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[www.NetworkPublicationsUS.com](http://www.NetworkPublicationsUS.com)

## INSTRUCTIONS FOR SENDING GRAPHIC FILES

### Graphic Files can be sent in any of the following formats:

- (.ai) Adobe Illustrator CS (Version 11.0 or lower), (OUTLINED FONTS)
- (.psd) Adobe Photoshop CS (Version 8.0 or lower)
- (.pdf) PDF (Portable Document Format) Files (OUTLINED FONTS)
- (.eps) EPS (Encapsulated Post Script) Files (OUTLINED FONTS)
- Raster Files: saved as .tif
- (.doc) Microsoft Word text files if Network Publications is producing the ad for you.

### Resolution & Raster Files

When submitting a raster file the minimum required resolution is 300 dpi or 1:1 output ratio. Lower resolution will result in poor reproduction quality. \*\* The higher the resolution, the better \*\*

### Please be sure of the following when submitting artwork by email:

- CMYK colorspace
- All text MUST be converted to outlines
- Make sure the proportions are correct to the desired final size and is the proper resolution (Minimum 300dpi)

### To send files:

Email files to [Art@NetworkPublicationsUS.com](mailto:Art@NetworkPublicationsUS.com). Please include in the subject line, "artwork", project folder name and contract number. In the body text include AD size, artwork, contract number, company name and contact name. For larger file size please contact us.

### AD DIMENSIONS:

Single.....	3.75"W x 1.5"H
Double.....	3.75"W x 3.125"H
Break.....	3.725"W x 2.725"H
Triple.....	3.75"W x 4.75"H
Quad Vertical.....	3.75" W x 6.375"H
Quad Horizontal.....	8"W x 3.125"H
Column (Legal).....	3.75"W x 14.25"H
Column (Letter).....	3.75"W x 10.25"H
Back Cover (Legal).....	8"W x 13"H
Back Cover (Letter).....	8"W x 10"H

Contract Number \_\_\_\_\_ AD Size \_\_\_\_\_

Email your AD material to: [Art@NetworkPublicationsUS.com](mailto:Art@NetworkPublicationsUS.com)  
or if you have questions, call 203-926-0091.