



Ad Submit – Uploading Art

- New Ads
- Pickup Ads with Change
- Camera Ready Ads

Ad Submit – Uploading Art

Start by gathering all materials needed for the ad.

- Ad Ticket
- Ad Layout
- Art Work

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

- Ad Layout – Design for new ad
- Pickups - Copy of ad with changes
- Art Work – Photos, Logos, etc.

Copy all electronic materials to an easy to locate folder.

- Art Work – Photos, Logos, etc.
- Camera Ready Ads - PDFs





Ad Submit – Uploading Art

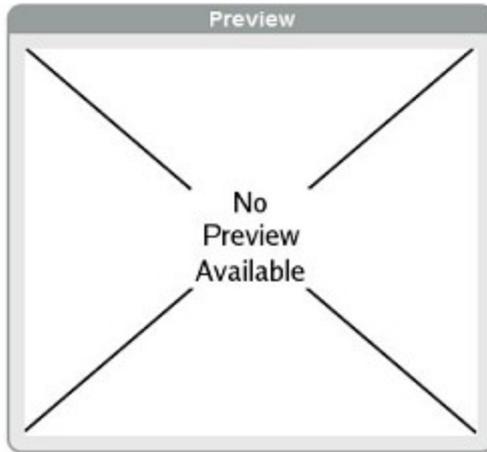
Default Searches ?
[Today's Ads](#)

Saved Searches

Find Ad: Go

Locate the ad in CAS by entering the the ad number in the Find Ad field on the Inquire – Display Ads screen.

From the Ad Info. screen click on the Submit Art icon in the tools pallet.



Ad Summary

Ad Id: 589185
Size: 1col x 10.25in
Color Info: Black & White
Classification: 0000
Advertiser: MERRA, KANAKIS, CREME & MELLOR (54345)
Description: 307 MERRIMACK ST. LL
Salesperson: Legals (1200)

Status: New
Proof Status: Unavailable
This ad is currently unavailable for review.

[Hide](#)

Run Date:	Publication	Run Status
03/22/2012	Legals	Pending
03/15/2012	Legals	Pending



Ad Submit – Uploading Art

Enter your contact info.

- Your name
- Your phone #
- Your email

This will only need to be entered the first time.

All Ad Info. will be auto filled.

Notes – enter any relevant information for the ad.

Ad Number 589185	Advertiser Name MERRA, KANAKIS, CREME & MELLOR
Account Number 54345	
Contact Information	
Contact Name* Mary Smith	Phone* (111) 111-1111
Email* msmith@times.com	
Ad Information	
Ad Description* 307 MERRIMACK ST. LL	Salesperson* Legals
Publication/Edition Legals	Run Date* 03/22/2012
Color Info Black & White	
Ad Width 1	
Ad Height 10.25 Inches	
Notes	
Please select your files for uploading:	
File:	Browse...



Ad Submit – Uploading Art

Please select your files for uploading:

File: 

Comments:

File:   

Comments:

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.

Submit Art – Click on the Uploads Files button to upload the attached art work for the ad.



Ad Submit – Uploading Art

Confirmation Number: 20343
[Print Receipt](#)

Ad Number
79427

Account Number
0000015398

Advertiser Name
JACOBSEN THERAPY SERVICES

Contact Information

Contact Name*
Jonathan Ebling

Phone*
(111) 111-1111

Email*
ebling@newspapersystems.com

Ad Information

Ad Description*
National Physical

Salesperson*
Linda the Lindinator I

Publication/Edition
Daily News Display

Run Date*
07/22/2012

Color Info
Black & White

Category*
Easy

Ad Width
3 Columns (Broadsheet Pages)

Ad Height
7 Inches

Notes

Proof needed by 3/17/12.
Send to jmillier@tmp.com
Full Page Color Ad

Filename	Notes	Image
credit cards clip.eps	credit card logo	

Page 1 of 1 (10 per page)

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.

AdSubmit Arrival Notice - Ad Components 20343

ADVERTISER	AD INFORMATION
Advertiser: JACOBSEN THERAPY SERVICES	Ad Number: 79427
Contact: Jonathan Ebling	Run Date: 07/22/2012
Phone: (111) 111-1111	Description: National Physical
Email: ebling@newspapersystems.com	Size: 3col x 7in
Publication: Daily News Display	Comments
Color Info: No Color	Proof needed by 3/17/12. Send to jmillier@tmp.com Full Page Color Ad
Sales Rep: Linda the Lindinator I	
Received: MAR 14, 2012 @ 4:19 PM	
Confirmation Number: 20343	

SUBMITTED FILES

File Name	Preflight	Notes
credit cards clip.eps	N/A	credit card logo

