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File Formats Accepted

1. Adobe PDF (.pdf). This can be typeset or image/scanned PDF files.
2. InDesign or Quark files (created in InDesign CS3 OR CS4 for MAC and PC respectively or version 7.3 for Quark).
3. Word document files are not accepted but PDF versions of these are accepted.

Text Specifications

1. If the file is created using InDesign or Quark, all elements (i.e., art, images and fonts) must be provided, and all fonts must include screen and printer versions even the most common fonts.
2. **ALL** fonts must be embedded in PDF file submissions. This can be confirmed when the PDF is open in Acrobat under the 'Properties' option under the 'File' menu. The fonts tab lists the names of all fonts used in the file: **'(Embedded)'** or **'(Embedded Subset)'** should appear next to **every** font listing.
3. Text should be 100% black.
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5. A minimum of **1/2"** (0.5) margin on all sides of your text block is required.
6. Artwork or image requirements:
 - Continuous tone photographs and artwork should be 8-bit grayscale, at 300dpi.
 - Line art should be 1-bit black and white, at 600dpi.
 - Image compressions such as JBIG & JBIG2 are not supported.
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8. Files should be sent as one single-page PDF file. If submissions must be sent as multiple files instead of a single file, files must be named properly to indicate the correct order of files.

Note: The following requirements must be observed in addition to the above for image PDF files.

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