



product. price. people

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if you have any questions, please ask.

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WHAT YOU NEED TO KNOW BEFORE SUBMITTING YOUR AD FOR PRINT:

What file formats do we accept:

QuarkXPress, Adobe Illustrator & Photoshop. We prefer QuarkXPress files due to all of our publications are designed and produced in this program. We can accept a Photoshop file, however, we need the file saved as a Photoshop document (PSD) in order to preserve the layers so we can make additions and/or changes.

What you need to include WITH the file:

Fonts - all fonts used in the file. If you created the ad in Illustrator and changed the fonts to outlines, we still need the fonts in the event of a change that may need to be made.

Images - all pictures, photos, logos, clipart, etc, used in the ad should be included with the file. They need to be high resolution images - at least 300 dpi.

How to deliver the file to us:

CD/DVD - CD's and DVD's can save a large amount of information, they're virtually indestructible and they're easy and lightweight to mail. This is our preferred method.

PDF - READ ONLY. If you know for certain that there are no changes or additions required to be made, then a high resolution PDF will be sufficient. HOWEVER if your ad will need any changes, a PDF file will not be accepted.

FTP - On-line file transfer. You can save your files right on our ftp site. First compress into a self-extracting file. This will allow your file(s) to be downloaded onto and off the FTP site quickly and more efficiently. Use the login and password information below.

1. Open your internet browser, type the following into your browser address field:
ftp://ftp.ntpdistribution.com/incoming

Note: If you use a Mac, please use a file transfer program like Fetch. If you are using a PC with Internet Explorer 7 you will need to click on the Page drop-down menu in the upper right side of your menu bar and scroll down to the Open FTP Site In Windows Explorer option to access the FTP site.

2. Next, you'll be asked to enter your User ID & Password.

User ID: ftpguest
Password: keepout

3. Copy and paste your file(s) into the Incoming folder or simply drag and drop your file(s) into the folder. This works the same as copying files from one folder to another on your PC. Just let NTP know that you have uploaded your file and what the file name is and we'll take care of the rest.

Note: You can also use the ftp site to copy files from us. This works especially well when we may need you to proof an ad.