**Mechanical Specifications**

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| **Sizes**  |   | **Width** **Height**  |
| Full Page  |   | 7 5/16” 10”  |
| 1/2 Page (horizontal)  | 8 5”  |
| 1/2 Page (vertical)  | 4 7/8 10”  |
| 1/3 Page (horizontal)  | 8 3  |
| 1/3 (vertical)  | 3 8  |
| 1/4 Page (square)  | 4 1/2” 4 1/8”  |
| 2 Page Spread   | 18” 11”  |

**Trim Size**: 8 1/2” wide and 11” vertical

**Bleed Size**: 9” wide and 11 1/2” vertical

**Active Area**: 7” wide x 9.5”

**Digital Format**: 300 dpi minimum. We accept all high-resolution digital image files and InDesign packaged files (InDesign files must include all links (fonts and images)).

 AI files must include any linked or embedded images (if applicable)

We can accept PowerPoint slides and Word documents but be advised that they may have output and /or resolution issues and may not print clearly.