

# *promo ads upload user guide*

adcomposegreen.com.au

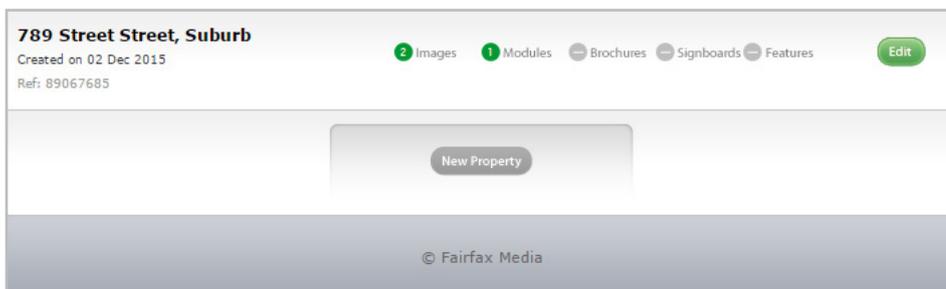
now allows you to upload your own promo ads so they are ready when you are.

Follow these step by step instructions.

## *New Property*

### Create a property folder called 0,0 Promo Ads

Click on the Properties Tab and then scroll to the bottom of the page and click on the New Property button.



Enter the Street Number "0", Street Name "0" and Suburb Name "Promo Ads" and then click on the Save button. This will ensure easy access to your promo modules. You only need to create the Promo Ads folder once.

<b>Street Number</b> eg. Unit 1/120	<input type="text" value="0"/>
<b>Street Name</b>	<input type="text" value="0"/>
<b>Suburb Name</b>	<input type="text" value="Promo Ads"/>
<input type="checkbox"/> Upload images after creating this property	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

# Upload your PDF

## Specifications

### AdCompose Promos

Promo ads that have been created for you by the AdCompose Team are ready to upload when you have approved the ad. The version that has been emailed to you is the correct specification to upload.

### Your in-house designed Promos

If you are creating your own promo ads or they are created by a designer for you, they may be suitable to upload. Promo ads created from InDesign are best. DO NOT upload promo ads created from Word, Powerpoint or Publisher. These may cause your ad to fail preflight or appear incorrectly. These promo ads are the clients responsibility to ensure they print correctly.

### Choosing the correct size

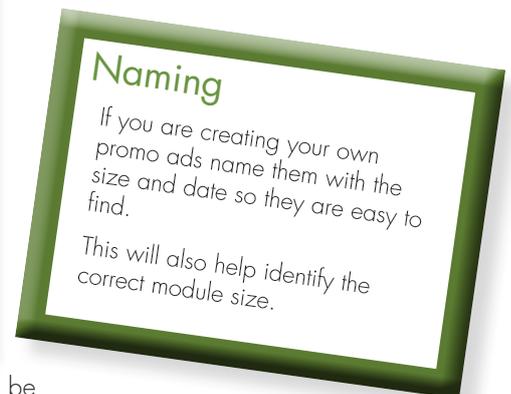
The size of each module in mm can be found from the Module Templates list. This is displayed when choosing a new module.



## Uploading

Use the same method for uploading images for a property.

Select the Images for your 0,0 Promo Ads folder, then click on the Upload Image button.



Choose your image and select the Floorplan option. This will allow a PDF to be uploaded.

All of your uploaded Promo Ads will be stored here.

## Create a module

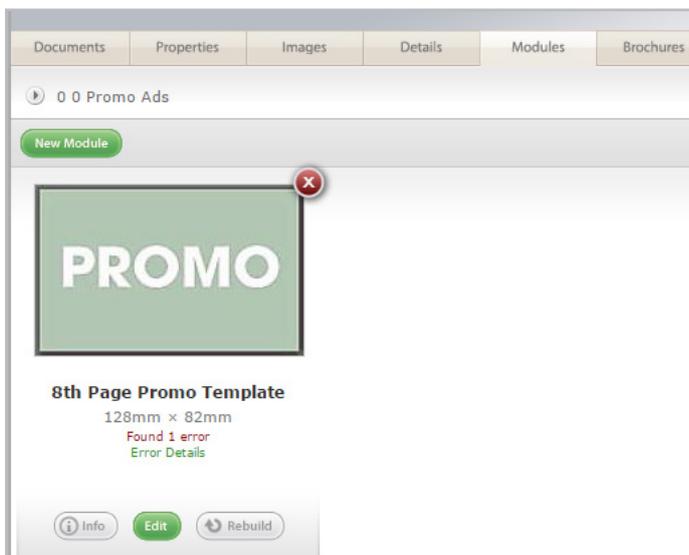
### Selecting the Module Template

From your 0,0 Promo Ads folder, create a new module from the Promo Templates available.

This example shows an 8th Page Promo template. Note that it is the same size as the 8th page Mod. These templates will fit to your current grid.

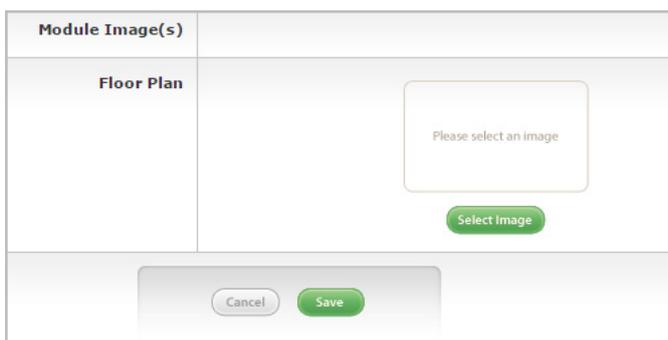
	63mm x 82mm	Copy Details From: [dropdown]	New Module
	<b>8th Page Mod</b> 128mm x 82mm	Copy Details From: [dropdown]	New Module
	<b>8th Page Promo Template</b> 128mm x 82mm	Copy Details From: [dropdown]	New Module
	<b>Full Page Mod 3 Pic</b> 258mm x 335mm	Copy Details From: [dropdown]	New Module

Click on the New Module button.



Click on the Edit button.

Only the image for FloorPlan will be shown.



Click on Select Image and choose the Promo Ad that you wish to load and click on the save button.

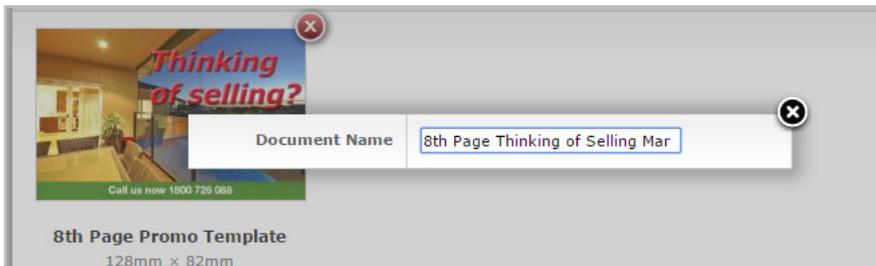


## Renaming the Promo ad Module

Click on the Info button below the Promo Ad module.

Type in the new name for the module, including the size, description and date for easy reference.

Click on the close button.



## Placing the Promo Ad on the document

Now the promo ad is ready to be placed on the document.

Use the same process as you would for placing a property module.

