



HOW TO TRANSMIT AN AD USING OUR FTP SITE***

*****Note: If you are sending a PDF, please use our online ad portal, www.ads4advantage.com, to upload and automatically preflight your file.**

WE RECOMMEND THAT THE FTP SITE BE USED ONLY IF YOU HAVE A HIGH-SPEED CONNECTION TO THE INTERNET SUCH AS ISDN, CABLE, OR T1. A DIAL-UP CONNECTION WILL TRANSFER THE FILES VERY SLOWLY AND INCREASE THE CHANCE OF CORRUPTION.

1. You **MUST** notify the Production Manager of the publication in which the ad is to be used that there is an ad on the FTP site. There is no automatic notification system in place at this time. Please email, fax or call with the **exact file name** as posted on the site. A printed proof should still be sent to us, or we cannot be responsible for the accuracy of the files.
2. The application file and any supporting files, including all fonts and images, should be collected in one folder and then saved as either a WinZip or StuffIt archive before uploading to the FTP site. This minimizes file size and greatly reduces file corruption and transfer time.

FROM A PC, USING INTERNET EXPLORER:

In your browser address bar enter: **ftp1.advantagemedia.com**

A window will show asking for User ID and Password.

For User ID, enter: **adpost**

For Password, enter: **Advantage1 (case sensitive)**

*****Please put your ad folder into the folder of one of the magazines in which is is to run!**

You can now drag your ad file from your computer to the publication's folder on the ftp site. Once transfer is complete, the file icon will appear in the folder. You can now exit your web browser and notify the Production Manager that the file is ready to be picked up.

FROM A MAC, OR FROM A PC USING A WEB BROWSER OTHER THAN INTERNET EXPLORER

To access the Advantage Media FTP drop off site, you will need FTP access software. If you do not have such software, it can be downloaded from many software sites such as www.tucows.com, www.download.com or www.zdnet.com. We suggest that Mac users try "Fetch" and PC users try "WS FTP LE." You can often download free trial versions of these programs.

Open your FTP access software and enter the following information:

Host: ftp1.advantagemedia.com

User ID: adpost

Password: Advantage1

You can now drag and drop files from your computer to the ftp site. *****Please put your ad folder into the folder of one of the magazines in which is is to run!**