Digital File Instructions 2009 ICPA NEWSPAPER CONTEST

Please submit a CD with digital files of ALL of your contest entries. Digital files are particularly important for the design, layout, photo and advertising categories. These files will be used to create the awards show presentation and souvenir program. This CD will not be used for judging purposes – the judges will receive your paper submissions only.

What to include on your CD:

- Digital files should be submitted on CD with the name of your publication printed clearly on the CD.
- Create a separate folder on the CD for each category you are entering. The folders should be named using the category number and name. For example, 01_EDITORIAL CARTOON.
- Digital files should be submitted for each category you are entering and put in the corresponding folder. Please name your files using the following naming convention: publication_category number_entry title.xtag For example: dailyillini_1_election.pdf

Digital file formats:

Photos – Submit the individual photo saved as 200dpi maximum quality JPEGs in RGB or Grayscale format
Ads – Submit the individual ad as a pdf (not the entire page)
Everything else – Submit a pdf of the entire page

If you have any questions about how to prepare your CD or digital files, please contact Kit Donahue at 217-337-8323.

Circle one: **OPEN** **NON-DAILIES** (4,000 or more) **NON-DAILIES** (Under 4,000) **DAILIES**

Newspaper name _____

School _____

Newspaper street, city, zip code _____

_____

Telephone _____

Name/title of preparer (in case of questions) _____

Adviser _____ Adviser phone _____

DIGITAL FILE CHECKLIST

Please indicate the number of digital files that you have included for each of the categories you have entered.

1 ____	8 ____	15 ____	22 ____	29 ____	36 ____	43 ____	50 ____	57 ____	64 ____
2 ____	9 ____	16 ____	23 ____	30 ____	37 ____	44 ____	51 ____	58 ____	65 ____
3 ____	10 ____	17 ____	24 ____	31 ____	38 ____	45 ____	52 ____	59 ____	66 ____
4 ____	11 ____	18 ____	25 ____	32 ____	39 ____	46 ____	53 ____	60 ____	67 ____
5 ____	12 ____	19 ____	26 ____	33 ____	40 ____	47 ____	54 ____	61 ____	68 ____
6 ____	13 ____	20 ____	27 ____	34 ____	41 ____	48 ____	55 ____	62 ____	69 ____
7 ____	14 ____	21 ____	28 ____	35 ____	42 ____	49 ____	56 ____	63 ____	70 ____