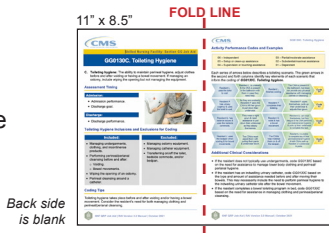# PAC JOB AIDS
File Format Guide
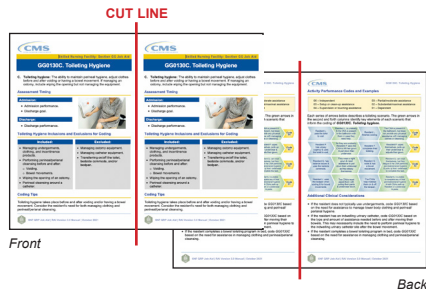
Format 1 (one-sided print/fold):

- Flat Size: 11" x 8.5" Landscape *(fold in half)*
- Folded Size: 5.5" x 8.5"
- Side 1: Front & Back of Job Aid side-by-side
- Side 2: Blank
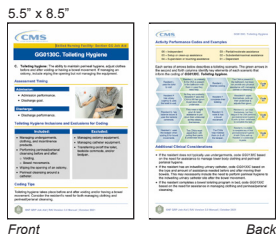
11" x 8.5" **FOLD LINE**

Back side is blank

Format 2 (two-sided print/cut):

- Print this one sheet as a double-sided document, then cut it in half.
- Flat Size: 11" x 8.5" Landscape *(cut in half)*
- Cut Size: 5.5" x 8.5"
- Side 1: Front of Job Aid (x2 per page)
- Side 2: Back of Job Aid (x2 per page)

CUT LINE

Front

Back

Format 3 (professionally printed):

- Flat Size: 5.5" x 8.5" Portrait
- Ink: Full Color Digital Printing
- Paper: 80 lb. Silk Text, White
- Design files and a PDF will be provided

5.5" x 8.5"

Front   *Back*

Format 4 (508 compliant PDF/screen reader):

- Flat Size: 5.5" x 8.5" Portrait
- Digital file for viewing online
- PDF optimized for screen readers and other ADA compliant technology