



## DOCUMENT

- Create your document to the exact size shown.
- On full-page ads, bleeds must extend a minimum of $1 / 8^{\prime \prime}$ past the trim.


## IMAGES

- All images should have a minimum resolution of 300 dpi at $100 \%$.
- All images should be converted to CMYK.
- All image files should be TIF, JPG or EPS. PICT and GIF files are low-resolution web files not suitable for printing.
- Do not copy and paste images from a program into the page layout program. Import or place the image through the page layout program.
- Make sure the file extensions remain intact on all files. If they are changed or omitted, they will not be recognizable when transferred.


## COLORS

- All art files should be converted to CMYK. We cannot guarantee color consistency for files that must be converted from Index, HEX or RGB color spaces to CMYK.


## FONTS

- Use only postscript, open type and true type fonts.
- Avoid system fonts.
- Be sure to supply the fonts for any artwork used in your document if they are not converted to outlines in the artwork.


## ACCEPTED FILE FORMATS

- .pdf - Press-ready (Includes bleeds with all fonts outlined \& images embedded)
- .indd - Adobe InDesign 2.x-CC
- .ai - Adobe Illustrator 8.x-CC
- .psd - Adobe Photoshop CC


## NATIVE FILE SUBMISSION

- When submitting native application files, please provide the native application file and all supporting image files and fonts used.
- Zip or package the document, all fonts and images used before submitting.


## FILE DELIVERY METHODS

- Email (less than 10MB) to ahsoffice@hanoverian.org
- File transfer such as Google Drive, Dropbox or WeTransfer

FULL PAGE WITH BLEED

> 8.5"WIDE X 11 "TALL $0.125^{\prime \prime}$ BLEED ALL AROUND
> SAFE AREA 7 " X $10^{\prime \prime}$
> YELLOW BORDER

# FULL PAGE WITHOUT BLEED 

7" WIDE X 10"TALL
SAFE AREA - 7"X 10"
YELLOW BORDER

QUARTER PAGE 3.154"WIDE x 4.875"TALL

HALF PAGE HORIZONTAL 6.5"WIDE X 4.9"TALL

