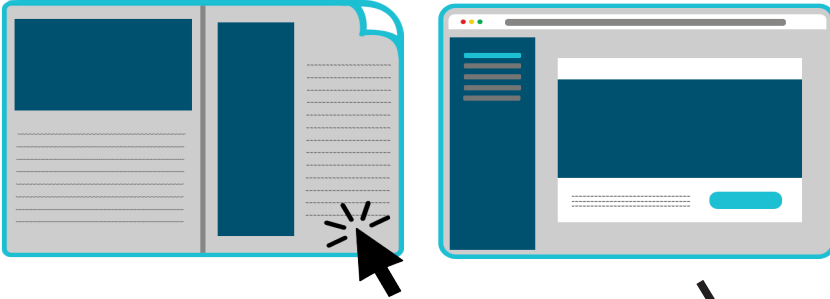


Send My Ad

Print Upload Steps

Step
1



Select Publication (Print or Digital Edition)

Step
2

A screenshot of a web form. It has a 'Publication' label next to a selection box. Below it is a 'Select Ad Type' dropdown menu. Underneath is a 'Publication' field with a grid of letters (A-Z) and a 'Choose File' button.

Select the Publication you are uploading for.

Step
3

A screenshot of a form with several sections: 'Advertiser' with a text input field; 'Issues' with an 'Issue Name' dropdown; 'Ad Size' with a 'Sizes' dropdown; 'Ad Color' with a 'CMYK' dropdown; and 'Additional Instructions' with a text area and a 'Choose Files' button.

Input your advertiser name, Issue Name you are uploading for, and Ad Size

Step
4

A screenshot of a file upload interface. It features a 'PDF Files Only' label, a 'Choose File' button, and a 'Choose File' button with a file icon. At the bottom, there are 'Help', 'Cancel', and 'Upload File' buttons.

Once those are filled in, select Choose Files and select the pdf file you are uploading.

Step
5

 **Approve Ad**

Once submitted, your approval is still required. You must complete all steps AND select Approve Ad. If you have warnings or errors, those must be addressed