

<http://addrop.thestar.com>



Uploading Camera Ready Ads

STEP #1

Point your web browser at <http://addrop.thestar.com>

STEP #2

Click on the button for uploading Camera Ready (the one at the top of this column).

STEP #3

Fill out the form with your information. Fields preceded with a red asterisk are mandatory.

STEP #4

Although not required, it is extremely useful to enter the "Ad Order Number" – if you have it. If you do not have it, please leave this space blank.

Ad Information	
* Account Representative	<input type="text"/>
* Ad's First Run Date	<input type="text"/>
Ad Order Number	<input type="text"/>
* Publication	<input type="text"/>
Comments	<input type="text"/>

STEP #5

Click on the "Browse..." button and locate your camera ready pdf or eps file.

STEP #6

Click on the "Upload File Now" button.

STEP #7

In the next window click the "Done" button.



Uploading Component Artwork

STEP #1

Point your web browser at <http://addrop.thestar.com>

STEP #2

Click on the button for uploading component artwork (the one at the top of this column).

STEP #3

Fill out the form with your information. Fields preceded with a red asterisk are mandatory.

STEP #4

Although not required, it is extremely useful to enter the "Ad Order Number" – if you have it. If you do not have it, please leave this space blank.

Ad Information	
* Account Representative	<input type="text"/>
* Ad's First Run Date	<input type="text"/>
Ad Order Number	<input type="text"/>
* Publication	<input type="text"/>
Comments	<input type="text"/>

STEP #5

Click on the "Browse..." button and locate your artwork, text, layout or other component file.

STEP #6

You can upload multiple files. If you need to upload more than five files click on the "Attach More Files" link and more upload fields will be added.

STEP #7

Click on the "Upload File Now" button.

STEP #8

In the next window click the "Done" button.