

E-mailing Requirements

E-mail: info@kpimedia.com

Please send all attachments to our FTP site.

- FTP Site:** Host: koocanusa.cintek.com
User ID: koocanusa
Password: public

To download from WEB Browsers:

Type into browser: ftp://koocanusa:public@koocanusa.cintek.com

When you place a file on our FTP site **PLEASE PHONE YOUR SALES CONSULTANT OR E-MAIL US** a short note to let us know your material is on the way.

FONTS IN ADS SENT TO US: PLEASE DO NOT SEND TRUE TYPE FONTS. ALL FONTS MUST BE POSTSCRIPT FONTS.

To E-mail us pictures:

For pictures to be of useable quality they must be scanned in at **300 dpi and at least the actual size of the picture or larger**. PLEASE DO NOT USE 72 dpi as the quality is too poor for a glossy magazine.

We CAN accept the following formats.

- QuarkXpress 6.0** Mac & PC.
All fonts and graphics must be included. Fonts must be Postscript fonts. No True Type fonts.
- Adobe Illustrator 10.0** or earlier. Mac & PC. Make sure any colours are separated using process CMYK and all fonts are outlines.
- PDF files** Please make sure the color in the file is CMYK and there is no spot color or crop marks. **PDFs are considered FINAL copy—copy and size cannot be changed by us.** If changes are required client must redo the ad and re-send it to us.
- Microsoft Word** Use this program to send text only and save simply as a text file. Do not send graphics, logos or pictures. We cannot use them.
- Corel Draw** Export file as an eps. All fonts must be converted to curves or outlines. If the file includes tiff files please send those as separate attachments as well as imbedded into the file.
- EPS files** Convert type to outlines and use process CMYK for any colours. Logos should always be EPS files so they can be changed or made color at some time.
- TIFF and High Quality JPEG files** Must be scanned in at 300 dpi. Photos are okay as tiffs or high quality jpegs. Changes cannot be made to TIFF files. Ads sent as a tiff file will have to be redone by the customer if modifications are required.

PLEASE DO NOT SEND the following formats:

- NO INDESIGN FILES OR PDFs** We can't use any PDFs made in InDesign. Please send a jpeg, tiff or eps.
- Word Processing Programs** **WE CANNOT USE ANY GRAPHICS, LOGOS OR PICTURES SENT IN WORD, WORKS OR WORD PERFECT.** All such items must be sent separately as EPS or Tiff documents or mail a quality copy to us and we will scan and return it.
- NO MICROSOFT PUBLISHER FILES** We can't use any text graphics, logos or ads sent to us in Microsoft Publisher.
- NO GIF FILES** Resolution is too low and the quality is much too poor. Send as EPS, Tiff or high quality JPEG.
- WE DO NOT USE WEB SITE PICTURES** Resolution is too low and the quality is too poor. We prefer to be sent an EPS, Tiff or JPEG or send us originals and we will scan.
- No Film** All files must be digital files.

Production requirements

The advertiser is responsible for providing full and clear instructions for the production of their ad. All colour should be separated CMYK.

Mechanical Specs (Trim Size 8-1/4" x 10-3/4")

	Image Size Width x Depth	Bleed Size Width x Depth
Double page	15-1/4" x 9-3/4"	17" x 11-1/4"
Full page	7" x 9-1/2"	8-3/4" x 11-1/4"
2/3 pg vertical	4-9/16" x 9-1/2"	5-1/2" x 11-1/4"
1/2 pg horizontal	7" x 4-5/8"	8-3/4" x 5-3/4"
1/2 pg vertical	4-9/16" x 7"	N/A
1/3 pg horizontal	4-9/16" x 4-5/8"	N/A
1/3 pg vertical	2-1/4" x 9-1/2"	N/A
1/3 pg banner	7" x 3"	N/A
1/4 pg horizontal	4-9/16" x 3-1/2"	N/A
1/4 pg vertical	2-1/4" x 7"	N/A
1/4 pg banner	7" x 2-1/4"	N/A
1/6 pg horizontal	4-9/16" x 2-1/4"	N/A
1/6 pg vertical	2-1/4" x 4-5/8"	N/A
1/9 pg	2-1/4" x 3"	N/A
1/12 pg	2-1/4" x 2-1/4"	N/A

Compression requirements

We can accept zip format or self extracting archives.