

# Print Production Specifications

## PROOFS

All files must be accompanied by a single page, composite color proof. Otherwise, the publisher is not responsible for color accuracy. If you supply proofs for color guidance they must be: Digital, Press, or Off-press proofs which meet SWOP specifications. Supplied color lasers will be used as a "content guide" only. The magazine can output a proof for an advertiser if one is not supplied (available upon request) but charges will apply.

## SAFE ZONE FOR CRITICAL CONTENT

All critical content (e.g. text, logos, critical design elements) should be kept at least 0.25" away from the trim edges and the spine to avoid being trimmed off or hidden after binding.


## PDF REQUIREMENTS

- > **File Type:** PDF/X1a. All high-resolution images and fonts must be included when the PDF/X1a file is saved.
- > **Images:** High-res images (including logos) must be at least 300 dpi. Make sure all images are linked before creating PDF files.
- > **Color:** All files must use CMYK process colors. Convert any spot colors not intended to print into CMYK. RGB elements must be converted to CMYK. This includes all images, fonts and graphics.
- > **Fonts:** All fonts must be fully embedded (no subsets) in the PDF file.
- > **Document Settings:** Files must be Right Reading, Portrait Mode only. 100% size, no rotations, must include crop marks.

## UPLOAD INSTRUCTIONS:

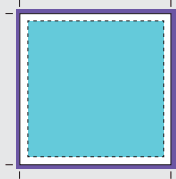
Please upload materials to the *Leader's Edge* Ad Portal: <https://ciab.sendmyad.com>. Contact our advertising department at [jacquetta.williams@ciab.com](mailto:jacquetta.williams@ciab.com) with any questions.

## DIMENSIONS

SAFE ZONE  TRIM  BLEED 

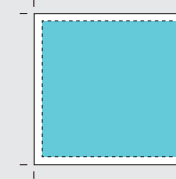
### FULL PAGE BLEED

TRIM: 10.75" X 10.75"  
SAFE ZONE: 10.25" X 10.25"  
BLEED: 0.125"



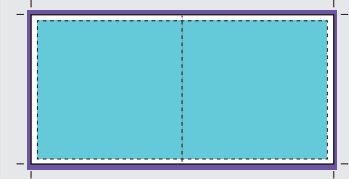
### FULL PAGE NON-BLEED

TRIM: 10" X 10"



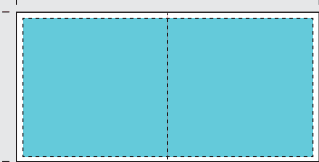
### SPREAD BLEED

TRIM: 21.50" X 10.75"  
SAFE ZONE: 21" X 10.25"  
BLEED: 0.125"



### SPREAD NON-BLEED

TRIM: 20.75" X 10"



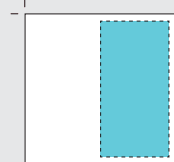
### 2/3 VERTICAL

TRIM: 6.25" X 9.5"  
NO BLEEDS



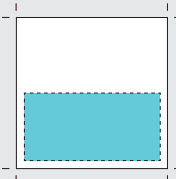
### 1/2 VERTICAL

TRIM: 4.625" X 9.5"  
NO BLEEDS



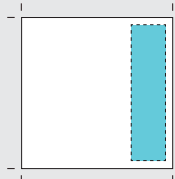
### 1/2 HORIZONTAL

TRIM: 9.5" X 4.625"  
NO BLEEDS



### 1/3 VERTICAL

TRIM: 3" X 9.5"  
NO BLEEDS



### 1/3 SQUARE

TRIM: 4.625" X 4.625"  
NO BLEEDS

