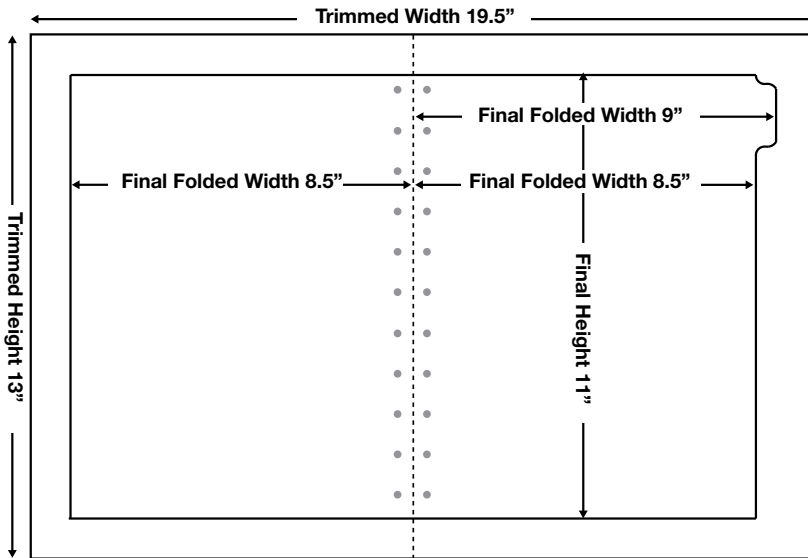
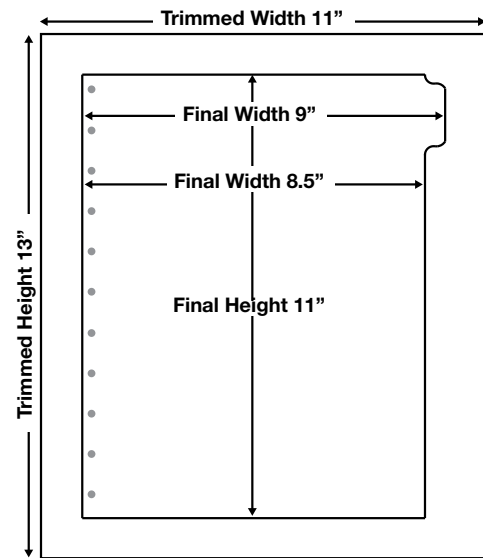


# Tab Specifications

**OCTOBER 30**  
**Files for PINC produced material due at PINC**



**NOVEMBER 10**  
**All pre-printed materials due at Dome Printing (see next page)**



## SPECIFICATIONS

### Paper Stock

White, coated stock - Min 100# cover – Max 120# cover.

**Quantity** - 7,000 preprinted tabs.

### Size and Layout

- Final dimensions 9"x 11". Use PINC supplied template.
- Template file: Illustrator files furnished with front and back tab positions + tab copy.
- Allow one inch of overwork on all dimensions.
- Trim as indicated on template.

### Binding

- Spiral bound. Allow 0.5" margin for any copy close to the binding edge on both sides.

**Bleeds** - Allow 0.125" bleed.

## DEADLINES

**October 30 for files.**

**November 10 for preprinted tabs.**

Questions – Contact Diane Gong  
diane@pinc.org

## REQUIREMENTS

**Tab Color** - NO background color in the tab area.

### Tab Copy

- Use the black type supplied in Illustrator file.
- Please DO NOT set your own type.
- Repeat the tab copy on the reverse side of tab.
- PLEASE DO NOT DIE CUT YOUR TAB.
- We will die cut your tab.
- Deliver press sheets trimmed to 1-up with 1" overwork on all sides.
- *You must submit a PDF for review before printing. This will help insure that your tab meets the requirements.*
- If you are submitting files for PINC Produced materials, please use the above dimensions and follow these File specifications.

## DELIVERY INSTRUCTIONS ON NEXT PAGE

**If you are submitting files for PINC PRODUCED MATERIALS, use the above dimensions and follow the File Specifications on the next page.**

# Tab Specifications (con't)

## DELIVERY INFORMATION

**Deadline: Tuesday, November 10, 2009**

Deliver to:

### Dome Printing

Attn: Karen Richards  
340 Commerce Circle  
Sacramento, CA 95815  
800.343.3139

- Provide a detailed packing slip showing total piece count and with a sample attached. If there are multiple lots provide a sample of each one.
- Label each carton as PINC Buyers Guide 2010 Tab. Include the name of your company and piece count per carton.

## FILE NAMING CONVENTION

Files must be named with

- Company Name\_
- BG10\_
- Ad size (2 page tab, 4 page tab)
- File extension

E.g. XYZLith\_BG10\_4page\_tab.pdf

## SUBMITTING YOUR FILE

### Email

Files under 1.5 MB may be sent to  
[diane@pinc.org](mailto:diane@pinc.org).

Subject line must include ad information  
e.g. XYZLitho - BG10 Tab.

Please include your production contact information in this email.

### FTP

Files larger than 1.5 MB may be uploaded to our ftp site.

Use the folder named:

BUYERS\_GUIDE10\_MEMBER\_ADS\_HERE

Hostname: <ftp.pinc.org>

Username: guest

Password: pinc

You must use an ftp client program and be in passive mode, a browser will not work on this site. **Please send an email to [diane@pinc.org](mailto:diane@pinc.org) to let us know that you have uploaded files.**

### Mail

If sending CD or DVD, please notify us by email.

Include printed proof and send media to:

### PINC

Attn: Diane Gong  
665 Third Street, Suite 500, San Francisco, CA 94107  
1.800.659.3363

## FILE PREPARATION

### Basics

- Placed art is minimum 300 PPI at 100%.
- All colors CMYK – no spot colors (convert spot to process).
- Convert all blacks to rich black – 30% C, 30% M, 30% Y, 100% K
- Avoid small type built with more than 2 process colors.

### Preferred File Format

- Hi-res PDF created with special PINC Settings from InDesign CS2/3.
- Download these settings from Buyers Guide web site [www.buyersguide.pinc.org/](http://www.buyersguide.pinc.org/)

### Accepted File Formats:

#### Native Adobe Illustrator CS2/3

- Embed all links, minimum 300 PPI at 100%.
- Outline all fonts.
- All colors CMYK – no spot colors.

#### Adobe Illustrator EPS Files

- Embed all links, minimum 300 PPI at 100%.
- Outline all fonts.
- All colors CMYK – no spot colors.

### TIFF Files

- 300 PPI at final size.
- Flattened
- All colors CMYK – no spot colors.

## LOGOS

All advertisers receive a logo on their Buyers Guide page and their PrintAccess page. Make sure that you provide a logo file with your ad file. Download the Logo Specs.

**Questions – Contact Diane Gong**  
[diane@pinc.org](mailto:diane@pinc.org)

## DEADLINES

**OCTOBER 30 FOR FILES**

**NOVEMBER 10 FOR  
PRE-PRINTED TABS**



PINC

665 Third Street, Suite 500 San Francisco, CA 94107  
1.800.659.3363