

Upload Instructions

DIGITAL FILES: Supply pdfs as PDF/X1a with fonts embedded, colours converted to CMYK (must not contain RGB, LAB or Indexed colours).

Black and white pdfs must have all files embedded as black and white.

INDESIGN: Package files with all links; photos, graphics and fonts. Ensure all colour files are CMYK format.

PHOTOSHOP: Send photos as tiff, jpeg or psd with resolution at 200 ppi at same size (300 ppi for glossy products). Ensure all images are CMYK.

COMPRESSION: Stuffit or Win-Zip. Set defaults to .sea (self-extracting documents).

ELECTRONIC AD TRANSFER INSTRUCTIONS: (FTP)

1. Make sure the file is compressed (pdf's must also be compressed), file name is less than 18 characters (including extension) and does not contain any spaces or special characters. Use only letters and numbers. Include file name, client, date and, for specific publications, include abbreviated newspaper name.
2. If uploading more than one version of the ad, it is advisable to compress all ads into one folder:

a.

INTERNET ACCESS: (PREFERRED)

3. address **www.blackpress.ca**
4. user name **bcftp**
5. password **bcftp**

6. You will then be taken to a screen where we are requesting some information about the ad you are attaching and contact name and number. This should be the person who is actually uploading the material.

7. You will then be taken to a screen where you can browse your hard-drive for the file you are sending. Make sure you select 'submit file' and wait for a confirmation that your file has been successfully uploaded before you click 'continue'. In case of technical complications, you should print a copy of the confirmation.

8. Please adhere to copy deadlines as we are transmitting ads around the Province and notify us early of upcoming copy revisions.
Any questions? Please call Janet at 604.575.5805

LINK TO MECHANICAL SPECS:

<http://www.bcnewsgroup.com/BlackPress//advertising/ratecards/rates.php>

SUPPORTED SOFTWARE:

InDesign CS2 or earlier

Adobe Photoshop CS2 or earlier

Adobe Illustrator CS2 or earlier

Adobe Acrobat 7.0 or earlier

IMAGE RESOLUTION:

Photos as tiff, jpeg or psd supplied CMYK with resolution at 200ppi (at same size). 300 ppi for glossy products. Logos sent as Illustrator .ai or .eps preferred, CMYK format.

b.

ELECTRONIC AD TRANSFER ALTERNATIVE: (FTP: CLIENTS FOLDER)

1. address **ftp.bcnewsgroup.com**
2. user name **adtransfer**
3. password **shared**

Access through browser such as Fetch.

c.

EMAIL: (INCOMING ADS)

ads@blackpress.ca

Please include client name in email subject line.