

Newspaper Agency Corporation



Internet Submission of Advertising Guidelines

The Newspaper Agency Corporation is capable of accepting camera-ready advertising via internet submission. Deadlines for internet submitted ads are the same as for ads submitted on disk - **24 hours in advance** of the camera-ready deadline. For deadline information, please consult your advertising sales representative. Due to the volume of ads that are submitted via the internet, please follow these guidelines:



FORMATS

- ▶ **PDF with fonts embedded preferred to help maintain the integrity of your ad**
- ▶ TIFF or EPS with fonts saved as outlines
- ▶ QuarkXPress - Quark document, support artwork, and all fonts **MUST** be saved in one compressed, self-extracting file

SUBMISSION

- ▶ Using either Internet Explorer or Netscape Navigator enter the web address of:
WWW.NACORP.COM/MULTIMEDIA



If this is your first time to the submission area, you will need to create an account. This is easily done by pressing the "*Click here to create a new account*" box located under the log-in form. If you are a returning client, simply enter your log-on information.

- ▶ You will be taken to the advertising information page. Please be sure to complete the form in its entirety to ensure your advertisement will print as desired.
- ▶ After uploading and confirming your ad is in our database, press the "*Submit Ad Instructions*" button. You will receive a confirmation page showing that your ad was successfully submitted. An email will be sent to you confirming your successful upload, and verify your ad is in our system. **You will only be able to upload one ad per submission**
- ▶ Fax a copy of the ad to your sales representative to insure your ad prints properly.

REVISED ADS

The account is responsible for contacting the sales representative in the event of a revised ad. Revisions will not be accepted without notification to the sales representative.



If you have any questions regarding image resolution, size, etc., the Disk Ad Transfer Guidelines are available by fax from your sales representative or on the Internet at www.nacorp.com.