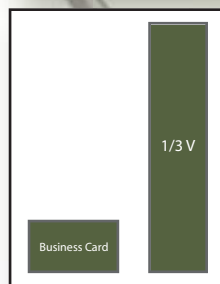
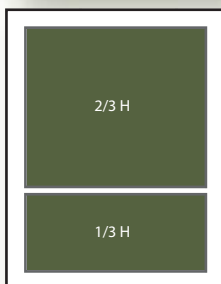
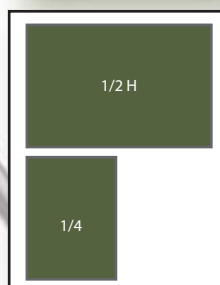
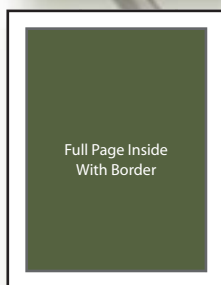
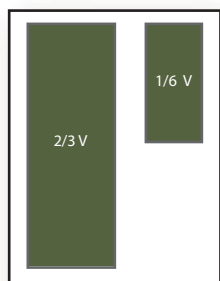
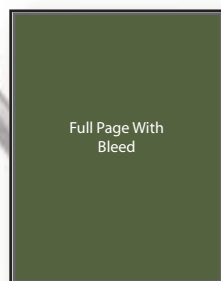


PRODUCTION INFORMATION

AD SIZE	WIDTH INCHES	HEIGHT INCHES
FULL PAGE WITH BLEED (TRIM SIZE 8.5 X 11)	8.75	11.25
FULL PAGE INSIDE WITH BORDER (NO BLEED)	7.25	9.8
2/3 PAGE HORIZONTAL	7.25	6.4
2/3 PAGE VERTICAL	4.75	9.8
1/2 PAGE HORIZONTAL	7.25	4.8
1/2 PAGE VERTICAL	3.5	9.8
1/3 PAGE HORIZONTAL	7.25	3.1
1/3 PAGE VERTICAL	2.25	9.8
1/6 PAGE HORIZONTAL OR VERTICAL	2.25	4.75
1/4 PAGE	3.5	4.8
BUSINESS CARDS HORIZONTAL OR VERTICAL	3.5	2



- Advertisements may be submitted as Adobe Portable Document Format (PDF) in PDF/X1a format.
- Any of the following formats are acceptable:

Macintosh

Quark XPress 6.5
 Adobe Illustrator CS2
 Adobe Photoshop CS2
 Adobe Pagemaker 6.5
 Adobe Indesign CS2
 Adobe Acrobat Professional 7

PC

Quark XPress 6.5
 Adobe Illustrator 10
 Adobe Photoshop 5
 Adobe Pagemaker 6.5
 Adobe Indesign 2
 Corel Draw 11

- All color advertisements must be in resolution of 300 dots per inch in CMYK, TIFF or EPS files.
- All files must be set exactly to size of document ordered. Bleed cannot extend more than 1/4" and all crucial information must be inset at least 1/4".
- Scanned images should be provided as separate TIFF or EPS files.
- Remember to send the fonts along with any pictures.
- We recommend ensuring that all colours in your files are CMYK and not RGB colour.
- Include all font and image files.
- Check all files for trapping, overprint/knockout, resolution and file type.
- Maximum ink coverage should be 300% and colour trapping should be .114 pt. Areas to print black (but not type) should be coloured a rich black rather than just black ink. TIFF images placed in Quark XPress should be in white or coloured image boxes.
- Provide all fonts needed to output your file. Type styled from the Measurements Pallet or Style Menu in Quark Xpress should be set to bold type.
- We require a printed proof or colour separated lasers of your file.
- We accept files on CDs or DVDs, Macintosh or PC.
- We accept files via E-mail although space is limited to 10 mb.
- FTP site is available for files greater than 10 mb but less than 100 mb. E-mail to ogsa@gti.uoguelph.ca to request access.
- Note: We are not responsible for the printed results of client supplied scans. Any divergence from the above specifications may result in improper printing. Work which we perform to bring a file to specs will result in additional charges.