

Print ad instructions and specifications

Mayne Island Lions Club 2015 Phone Book

Alea Design & Print are producing all the layout and graphics work for the phonebook and the Yellow Pages ads. Ads that are not received print-ready will require some layout work that will be **billed separately by Alea**.

Delivery: Alea accepts electronic files on disc and by email. Email ads directly to info@aleaprint.com

Ad size: Please build the ad to the exact size (see the Ad Sizes & Rates sheet for dimensions), with no crop marks, color key, or excess white surrounding the image area. The outside edge of all borders and graphics should be the edge of your bounding box. Resize your bounding box or artboard size to fit the ad dimensions.

Ads that are smaller than a full page need to have some form of border, either a solid black line or some other type of visual indication of the ad boundary, so your ad will not be confused with other ads or article content on the page.

Grayscale: make sure all images and graphic content in the file are grayscale. If you send a file containing colour elements, the conversion to grayscale that is done automatically may not appear as expected. If you send the file in grayscale you can choose your gray values. Be judicious with gray tones less than 15-20%, some of the content can drop out when printed. Also gray tones over 85% can fill in.

Font information in files: There should be no embedded font information in files sent to us. All fonts need to be converted to graphics (outlines or curves) prior to sending.

If a pdf file arrives containing embedded fonts we can convert the fonts to graphics. Our minimum graphics charge of \$18.00 will apply in this case.

Application-specific requirements

These are the file types we accept, in order of preference:

Acrobat (pdf): These files should be in their final version.

Convert all text to outlines prior to saving as a pdf. If the pdf arrives with embedded fonts, we will convert the fonts at our minimum graphics charge of \$18.00. If you are creating your ad in Word, Apple Pages, Publisher, or some other program not intended for producing professional graphic design, you will not be able to eliminate the fonts prior to saving as a pdf and our minimum graphics charge of \$18.00 will apply to convert your pdf. See below for more info on using Word and other programs.

Adobe Illustrator: Please be sure to outline all the fonts and embed all linked images in these files. All embedded images should be at 300 ppi (pixels per inch) and grayscale. All vector content should be grayscale. Remove all hidden content and images. Preferably save .ai file as a pdf.

Adobe InDesign: Outline all fonts and embed all images or preferably export the file to pdf with all fonts outlined. All embedded images should be at 300 ppi (pixels per inch) and grayscale. All vector content should be grayscale. Remove all hidden content/images. Preferably save .indd file as a pdf.

Corel Draw: Convert all fonts in the file to "curves". Embed all images as grayscale at 300 ppi (pixels per inch) in the .cdr file. Preferably save .cdr file as a pdf. Remove all hidden content/images. All vector content should be grayscale.

Adobe Photoshop: Please send flattened artwork, grayscale in tiff format at 300 ppi (pixels per inch) . Print quality of hard edged graphics and text in the file will suffer slightly due to the dot screen used in printing attempting to interpret pixels at the edges.

The following programs are not primarily designed for creating professional graphics and cannot create print-ready files for our purposes: Microsoft Word, Word Perfect, Apple Pages, Microsoft Publisher, Microsoft Powerpoint, Microsoft Excel. These programs have limited tools for embedding images, creating proper grayscale content and cannot outline font information. In some cases we can accept a pdf created from these programs. If Alea has to convert the fonts our minimum graphics charge of \$18.00 will apply. Alea can not guarantee that colour can be properly converted to grayscale from files created in these programs and since the tools for making content fit exact sizes are not good, Alea may have to re-size what you send to fit the ad size.

Have Alea Design & Print create your ad if this all seems confusing to you: please consider having Alea do your ad layout. We can produce a professional-quality, attractive and attention-getting ad for you and in most cases the cost will be only \$26.00 or \$39.00 for layout time (at \$52.00 per hour, depending on complexity of content and number of revisions).

