

Platform	Mac or PC. Please specify which platform you are using on our Electronic Media Form.
Applications	InDesign, QuarkXPress 4.0, Adobe Illustrator, Photoshop, Macromedia Freehand, press ready PDFs (Microsoft Publisher, Microsoft Word and Adobe PageMaker documents NOT accepted).
Filenames	Label files with your company name, magazine and issue.
Art	<p>Send the document file, plus all linked graphics and fonts. Please place high-res images (300 dpi) actual size in document. Please use only TIFF and EPS graphics. All art must fit within ad specifications - any art outside borders will be cropped.</p> <p>Dimensions: Full Page - 8 3/8" x 10 7/8" (8.375" x 10.875"). For bleeds, exceed dimension area by 1/8" on all four sides. Note: Allow 5" x 1.75" at bottom left corner of back cover to allow space for bulk mail addressing information if applicable.</p>
Colors	Use only process CMYK. Any PMS and/or RGB colors used will be converted to process and may result in a shift in color.
Fonts	Provide both screen and printer fonts for all type used. Use PostScript fonts only - we do not accept True Type fonts. Ads built with True Type fonts will be returned or PostScripts fonts will be substituted. Exact font substitution cannot be guaranteed.
Removable Disks	Iomega Zip (100MB only), CD-R & DVD-R. Print the disk directory (with folders open). Please include a self-addressed, padded envelope for disk return.
Hard Copy/Proof	Send a color hard copy along with your ad. Color laser, color inkjet, dye sublimation proofs are regarded for position only. A black & white laser is accepted for single color ads only.
E-mail/FTP	<p>When sending files via FTP or E-mail use Zipped (.zip) or BinHexed (.hqx) format for compression. E-mail attachments should not exceed 5MB (use for sending logo artwork only). Please send to prod@websitecompass.com.</p> <p>For FTP instructions, call 308-384-6404</p> <p>When sending electronically, fax proof and Electronic Media Form to 308-384-7372.</p>
Express Mail	<p>Enclose attached Electronic Media Form and send to:</p> <p>Cornerstone Publishing Group, Inc. ATTN: Customized Artwork 220 West Third Street - Level Two Grand Island NE 68801 888-384-2859</p>