

Art Requirements

Catalog Front Cover: 7.11"W x 10"H



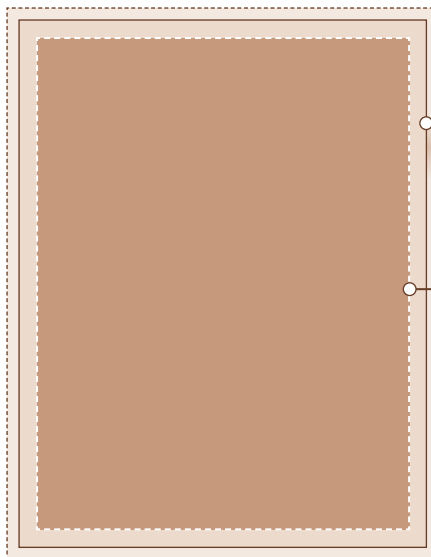
Trim Size: 7.11"W x 10"H
Bleed: 1/4" [.25 in.]
bottom edge only

Total File Size:
7.11"W x 10.25"H

Safe Area: Please keep all type 3/8" [.375 in.] away from the trim edge.

Catalog Ad Insert: 8.5"W x 11"H

This includes Catalog Inside Front Cover, Inside Back Cover and Back Covers



Trim Size: 8.5"W x 11"H
Bleed: 1/4" [.25 in.] all sides
Total File Size:
9"W x 11.5"H

Safe Area: Please keep all type 3/8" [.375 in.] away from the trim edge.

Calendar Banner: 19.5"W x 9.5"H



Trim Size: 19.5"W x 9.5"H
Bleed: 1/4" [.25 in.] all sides

Total File Size:
20"W x 10"H

Safe Area: Please keep all type 3/8" [.375 in.] away from the trim edge.

FEBRUARY 2011

| Number | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

File Preparation:

All digital files must be prepared to the exact size of the job to be output. A fee will be charged for any editing or adjustments of jobs that are **not** prepared at the required size.

RESOLUTION

All images should be set for final output of **300 dpi**.

COLOR PROFILE

Please convert all colors to **CMYK**.
RGB files will be converted to CMYK.

FILE FORMAT

We **ONLY** accept: **PDF, TIF, JPEG and EPS**.

MEDIA

We accept the following media in **PC** format: **CD or DVD**

FONTS

Please convert all fonts to **outlines**, if you are sending a pdf or eps.

Getting Your Files To Us:

BY MAIL:

Jinny Corporation
c/o Graphics Department
3587 Oakcliff Rd.
Doraville, GA 30340

BY FTP: Please follow the directions to the right, and send a confirmation email to: **tim@jinny.com**

1. In your web browser, type the following address:
http://files.jinny.com/



Login ID: **gxjinny**
Password: **gx5002**

2. At the Client Options window, select "Web Client", and click OK.
3. On bottom of the new screen, click "Create Directory".



4. Name your New Directory. Then click the folder you just created. On the bottom menu bar, click "Upload". Browse to find your file, then click "Upload".

Please email or call us after you have uploaded the file.



If the "Basic Web Client" doesn't work for your computer, click "FTP VOYAGER JV" on the top menu bar. This will start up a Javascript program in a new window.

In the new window, your computer is on the left side, and the FTP server is on the right.

On the left side, find the file you wish to upload, then click the "Upload" icon above, OR you can click and drag the file into the left window.