

PROMO UPLOADS

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FROM EMAIL

Easy! just download your promo proof
If AdCompose has created your promo proof all you need is to ensure you have downloaded your promo proof to your computer as a .pdf file. It is print ready from our email.

SELF CREATED ARTWORK

Check! you have saved in pdf format
If your artwork is supplied from an external designer, please ask that it is supplied in high resolution .pdf format, output is set to CMYK newsprint and contains no spot colours or RGB images. Total Inkweight should not exceed 240%. To create correct size either check the module size in AdCompose or contact our Help Desk.

If you create your own artwork in another program please save in a high resolution .pdf format. Many external programs have export artwork settings you can manipulate to suit Newsprint, Please consult your programs Help or Support guides on how to do this. To create correct size either check the module size in AdCompose or contact our Help Desk.

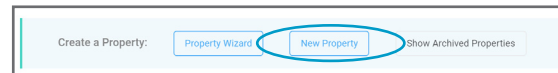
Do not upload your promo as a .jpg or .png file.
Doing so will cause errors or your text will print poorly in your advert.

If you have artwork you are unsure if it is suitable please contact the AdCompose Help Desk for advice.

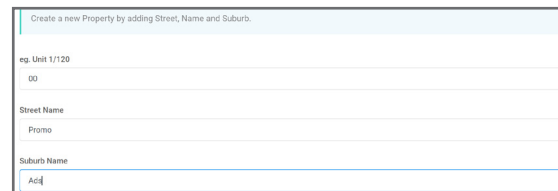
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UPLOADING

Create a property folder: 00 Promo Ads
Click on the Properties Tab and then scroll to the bottom of the page and click on the New Property button.



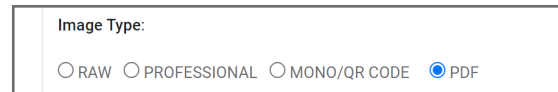
Enter in the Address details as below, and click Save.



You only need to create the Promo Ads folder once.

Upload your PDF

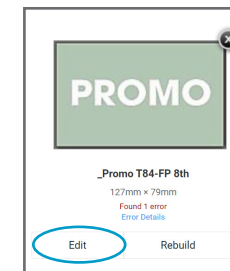
Select your images tab and select the Upload Image button. Choose your Promo from your downloads and select the PDF option.



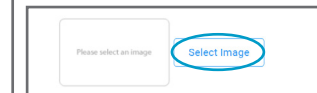
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CREATING THE MODULE

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



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 and click. ✕

Importing onto your document

Once you edit your document, your 00 Promo Ads will now appear in your drop down menu, and you can import your promo like you would a property module.