

HOW TO USE THE FORM

Art Submission

[Submission Guidelines](#) | [How to Use the Form](#)

Electronic ad copy will only be accepted if it meets ALL of the guidelines set forth for the type of ad being submitted.

SUBMISSION GUIDELINES

The use of the following formats will allow Names and Numbers to process your Ad quickly.

Formats: **(PDF, TIFF, EPS, High Quality JPG, and PSD)**

Fonts: **All fonts must be converted to outlines.** If your application does not allow you to convert to outlines and you are sending a PDF, then you must provide us the fonts. If you have to provide fonts, they have to be in MAC format and have to include ALL SCREEN FONTS and POSTSCRIPT FONTS.

Ads: All application formats: Illustrator, Photoshop, Quark, InDesign, Freehand, or Corel Draw must be saved or exported out as a **PDF, TIFF, EPS, High Quality JPG, or PSD.**

Graphics: Vector Graphics - Best saved as a PDF or EPS.

Raster Graphics - Can be saved as a PDF, TIFF, High Quality JPG, or PSD.

REGULAR YELLOW PAGE ADS:

DPI: 200 - All cuts and photos for use in regular yellow pages must be at 200 dpi. 72 dpi pictures from the internet are not high enough quality for reproduction. Pictures from Digital Cameras must have a 3 mega pixel quality or better. Please DO NOT increase the size or resolution on a graphic from the original. It will not make a file acceptable. In addition, photos and cuts need to be the size they will appear in the ad or larger. Images cannot be enlarged and still maintain the quality of the image.

Bitmapped (.bmp) or Line Art Images need to be 600 DPI.

Color: CMYK ONLY - RGB will NOT be accepted.

Line Screen: 100 = (200 dpi)

COVER, TAB, AND TIP-ON ADS:

DPI: 300 - All cuts and photos for use in our cover, tab, and tip on ads must be at 300 dpi. 72 dpi pictures from the internet are not high enough quality for reproduction. Pictures from Digital Cameras must have a 4 mega pixel quality or better. Please DO NOT increase the size or resolution on a graphic from the original. It will not make a file acceptable. In addition, photos and cuts need to be the size they will appear in the ad or larger. Images cannot be enlarged and still maintain the quality of the image.

Bitmapped (.bmp) or Line Art Images need to be 1200 DPI.

Color: CMYK ONLY - RGB will NOT be accepted.

Line Screen: 150 = (300 dpi)

OUTSIDE BACK COVER ADS:

Must provide a .75 inch space for the print of the mailing information at the top of the ad. This bulk rate information can overlay the top of the ad provided the color at the top is light enough for black print to show or dark enough for reverse type.

The guidelines portion of the form is an explanation of what we accept.

Notice when you use this form that you are restricted to 4 file types: (PDF, TIF, JPEG and PSD) These formats are what we use daily in our Graphics Workflow

Art Submission

[Submission Guidelines](#) | [How to Use the Form](#)

Yes, I Agree to the Guidelines for Artwork Submission.

Please check the box once you have fully read the [guidelines](#).

* Submission Type - Select One

Initial - First Time Submission

• Submitting artwork for the first time for phone book you will be selecting.

Revision to Previous Submission

• Replacing photos for existing submission.
• Changes to a logo.
• Changing artwork after receipt of proof.
• Changing or redesigning artwork (Ad, logo, photo, etc.) previously submitted.

Here you are asked to agree to the guidelines above.
(Required Field)

Submission Preference

Original: (Required Field)

• If you are submitting artwork for the first time you will select this box.

Revision: (Required Field)

• If you are making a change to a previous submission you will select this box.
(Example: Replacing a photo with a new one.)

HOW TO USE THE FORM

Select Phone Book

* Select a Phone Book:

Business Information

* Business Name:

* Account #:

New Account: (Please check box if new account)

Select Phone Book: (Required Field)

- If you are in multiple books, please select the home book you are advertising in.

Business Name: (Required Field)

- Company name must be entered.

Acct # or New Acct: (Required Field)

- Account number must be entered. New accounts check the New Account Box.

Contact Information

* Contact Name:

* Contact Phone:

Contact Email:

Outside Ad Agency:

Contact Name: (Required Field)

- Name of contact must be entered

Phone Number: (Required Field)

- Contact Phone Number must be entered

Email: (Not Required Field)

- Contact email in case phone can't be reached.

Outside Advertising Agency:

(Not Required Field)

- If Contact has an Advertising Agency sending in art.

Ad File Information

* Please select a File Type:

* Ad or Artwork Description

If multiple files, please describe which file name goes to which heading and/or size of ad.

Very Important: when uploading files for more than one heading.

Ad File Information (Required Field)

- Choose what type of file is being sent.

Ad or Artwork Description

(Required Field)

- Info on the art you are supplying

Attach Ad File

* no file selected

Maximum allowed file size for upload is 50 MB. Acceptable file types: .tif, .jpg, .pdf, .eps, .psd, .zip, .sit

You may [zip/stuff](#) multiple files to one folder prior to uploading.

Attach Ad File

(Required Field)

- Select the file and attach it to the form.

Changes or Corrections to proofs need to be phoned into Ad Management

Ad Management: 1-800-592-7625 Ext. 2240

File upload may take some time depending on file size

Leave this window open and wait for the upload to finish

Submit The File

(Required Field)

- When form is filled out and file is attached, click submit to send the art.