

On Track

YOUR CAREER DISCOVERY GUIDE

SPECIFICATIONS for Four Page Insert

4-PAGE INSERT

- **4 Single Pages** created to final Trim - 8 3/8" x 10 7/8", with additional 1/8" bleed all around. (Follow Carefully). Pages 2 and 3 may be created as a spread – Trim: 16-3/4 x 10-7/8 plus 1/8" on all sides for bleed.

- **Live matter:** Keep all text centered 3/8" from trim. Check photos that bleed for correct cropping—allow for trim.

- **Gutter:** 5/8" • Line screen: 150 line • Macintosh or IBM format. MAC preferred. Please specify all design software programs utilized on an accompanying cover page.

Important: Include ALL screen and printer fonts and logos. • Photographs: All photos placed in submitted page layouts should be 300 resolution CMYK (not RGB) images. They should be in either tiff or eps format.

- **Proofing:** Venture Publications will provide **one** digital proof per spread. Errors due to output problems will not be billed. **Sponsor changes after digital proof is pulled (i.e. typos, text revisions, photo swaps, etc.) or file layout errors by sponsor will be billed as an additional charge.**

For questions – call Toni at 615-662-0236.