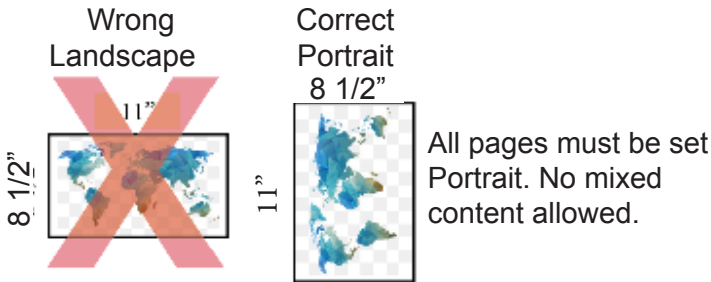


PROGRAMS/BOOKLETS & MAGAZINES

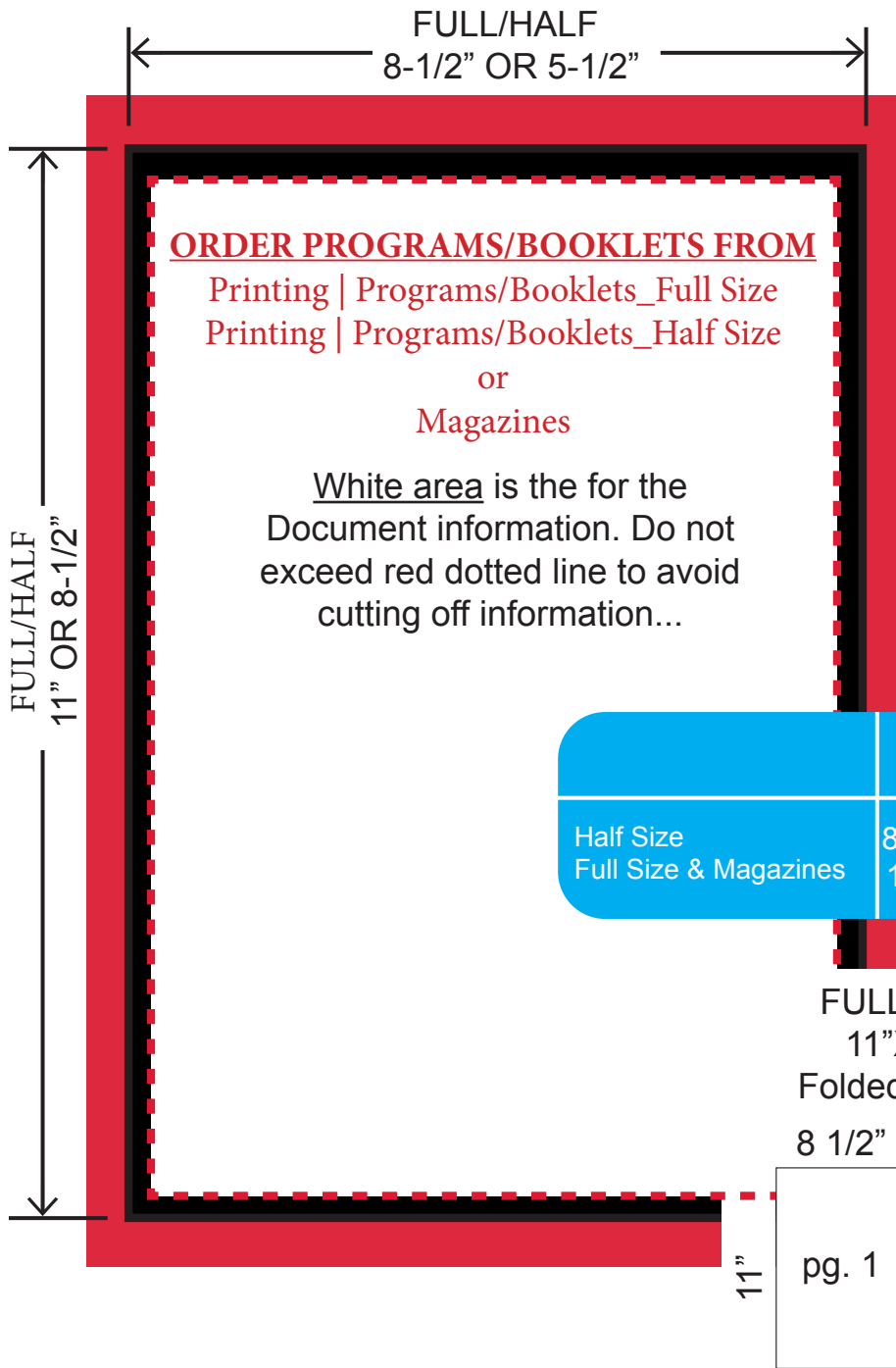
All Programs and Magazines must be formatted as individual pages, in multiples of 4 (20, 24, 28...) they must also be setup to the correct size and orientation (Portrait) before placing a DSF order. Note: Magazines are now available in full and half size. Magazines are printed on Silk Text and Cover media. Documents must not exceed 60 pages. Documents that do not follow the guidelines will not print correctly.

If you intend to create document yourself please ensure the following guidelines are followed.



Graphic Arts will design your programs for you!

Jorge Carmona: jcarmona@lcisd.org
 John Garrou: john.garrou@lcisd.org
 Mariana Diaz: mariana.diaz@lcisd.org



Red area indicates Bleed extents. All bleed information must reach this line in order to print Full bleed. Set bleed settings to 1/4" all around.

Black area indicates the margin area. Any text or information that you need to be visible should not encroach this area. Text or graphics inside this area may be cut off.

	Final Program Size	Actual Page Layout size
Half Size	8.5x11 Folded in Half	8.5 x 5.5"
Full Size & Magazines	11x17 Folded in Half	11" x 8.5"

FULL SIZE	HALF SIZE
11"X17"	8 1/2" X 11"
Folded in Half	Folded in Half
8 1/2" 8 1/2"	5 1/2" 5 1/2"

