



Trim Size: 9" x 10 7/8"

Binding: Saddle stitch

Printing: Web offset, black and white, and four-color

#### ACCEPTABLE FORMATS

- InDesign, Quark, PDF, EPS, or TIF.
- Provide hard copy proof at 100%.
- All color must be CMYK (not RGB or spot color) with no ICC profiles.
- Minimum resolution: 1200 dpi for all line art and logos; all other images 300 dpi.
- For InDesign or Quark, package all images (no jpegs) plus Postscript Type 1 screen & printer fonts.
- For EPS or PDF, outline or embed all fonts.
- We **do not** accept Pagemaker, Microsoft Publisher, Word, or PowerPoint files.
- Berklee does not provide ad make-up or design services.

Mark Small, Editor  
*Berklee Today*  
 Berklee College of Music  
 1140 Boylston Street  
 Boston, MA 02215  
 Phone: (617) 747-2325  
 Fax: (617) 247-8788  
 e-mail: msmall@berklee.edu

