



## Create Ad – Uploading Art

- Spec Ads

# Ad Submit – Uploading Art

Start by gathering all materials needed for the ad.

- Ad Ticket – Spec Ad Form
- Ad Layout
- Art Work

Scan physical materials and save them to an easy to locate folder.

- Ad Layout – Design for spec ad
- Art Work – Photos, Logos, etc.

Copy all electronic materials to an easy to locate folder.

- Art Work – Photos, Logos, etc.





## Ad Submit – Uploading Art



From the Inquire - Display Ads screen, click on the Create Ad icon in the tools pallet.

Use the drop down menu and select Spec Ad for the Ad Kind.

A screenshot of a dropdown menu labeled 'Ad Kind\*'. The menu is currently closed, showing a white input field and a blue downward-pointing arrow button on the right side.



# Ad Submit – Uploading Art

Click the Find Customer link to select an existing customer.

Ad Kind\*  
Spec Ads

Ad Number

Account Number

Advertiser Name

[Clear Customer](#)

[Find Customer](#)

### Contact Information

Contact Name\*  
Mary Smith

Email\*  
msmith@times.com

The system will automatically assign an Ad Number.

If the customer doesn't exist in the system yet, enter the Advertiser Name manually.

Search by Name Furniture

| Customer Name                 | Customer Number |
|-------------------------------|-----------------|
| BERNE & PHYL'S FURNITURE      | 44884           |
| BROWNSTREET FURNITURE CO      | 145262          |
| CEDAR & OAK FURNITURE         | 157775          |
| CEDAR AND OAK FURNITURE       | 157689          |
| COPELAND FURNITURE            | 150887          |
| COTTAGE DESIGNS FURNITURE     | 142427          |
| COTTAGE DESIGNS FURNITURE LLC | 143062          |
| HARRIS FAMILY FURNITURE       | 112696          |
| HARRIS FAMILY FURNITURE       | 50803           |
| HUBBINGTONS FURNITURE         | 52585           |
| IDEAL OFFICE FURNITURE        | 155235          |
| PURELY WOOD FURNITURE         | 57516           |
| PURELY WOOD FURNITURE         | 105325          |
| PURELY WOOD FURNITURE         | 57520           |
| WINCHENDON FURNITURE          | 105586          |
| WINCHENDON FURNITURE CO       | 62072           |

Page 1 of 1 10 per page

Search Cancel

Search for the Advertiser by Name or Account.

Click on the Advertiser Name in the list to select a customer.

Salesperson\*  
House Account

Run Date\*



# Ad Submit – Uploading Art

Enter your contact info.

- Your name
- Your phone #
- Your email

This will only need to be entered the first time.

Ad Kind\*

Spec Ads

Ad Number

Account Number

[Clear Customer](#)

[Find Customer](#)

## Contact Information

Contact Name\*

Mary Smith

Phone\*

(111) 111-1111

Email\*

msmith@times.com

## Ad Information

Ad Description\*

Spring Sale

Salesperson\*

House Account

Publication/Edition

Run Date\*

03/23/2012

Color Info

Black & White

Ad Width

6

Columns (Broadsheet)

Ad Height

18

Inches

Notes

Spring Sale - 3/24/12

Send proof to  
jkelly@times.com

Enter the Ad Information.

Fields with an \* are required.

Notes – enter any relevant information for the ad.

Select a projected 1<sup>st</sup> Run Date.



# Ad Submit – Uploading Art

Please select your files for uploading:

File: C:\Users\scsadmin\Desktop\ Browse...

Comments:

File:  Browse...

Comments:

Create Ad

Click on the browse button and navigate to the files to be uploaded for the ad.

Add additional files as needed for upload.

For ads with a lot of art work, a folder can be compressed and sent as one attachment.

**Create Ad** – Click on the Create Ad button to create the Spec Ad and upload the attached artwork.



# Ad Submit – Uploading Art

This is the confirmation page. An email will also be sent confirming the upload.

Click on the Print Receipt link to view or print a confirmation ticket.

Spec Ad Number – system generated.

Confirmation Number: 20344  
[Print Receipt](#)

Ad Kind:  
Spec Ads

Ad Number  
SPC0002332

Account Number: 000000194  
Advertiser Name: DEETS FURNITURE

**Contact Information**  
Contact Name: Jonathan Ebling  
Email: ebaling@newspapersystems.com

**Ad Information**  
Ad Description: Spring Sale  
Salesperson: Linda the Lindinator I  
Publication/Edition: Web Based Product #1  
Run Date: 03/30/2012  
Category: Easy  
Ad Width: 3 Columns (Tabloid - Retail)  
Ad Height: 10 Inches

Notes

| Filename      | Notes | Image |
|---------------|-------|-------|
| aquascape.tif |       |       |

**AdSubmit Arrival Notice** Ad Components 20344

| ADVERTISER                          | AD INFORMATION              |
|-------------------------------------|-----------------------------|
| Advertiser: DEETS FURNITURE         | Ad Number: SPC0002332       |
| Contact: Jonathan Ebling            | Run Date: 03/30/2012        |
| Phone: (111) 111-1111               | Description: Spring Sale    |
| Email: ebaling@newspapersystems.com | Size: 3col x 10in           |
| Publication: Web Based Product #1   | Page Type: Tabloid - Retail |
| Color Info: No Color                | Comments                    |
| Sales Rep: Linda the Lindinator I   |                             |
| Received: MAR 20, 2012 @ 3:14 PM    |                             |
| Confirmation Number: 20344          |                             |

**SUBMITTED FILES**

| File Name     | Preflight | Notes |
|---------------|-----------|-------|
| aquascape.tif | N/A       |       |