

AD SPECIFICATIONS FOR PROGRAM BOOK

The following file formats are acceptable for ads: (.PDF) or (.JPG)
Recommended 600 to 800 resolution - Minimum 300res when ad is submitted actual size.
All fonts must be converted to outline or embedded in the file.

Full-color ads should be submitted as CMYK. 1-color ads should be converted to greyscale prior to submission.

*** Please note that ads in the Program Book will be printed in **black and white** with the exception of front and back cover ad space.

Do not submit digital files in Word, Publisher, PowerPoint, WordPerfect, EPS, CorelDraw, Excel, Quark, InDesign, Pagemaker or any other desktop publishing formats.

Ad must be submitted as a single PDF file only, formatted exactly as it is to appear in print.

If you are unable to submit your ad in one of the acceptable digital formats, please contact me at 815-509-7158 for further instructions.

Ad dimensions for an 8.5x11" book (no bleeds):
Half page horizontal - 7.5" wide x 5" tall
Full page - 7.5" wide x 10" tall

Ads must be received by (check print deadlines for this project) to be included in the program book.

You may email the ad file (pdf or jpeg only) to ta.wessels@gmail.com

Disclaimer: TM Enterprises is not responsible for errors in submitted ads. Ads should be proofread and approved by the advertiser before submitting.

Terry Wessels
T.M. Enterprises, a Division of TM Conference Services, LLC
406 N Sixth St #C
Marquette MI 49855
P: 815-332-7084 F: 815-332-3476 E: ta.wessels@gmail.com www.TMConferenceServices.com

There ad sizes are for a book with 8.5" x 11" pages, no bleeds

FULL PAGE: Vertical Format = 7.5" x 10"

HALF PAGE: Vertical Format = 3.75" x 10"

QUARTER PAGE: Vertical Format = 3.75" x 5"

EIGHTH PAGE: Horizontal Format = 3.75" x 2.5"

HALF PAGE: Horizontal Format = 7.5" x 5"

QUARTER PAGE: Horizontal Format = 7.5" x 2.5"

FULL PAGE
vertical format
7.5"x10"

These ad sizes are for a book
with 8.5" x 11" pages, no bleeds.

HALF PAGE
vertical format
3.75" x 10"

QUARTER PAGE
vertical format
3.75" x 5"

EIGHTH PAGE
horizontal format
3.75" x 2.5"
(vertical format is not offered)

QUARTER PAGE
horizontal format
7.5" x 2.5"

HALF PAGE
horizontal format
7.5" x 5"

PROGRAM BOOK INSTRUCTIONS FOR SUBMISSIONS

Liturgy pages should be formatted to the final page size of the program book, standard letter 8.5x11 with .5" margin all sides. The live area is 7.5 x 10".

If they scan music from some printed source, use at least 300dpi/resolution, greyscale. They can save as TIF, JPG, or whatever format their scanner supports, as long as the resolution is high enough so type isn't fuzzy when printed actual size. (I'm trying to put this in layman's terms.) If everything on liturgy pages is just b&w type and music scores (no photos or greys), then they can scan as a black & white bitmap, using 800 or higher resolution. This usually results in smaller, more manageable file sizes.

They will probably take the scans and insert them into a word document, adding text. They should use a very generic typeface such as Times Roman or Arial. Hopefully when they convert the working files to pdf, they will embed all fonts properly, but in case they don't succeed, then the type shouldn't default to something bizarre. They should print out the pages. Just because they look ok on screen does not mean they will print cleanly.

Once pages are completely assembled, they must be converted to pdf. If they are working in Word, there is a pdf conversion toolbar that they can use. PDFs created in word are only as good as the quality of scanned images. They should include printouts of the pages. That gives me an accurate reference for comparison to their digital files. It also gives me the last-ditch option of scanning the printouts if nothing else works.

Software is getting smarter, so there may be fewer problems this year with supplied pdfs. If client is unsure, make one sample page and send it to me for evaluation.

There are 2 pages included that show the difference in past submitted work. The files were submitted from multiple sources, saved in different ways. To avoid extensive cleanup work which is expensive and time consuming, we need to avoid submissions where the pdfs were not true black & white, but simulated black with a blend of all 4 ink colors, which caused printing problems.

If the pdfs you receive print cleanly and legibly at 100%, they should be ok. If they are blurry, they need to be redone. If scanning, tell people to use greyscale-600dpi or bitmap-1200dpi.

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Debra Phillips, Creative Specialist

Terry Wessels
T.M. Enterprises
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CREATING PRESS-READY PDF FILES FROM POSTSCRIPT USING DISTILLER 8

Distiller settings and preferences

Several preferences need to be set in Distiller to get proper output. These are set in Adobe PDF Settings (Settings > Edit Adobe PDF Settings).

① General

Compatibility — Set to Acrobat 5.0. If you don't, spot colors in your document will be remapped to CMYK.

Object-Level Compression — Set to Off.

Auto-Rotate Pages — Set to Off.

Binding — Set to Left.

Resolution — 2400 dots per inch, All Pages.

Embed Thumbnails — Unchecked.

Optimize For Fast Web View — Unchecked.

Default Page Size — Set to the page size you plan on distilling. (NOTE: This setting may be overridden, depending on the program the PDF files are written from.)

② Images (image on previous page)

Color Bitmap Images, Grayscale Bitmap Images — all sampling and compression settings should be set to off. Quality for each should be set to Maximum.

Monochrome Images — same as above. Anti-Alias to gray should be off.

③ Fonts

Embed all fonts — Checked.

Subset embedded fonts when percent of characters used is less than: — Set to 99%. This setting is the percentage of characters in the typeface that can be used before Distiller will embed the entire font. Subsetting can dramatically reduce the size of font-intensive PDF files.

When embedding fails: — Set to Cancel Job. (NOTE: Occasionally, some fonts get stubborn and refuse to embed. If this happens to you, change the setting to Warn and Continue and remake your PDF file. You will then need to provide copies of all fonts used in the document with the PDF file.)

Embedding, Always Embed: and Never Embed: — These are user-defined settings that, for Apogee purposes, should be left alone. The other settings in this section will take care of the fonts in your document; marking fonts to Always Embed can add fonts to the PDF that aren't used in your document, increasing its file size. Conversely, marking fonts to Never Embed could potentially cause fonts to be left out of your PDF file, which could cause problems when the file is being processed through Apogee.

④ Color

Settings File — set to Color Management Off.

All settings in Color Management Policies and Working Spaces will be grayed out.

Device-Dependent Data area:

Preserve Under Color Removal and Black Generation — Checked.

When transfer functions are found — set to Remove.

Preserve Halftone Information — Unchecked.

⑤ Advanced

Options area:

Allow PostScript file To override Adobe PDF Settings — Unchecked.

Allow PostScript XObjects — Unchecked.

Convert gradients to smooth shades — Checked.

Convert smooth lines to curves — Unchecked.

Preserve Overprint Settings — Checked.

Overprinting default is nonzero overprinting — Checked.

Save Adobe PDF settings inside PDF file — Checked.

Save original JPEG images in PDF if possible — Checked.

Save Portable Job Ticket inside PDF file — Unchecked.

Use Prologue.ps and Epilogue.ps — Unchecked.

Create Job Definition Format (JDF) file — Unchecked.

Document Structuring Conventions (DSC) area:

Process DSC comments — Checked.

Log DSC warnings — Unchecked.

Preserve EPS info from DSC — Checked.

Preserve OPI comments — Unchecked.

Preserve document info from DSC — Checked.

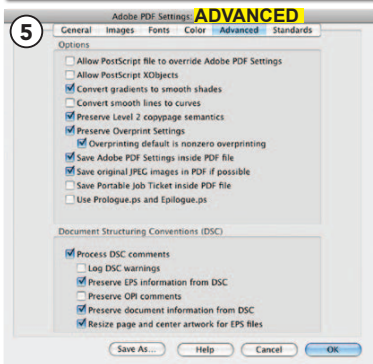
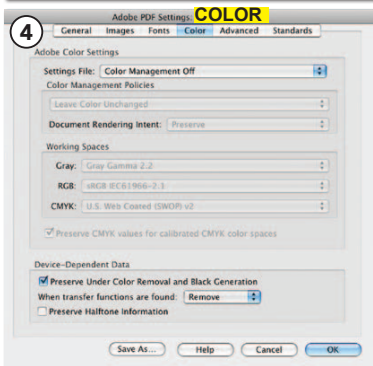
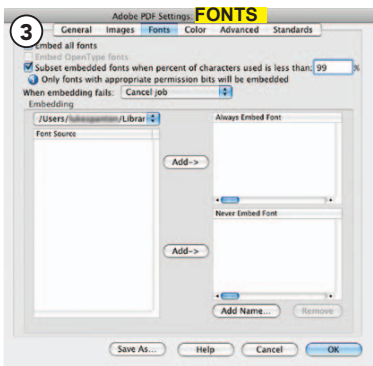
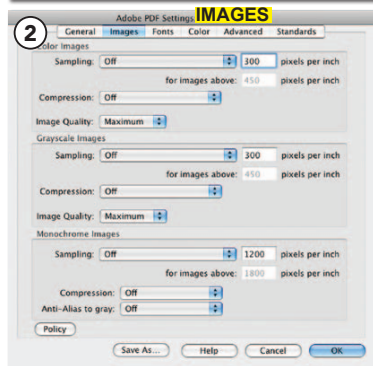
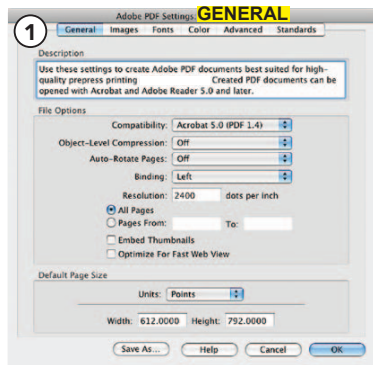
Resize page and center artwork for EPS files — Checked.

Standards

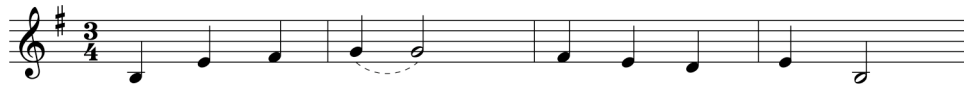
Leave as is.

Create a Preset...

Save your new job options so that you can use them when needed.



Christ, Be Our Light



1. Long - ing for light, we wait in dark - ness.
 2. Long - ing for peace, our world is trou - bled.
 3. Long - ing for food, man - y are hun - gry.
 4. Long - ing for shel - ter, man - y are home - less.
 5. Man - y the gifts, man - y the peo - ple,



Long - ing for truth, we turn to you.
 Long - ing for hope, man - y de - spair.
 Long - ing for wa - ter, man - y still thirst.
 Long - ing for warmth, man - y are cold.
 man - y the hearts that yearn to be - long.



Make us your own, your ho - ly peo - ple,
 Your word a - lone has pow'r to save us.
 Make us your bread, bro - ken for oth - ers,
 Make us your build - ing, shel - ter - ing oth - ers,
 Let us be ser - vants to one an - oth - er,



light for the world to see.
 Make us your liv - ing voice.
 shared un - til all are fed.
 walls made of liv - ing stone.
 mak - ing your king - dom come.



Christ, be our light! Shine in our hearts.



Shine through the dark - ness. Christ, be our light!



Shine in your church gath - ered to - day.

Way, Truth and Life

ESTROFAS/VERSES

Cantor



1. Make us a way worth walk - ing, pil - grim
 2. De tu ver - dad haz - nos dig - nos, un pue - blo
 3. Make us a life worth liv - ing, full of



1. peo - ple — in mo - tion, a road that leads to wis - dom,
 2. muy com - pa - si - vo. Haz - nos pa - la - bra vi - va,
 3. vi - sion — and cour - age, a peo - ple kind and giv - ing,



1. call - ing each to — the jour - ney. Oh haz - nos la
 2. sien - do el cuer - po — de Cris - to. O give us in -
 3. bound for free - dom — and jus - tice. Ben - di - ga tu



1. sen - da ha - cia la paz; — u - na voz — que va pro - cla - man - do:
 2. teg - ri - ty — so our deeds — shine with gos - pel glo - ry.
 3. pue - blo, oh Se - ñor: — u - na só - la J - gle - sia en Je - su - cris - to.

ESTRIBILLO/REFRAIN

Todos/All



E - res el ca - mi - no, e - res la ver - dad...



God of all life, send your wis - dom a - mong us.



Show us the way, — teach us the truth. — Da - nos tu vi - da,



llé - na - nos con tu es - pí - ri - tu.