Content uploading guide *(Print advertising)*

CONTENT UPLOAD PROCESS

Why the system has been created

ATG's Content Upload System is a new, simpler way to submit advertising material. It is a secure on-line form where adverts can be uploaded, the adverts are sent directly to the production team upon submission. The system has been designed to streamline our copy submission process, so we can deal with copy promptly and provide a better experience.

Receiving your link via a booking confirmation email

You will receive a booking confirmation email from your account manager upon agreeing an advertisement, be it print or digital. In the booking confirmation email, there will be a link to our **content upload page**:

https://fs17.formsite.com/6Kz3Xt/atg-content/index.html

Things to note:

- If you have booked in a series of printed adverts to run weekly / monthly please submit one form per advert
- If you have booked an order that contains a printed advert and a digital banner please fill out two separate forms
- If your advert requires proofing by several members of staff please include their contact details in the 'Design Copy Instructions' field

Print uploading explained

To begin, click on the formsite link to take you through to the content upload page. It may be worth bookmarking the link so that you can access the page quickly going forwards.

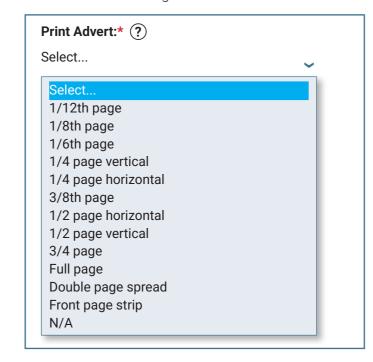https://fs17.formsite.com/6Kz3Xt/atg-content/index.html

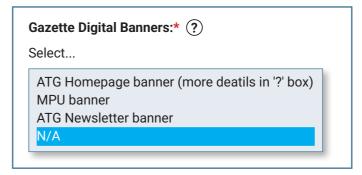### Steps for submitting a print advert

1. Type in the relevant issue number:

> **Issue Number:***
>
> 2570

The copy deadline is the Wednesday before we go to press. If this is a digital asset, input **'Digital'** in the field.

2. Select your advert size from the dropdown list.

If you are unsure of the orientation hover over the '?' button for guidance:

> **Print Advert:*** ?
>
> Select... ⌄
>
> | Select... |
> | 1/12th page |
> | 1/8th page |
> | 1/6th page |
> | 1/4 page vertical |
> | 1/4 page horizontal |
> | 3/8th page |
> | 1/2 page horizontal |
> | 1/2 page vertical |
> | 3/4 page |
> | Full page |
> | Double page spread |
> | Front page strip |
> | N/A |

3. Select 'N/A' from the dropdown list as digital banners must be submitted using a separate form:

> **Gazette Digital Banners:*** ?
>
> Select...
>
> | ATG Homepage banner (more deatils in '?' box) |
> | MPU banner |
> | ATG Newsletter banner |
> | N/A |

4. Click on the 'Choose Files' box - this will direct you to your computer dialog box which will allow you to locate and select relevant files.
NB. If the images that you are uploading are larger than 5MB in total, use WeTransfer instead:

> **Image / Copy Upload**
>
> [Choose Files] No file chosen

If the images you are uploading are larger than 5MB in total, please use WeTransfer and include the access URL in the field below.

5. Use this field if your files are larger than 5MB – please ensure that you include the full URL to your WeTransfer folder:

> **WeTransfer URL**
>
> https://We...

6. Use this field for design notes, positional notes or to paste in your advert text:

> **Design / Copy instructions**

7. Tick to indicate if our team at ATG have to create the advert or if it has been ready-made by yourself:

> **Creative***
>
> ☐ Ready-made   ☐ To be made by ATG

8. Type in your company name

> **Company Name:***

9. Type in your name

> **Your Name:***

10. Type in your email address

> **Email address:***

12. To finalise, click 'Submit' - If any important fields have been left you will get the following message:

'review the form and correct the highlighted items'

Upon submission of the form, you will receive the following message:

'Upload Submitted - Your Gazette Upload has been successfully submitted.
Thank you'

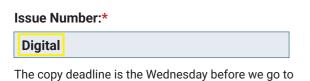# Content uploading guide *(Digital advertising)*

Digital uploading explained

To begin, click on the formsite link to take you through to the content upload page. It may be worth bookmarking the link so that you can access the page quickly going forwards.
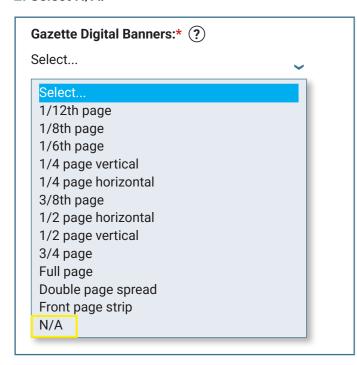
https://fs17.formsite.com/6Kz3Xt/atg-content/index.html

Steps for submitting a print advert

1. Input 'Digital' in this field:

Issue Number:*

Digital

The copy deadline is the Wednesday before we go to press. If this is a digital asset, input **'Digital'** in the field.

2. Select N/A.

Gazette Digital Banners:* ?

Select...

Select...
1/12th page
1/8th page
1/6th page
1/4 page vertical
1/4 page horizontal
3/8th page
1/2 page horizontal
1/2 page vertical
3/4 page
Full page
Double page spread
Front page strip
N/A

3. Select the banner option that you have booked from the dropdown list, hover over the '?' button if you are unsure which size you have booked:

Gazette Digital Banners:* ?

Select...

Select...
ATG Homepage banner (more deatils in '?' box)
MPU banner
ATG Newsletter banner
N/A

4. This field only becomes visible when a digital banner size has been selected, complete the field by adding the URL where the banner will direct to:

Digital Banner URL

This is where your digital banner will direct to.

https://...

5. Click on the 'Choose Files' box - this will direct you to your computer dialog box which will allow you to locate and select relevant files.
NB. If the images that you are uploading are larger than 5MB in total, use WeTransfer instead:

Image / Copy Upload

Choose Files | No file chosen

If the images you are uploading are larger than 5MB in total, please use WeTransfer and include the access URL in the field below.

6. Use this field if your files are larger than 5MB − please ensure that you include the full URL to your WeTransfer folder:

WeTransfer URL

https://We...

7. Use this field for banner design notes or to paste in the banner text:

Design / Copy instructions

8. Tick to indicate if our team at ATG have to create a banner or if it has been ready-made by yourself:

Creative*
☐ Ready-made ☐ To be made by ATG

9. Type in your company name

Company Name:*

10. Type in your name

Your Name:*

11. Type in your email address

Email address:*

12. To finalise, click 'Submit' - If any important fields have been left you will get the following message:

'review the form and correct the highlighted items'

Upon submission of the form, you will receive the following message:

'Upload Submitted - Your Gazette Upload has been successfully submitted.
Thank you'

Queries

If you are experiencing difficulties with using this service, please contact your advertising contact or e-mail
advert@antiquestradegazette.com