

Mechanical Specs for OPIS/STALSBY Directories

SIZE REQUIREMENTS:

- 1. Full Page Ad**
 - Live area 7 1/2" x 10"
 - Page size 8 3/8" x 10 7/8"
 - *Add 1/8" bleed to all sides that bleed. If ad bleeds on all 4 sides, final size is 8 5/8" x 11 1/8".*
- 2. Cover Ad**
 - Live area 7 1/2" x 10"
 - Page size 8 3/8" x 10 7/8"
 - *Add 1/8" bleed to all sides that bleed. If ad bleeds on all 4 sides, final size is 8 5/8" x 11 1/8".*
- 3. Half Page Ad**
 - AD size 7 1/2" x 4 1/2"
 - No bleed required
- 4. Logo Ad**
 - AD size 1 3/8" x 2 1/2"
 - No bleed required

TABBED INSERT SPECIFICATIONS:

- **Tabs must be preprinted in correct quantities and to specifications.** OPIS' printer can print the tabs for you at cost, just ask for prices!
- **Tab Size Specs:**
 - Actual tab size 2 3/4" x 1/2"
 - Die cut area should measure 2 1/2" x 1/2"
- **Full Page Size Specs:**
 - Final size 8 3/8" x 10 7/8"
 - Trim size 8 1/2" x 11 1/8"
 - *Includes an additional 1/8" for top, bottom and bound edge book for trim.*
- **Non-Divider Tab Positions:**
 - #1 1/2" from top edge
 - #2 2 31/32" from top edge
 - #3 5 14/32" from top edge
 - #4 7 29/32" from top edge
- **Score and fold tabs** 2" from right edge of the page.

CD-ROM BANNERS:

- **Banners are placed on the splash page of the CD-ROM.** Ads must be 500 pixels wide by 150 pixels tall with a maximum bitmap size of 24 bits.

FILE / FORMAT REQUIREMENTS:

- **File Formats** - All artwork must be print resolution (300 DPI). We accept files in the following formats:
 - JPEG - *preferred file format*
 - TIFF - *preferred file format*
 - Adobe Illustrator (fonts included or outlined)
 - Adobe InDesign (fonts and images included)
 - PDF
- **Color** - All ads submitted must be in CMYK or Grayscale color space (no RGB). If you are using Pantone colors they must be switched to 4-color process.
- Files must be accompanied with approved final hard copy, color broken if applicable.

AD SUBMISSIONS:

Ads may be submitted any of the following ways:

- 1. Mail artwork on a CD**

Attn: Greg Mosho
3349 Highway 138
Building D, Suite D
Wall, NJ 07719
- 2. Email artwork to Greg Mosho**

at gmosho@opisnet.com
- 3. FTP artwork**

Contact Greg Mosho for FTP information

Contact **Greg Mosho** at **800.275.0950 X2546** or **gmosho@opisnet.com** for more information.

