

# **How To Submit a Camera Ready Ad**

**HARD COPY:** (These will be scanned and published as submitted.)

1. Maximum size is 8.5 inches by 11 Inches.
2. To allow for margins, set each page according to the following sizes (or as close as possible):

Full page	7.5 x 10 inches
Half page	7.5 x 5 inches
Quarter page	3.75 x 5 inches
Business Card	3.5 x 2 inches
3. If photos are scanned for the ad, they must be scanned at a minimum of 300dpi.
4. Print the page out on high-quality paper (if possible).
5. Use a white background only.
6. If you must print your ad on an ink jet printer, please make sure that there are no lines running through your text and that your ink is filled to avoid color variations.

**COMPUTER FILE:** (These will be applied as submitted.)

1. A computer file on CD or e-mailed to [alumni@stmatthiaschool.org](mailto:alumni@stmatthiaschool.org) is acceptable, but it must be in PC format. All Microsoft Office programs (Word, Publisher, PowerPoint), Adobe Photoshop, Adobe Acrobat (PDF), Adobe InDesign, TIF, GIF, and JPEG formats are acceptable. If you use a different program, print out the page as described above, and the hard copy will be scanned.
2. Make sure that your scans are all at a minimum of 300dpi.
3. Submit the page with the file to size (or as close as possible):

Full page	7.5 x 10 inches
Half page	7.5 x 5 inches
Quarter page	3.75 x 5 inches
Business Card	3.5 x 2 inches

**You may also submit the text for your ad, and the ad will be created for you.**

**Thank you for joining in on the Centennial Celebration!**