

3.675" x 5.5" (1/4 page) INSERT PRINT GUIDELINES

— **PAGE SIZE:** 3.675" x 5.5"

— **SAFE ZONE @ .25"** - To account for any printer shift, we recommend all critical elements (text, photos, etc.) that you do not want cut off to be within this .25" margin.

IMPORTANT! Be sure to hide or delete any of Chalk Line's guides before sending your letter to us, so that these guide lines are not printed.

PDF is our preferred file format. We also accept PNG and JPEG. We will accept the following formats, but we recommend requesting a PDF proof before the item is sent to production:

- | | |
|----------------|---------------------|
| » MS Word | » Adobe InDesign |
| » MS Publisher | » Adobe Photoshop |
| » Apple Pages | » Adobe Illustrator |

If sending one of these formats, please ensure your images are correctly embedded, and please upload any font files that you may have used that are not default system fonts.

