

File Delivery For MRO Magazine

The Preferred method for Ad submission is PDF, this ensures the accurate reproduction of your ad, with minimal preparation time. Please contact our Production Manager if you intend to submit ad material in a different format.

Please ensure your PDF is Greyscale or CMYK, Acrobat 5 (PDF 1.4) compatible, with images prepared at 300 DPI minimum. Please prepare your PDF with all fonts embedded, crop marks, and bleed if required.

Your file should be named to allow for easy identification, i.e.:

Company_Name_Product_.pdf

Please contact your Production Manager to relay the method and time of transmission of your files. Please also fax a hardcopy of the Ad to your Production Manager so we may know where and when to expect your files.

File submission should be via our ftp server:

ftp address: [bigftp.businessinformationgroup.ca](ftp://bigftp.businessinformationgroup.ca)

User ID: mroads

Password: toronto

Directory: Files will automatically be placed in the MROADS folder.

On PCs Only:

to use ftp from a web browser on a PC (works with MS Internet Explorer 5 or later for the PC, does not work with Netscape).

If using the Internet Explorer 7.0 browser, enter the address stated here and hit enter. You will receive an error: "Internet Explorer cannot display the webpage" At this point, click on the Page icon (upper right hand corner) and select: "Open FTP site using Windows Explorer" A prompt to login should now be displayed.