



PROMO ADS UPLOAD

TAKE CONTROL OF YOUR ADVERTISING

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.

DOWNLOAD YOUR PROMO FROM EMAIL

To view your promo proof

Click on the Show me my proof button to view your low resolution PDF proof.

Dear ABC

Order proof is ready for Level 1 Approval,
click below to review

Job Number : ADC0000000 Site Name : NSW South
Ad Size : 129.551mm x 148.999mm Delivery Type :
3 Hour Client: Client A

Corporate Promo

Show me my proof

Alternatively if your promo is approved,
please upload directly into AdCompose
Green. Instructions can be found at
<https://www.adcomposegreen.com.au> under
User Guides. Select the AdCompose Green
Promo Upload Guide link for step by step
instructions.

ACM | AUSTRALIAN
COMMUNITY MEDIA

adcompose



TO DOWNLOAD YOUR PROMO PROOF

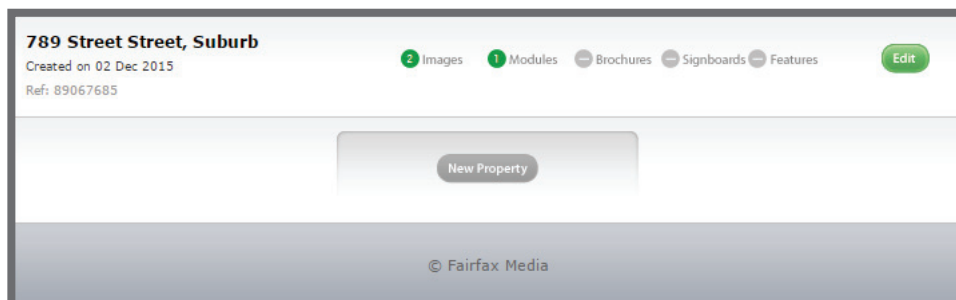
Click on the download proof button at the bottom of the page, to download your high resolution PDF proof.



NEW PROPERTY

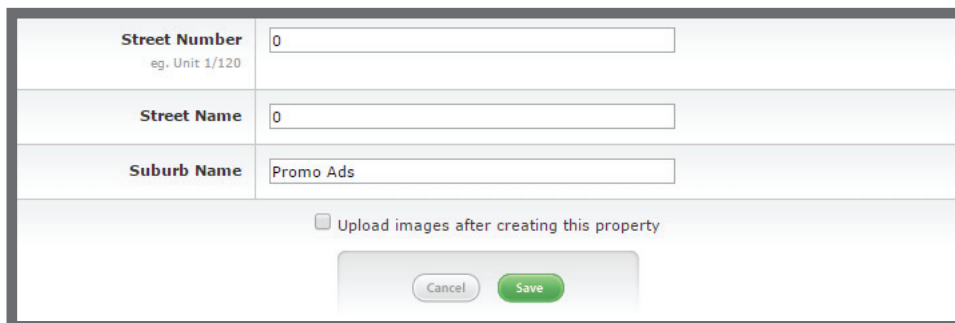
Create a property folder called 0,0 Promo Ads

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.



Street Number <small>eg. Unit 1/120</small>	<input type="text" value="0"/>
Street Name	<input type="text" value="0"/>
Suburb Name	<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

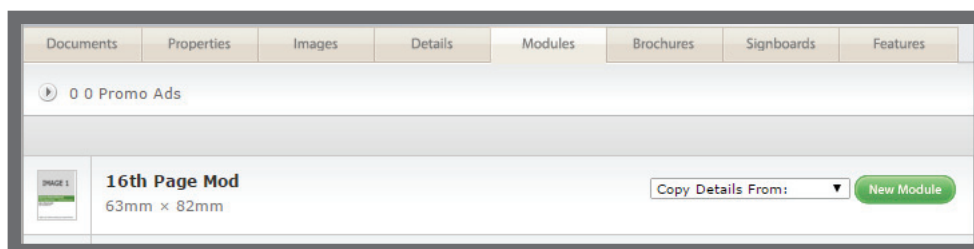
Promo ads that have been created for you by the AdCompose Team are ready to upload when you have approved the ad. The version that has been emailed to you is the correct specification to upload.

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.



Documents	Properties	Images	Details	Modules	Brochures	Signboards	Features
0 0 Promo Ads							
IMAGE 1		16th Page Mod 63mm x 82mm		Copy Details From: ▼		<input type="button" value="New Module"/>	



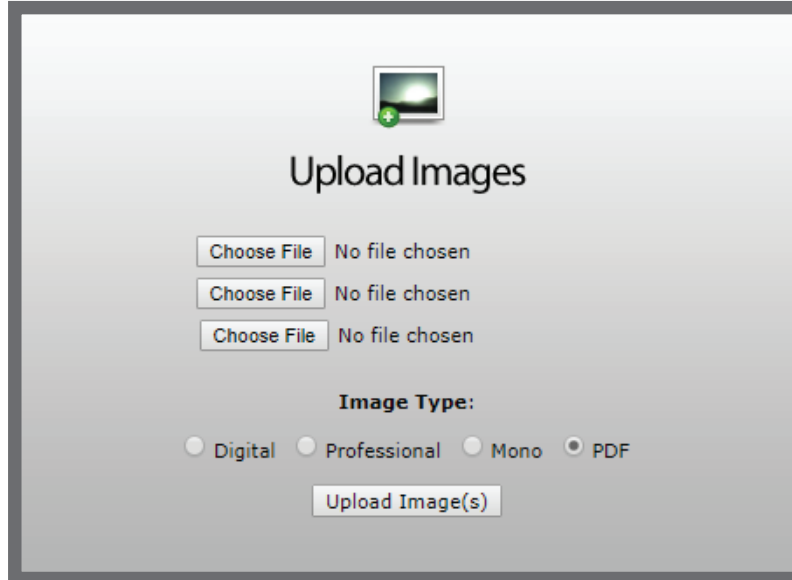
Uploading

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 PDF option. This will allow a PDF to be uploaded.

All of your uploaded Promo Ads will be stored here.



NAMING

If you are creating your own promo ads name them with the size and date so they are easy to find.

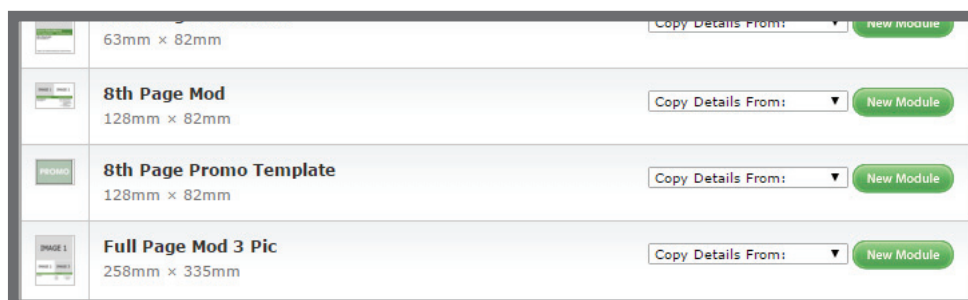
This will also help identify the correct module size.

CREATE A MODULE

Selecting the Module Template

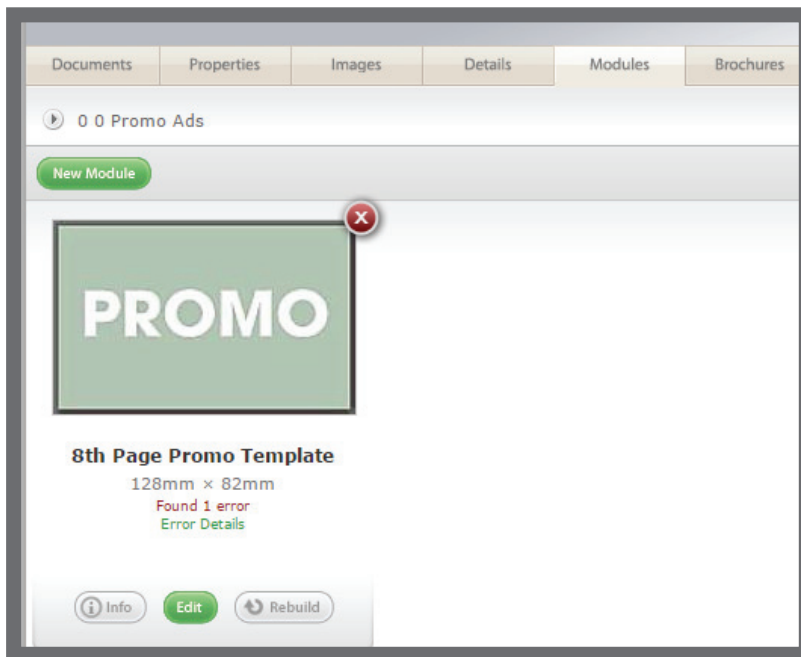
From your 0,0 Promo Ads folder, create a new module from the Promo Templates available.

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.



Click on the New Module button.





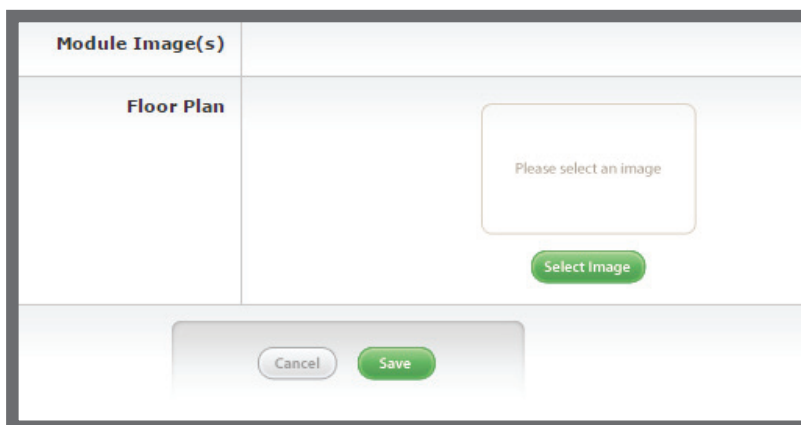
Click on the Edit button.

Only the image for FloorPlan will be shown.

PROMO ADS MODULE TEMPLATES

If the size you require is not available, please email the helpdesk and the size will be created for you.

This will now be in your module templates library.



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

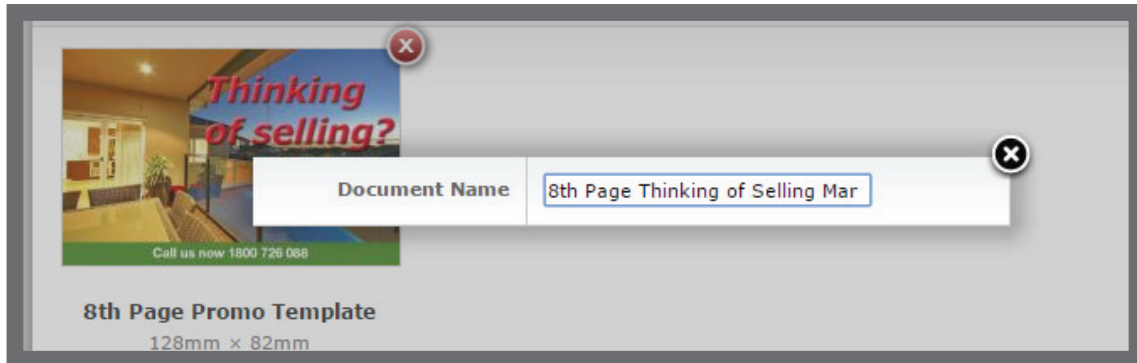


Renaming the Promo ad Module

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.

