

## Helpful Hints on How to Submit Your Orchestra Program Ad

- 1) All ads are **due by midnight on Wednesday, September 14, 2011. Send ad to [ahs\\_orchestra\\_ad@sbcglobal.net](mailto:ahs_orchestra_ad@sbcglobal.net). Please put Student Name & ad size in the subject line.**
- 2) Payments are due before we submit the program to the printer.  
**If you need to make installment payments, the first installment is due on or before September 14.** Please contact Sharon Love if you are making installment payments so she can make a notation on your ad.  
817-480-5355 or [sk.love@sbcglobal.net](mailto:sk.love@sbcglobal.net)  
The last installment payment is due by November 1, 2011.
- 3) If you are sending graphics or pictures along with text, please do not use **Word .doc or .docx**
- 4) If you are sending only text then, **Word .doc or .docx** is perfectly acceptable.
- 5) If you have the ability to send a **.jpg or jpeg** file then this is the preferred format.  
  
\*\*\*Please note that we have no ability to modify a .jpg, so please make sure the .jpg ad is exactly as you want it to appear. **Please use Spell Check.**
- 6) All ads will be done in Black/White so please keep that in mind when you are choosing your picture. We will convert all colored pictures to Black/White. Please do not send too dark or too light photos.
- 7) If you are sending a picture, please make sure it is sized properly for the ad size you are purchasing. A 5 meg file size is not necessary for a 1/8 page ad. Any picture less than 700k is probably not going to print clearly.
- 8) Low resolution pictures, from a bad scan or a cell phone, will more than likely not look clear.
- 9) PDF files are very difficult to work with. The preferred formats are: **.jpg, .tif, .png or .pub.**
- 10) If you are creating an ad with a photo collage, please be aware of the file size you are creating. If your finalized ad is greater than around 5-7 meg, then it is likely too big. (Most ads are around 1 mg and greater, depending on the ad size.
- 11) If you need assistance with your ad, please contact David Love at 817-614-4120 or Sharon Love at 817-480-5355. If you need to scan in a picture or pictures and need help, arrangements can be made with David to come to his home.
- 12) Please do not wait until September 13 or September 14 to submit your ad if at all possible.
- 13) Please remember to double check your ad and spell check to make sure it is as exactly as you want it.

Thank you.