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Sending Files:

Send disks and photographs to:

MEA, Attn: Elizabeth Fischer
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Or email to: elizabethf@midwestenergy.org

Sending files via email:

Files under 10 MB can be sent via email. All other files must be sent using a service such as TransferBigFiles.com or sent on disk. Files can be compressed using WinZip. If an FTP site is necessary please contact Elizabeth.

PC File Formats Accepted and Applications Supported:

.tif	.eps	.ai	.psd
.jpeg	.png	.indd	.qxp
.pdf for print			

Company Logos: .eps or .ai (vector files) preferred

Adobe InDesign, Photoshop, Fireworks and Illustrator CS5,
QuarkXpress 7.0

Resolution:

Files **MUST** be 300 dpi or higher.

Committee/Board Members/Speakers/Presentors:

Photographs/Mug Shots

.tif or .jpg preferred

DO NOT embed the photos in a Word or Outlook.

Minimum physical size of 2"x2".

Sponsor Companies:

Company Logo

Platinum, Gold, and Silver sponsor logos **MUST** be vector based.
Either .eps, .ai, or .fla.

Please include a company description and your company's URL.

We CANNOT accept/support:

Images embedded in Microsoft Word or WordPerfect files
Powerpoint files or images embedded in a powerpoint presentation
Graphics embedded in Adobe Acrobat (.pdf)
True Type Fonts (fonts with a TT logo)
Graphics captured from the internet (low res RGB images)

Sending Editorial Material:

If you are sending text for use in a What's New Presentation, MEA's website, Energy Delivery News & Solutions, or eConnection, any pc formatted text file can be accepted. (.txt or .doc)

Images sent for print editorial purposes must be hi-res, 300 dpi and in a .jpeg, .eps, or .tif file format.

Web-only publication files may be sent as .jpeg and .png at the highest dpi available.

A physical size of at 2"x2" is preferred. Please do not artificially bump up the resolution in Photoshop, this sacrifices physical size, quality, and sharpness of the image. Lo-res images (72 dpi) cannot be converted to hi-res.

Editorial Deadlines:

Energy Delivery News & Solutions (EDNS)

An eNewsletter containing Successful Practices and industry related news.

To submit an article email elizabethf@midwestenergy.org.

Published at the end of the month.

eConnection

An eNewsletter containing member information.

To submit an article, email elizabethf@midwestenergy.org.

Published at the beginning of the month.

Member Directory

MEA's member directory is published by Data Print Distribution (DPD).
Contact them for deadlines and digital specification guidelines.

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