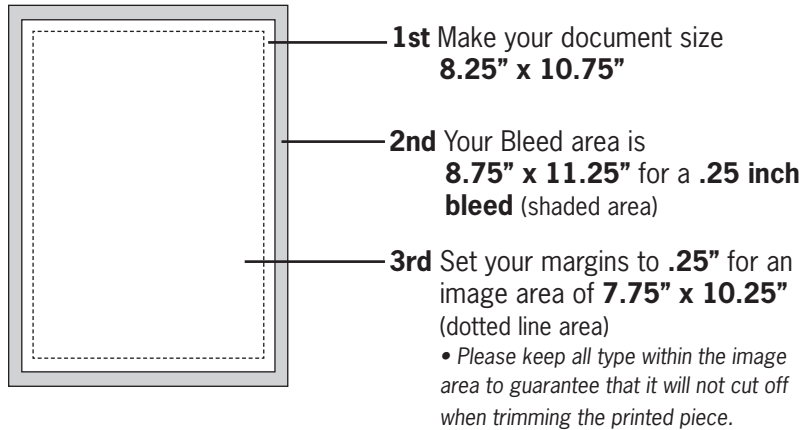


Building Your Flexi-Size Document(s):

Only Use QuarkXpress 5 or higher, Adobe Indesign CS 2, 3, 4 or 5, Adobe Illustrator or Photoshop
Please Do Not Use Microsoft Word, Pagemaker or Publisher.



Note:

Double-trucks are separated pages side-by-side, saved as two separate pages.

Quark and Adobe InDesign templates are available for download at www.publicationspress.com/services

* A job submission form is also available on the website

All images/illustrations need to be 300 dpi for optimal printing and in CMYK or greyscale for black and white printing

After Document is completed Please Save It In The Acceptable File Format:

.pdf only
(please flatten the document and embed all fonts)

Once Saved In One Of The File Formats Above, Please Send The File In One Of The Acceptable Delivery Methods:

- Publications Press Insite Server or FTP Server (email orders@publicationspress.com for instructions)
- Email file(s) to orders@publicationspress.com
- Burn files to CD or DVD
- Flash/Jump Drives
- Upload to yousendit.com, sendspace.com, [dropbox](http://dropbox.com) and send a link to download

Other Important Info:

Please be sure that when making a .pdf, all fonts are embedded and you have checked the usage or links manager and the publication can access all files used - this will allow us to print with maximum quality.

Also check to make sure the bleed is included in your final .pdf, by opening the .pdf you create and verifying it is correct.

Please be sure to send clear, accurate proofs for your publication if possible.

* A Job Submission form is available on our website, www.publicationspress.com. It allows you to send in all information about your job and makes it easy to submit critical details regarding run count, delivery, paper stocks, etc.