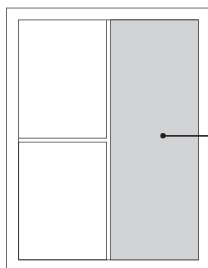
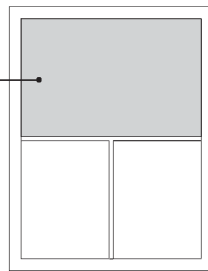


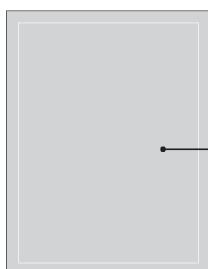
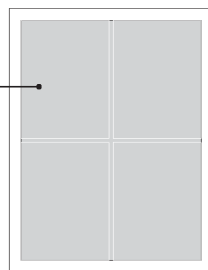
1/4 page  
22 × 29.5 picas  
(3.67 × 4.92 inches)

1/2 page horizontal  
45 × 29.5 picas  
(7.5 × 4.92 inches)



1/2 page vertical  
22 × 60 picas  
(3.67 × 10 inches)

Full page (no bleed)  
45 × 60 picas  
(7.5 × 10 inches)



Full page with bleeds  
53 × 68 picas  
(live area = 51 × 66 picas)  
(8.5 × 11 + 1/8-inch bleed)

### FORMATS & INSTRUCTIONS

All employer messages are full color and **MUST** be submitted electronically in one of the following formats:

- Adobe Illustrator EPS. Text must be converted to paths.
- Adobe Photoshop TIF or EPS. Files must be 300 dpi; use CMYK color space.
- Adobe Acrobat PDF. Files must be press-optimized with all fonts embedded.
- Native InDesign file. Text must be converted to paths. Be sure to include all links.

Please submit files on CD-ROM or via e-mail (if file size permits).

For assistance with technical questions about sizes, file formats, color or font issues, please contact:

Bill Morgan  
MSU Career Services  
(517) 884-1347  
[morganw6@msu.edu](mailto:morganw6@msu.edu)

To reserve space in the *Career Passport*, contact:

Beth Boehmer  
[boehmerb@msu.edu](mailto:boehmerb@msu.edu)  
(517) 884-1330