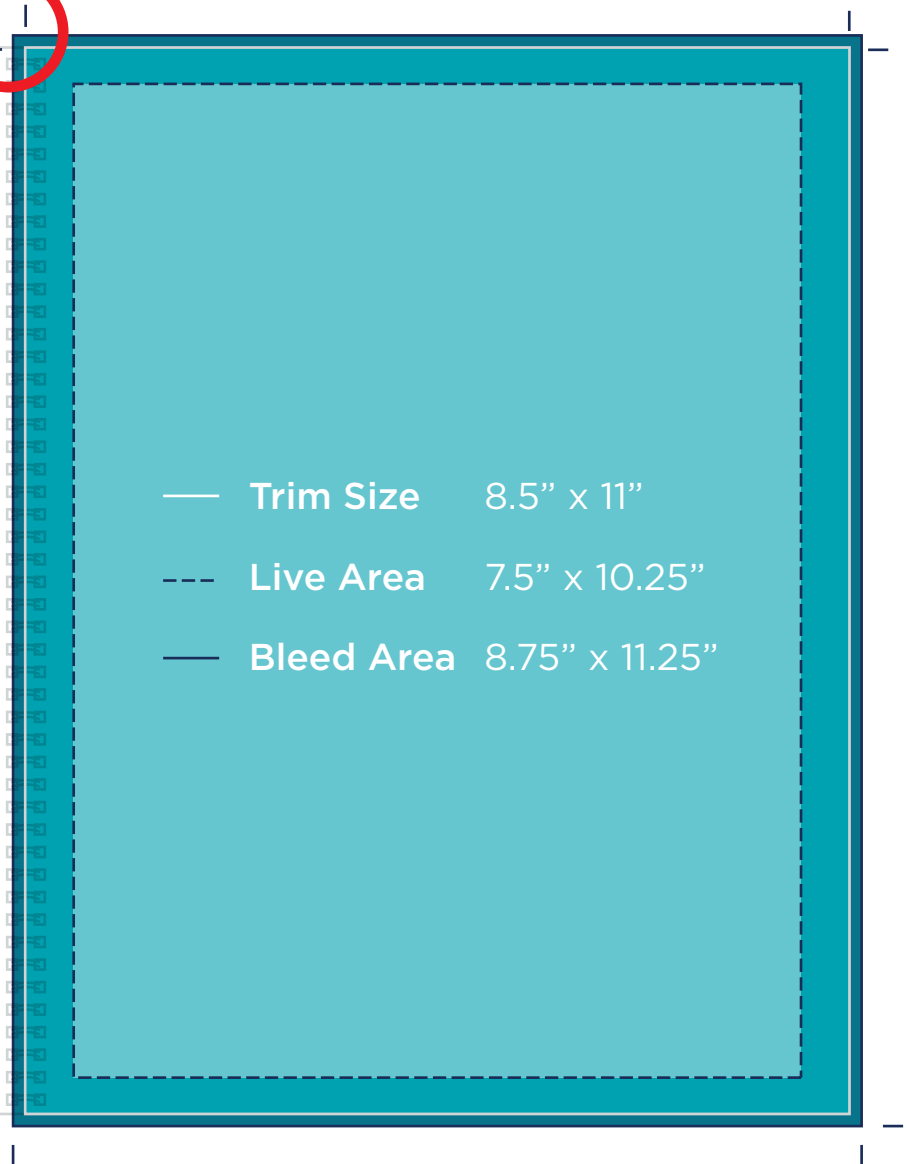
a) Full Page Ad

NOTE

All **crop marks** must be **outside** the bleed area. Please see Figures 1 & 2



—	Trim Size	8.5" x 11"
- - -	Live Area	7.5" x 10.25"
—	Bleed Area	8.75" x 11.25"



b) Half Page Ad



—	Trim Size	8.5" x 5.5"
- - -	Live Area	7.5" x 4.75"
—	Bleed Area	8.75" x 5.75"

NOTE

All crop marks must be **outside the bleed area.**
Please see Figures 1 & 2

c) One Third Page Ad



—	Trim Size	8.5" x 3.67"
- - -	Live Area	7.5" x 2.92"
—	Bleed Area	8.75" x 3.92"

NOTE

All crop marks must be **outside the bleed area.**
Please see Figures 1 & 2

Figure 1

When saving the file for print, ensure the trim/crop marks have an **offset of at least 0.125"** so they don't overlap on the document bleed area.

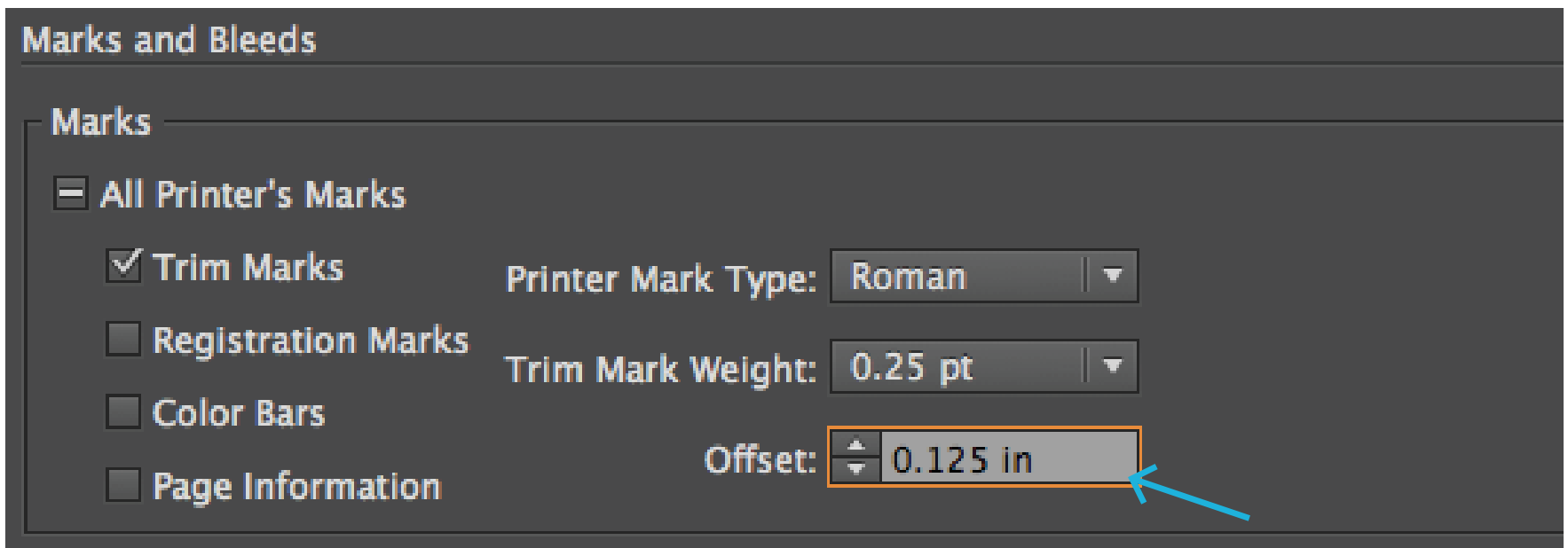


Figure 2

Allow room between the crop marks and the document's bleed area.

Do not overlap the trim/crop marks on the document's bleed area.

