Web Ads

updated 5.18.07

Step 1 (am paginator FRAN)

Get feed from APT

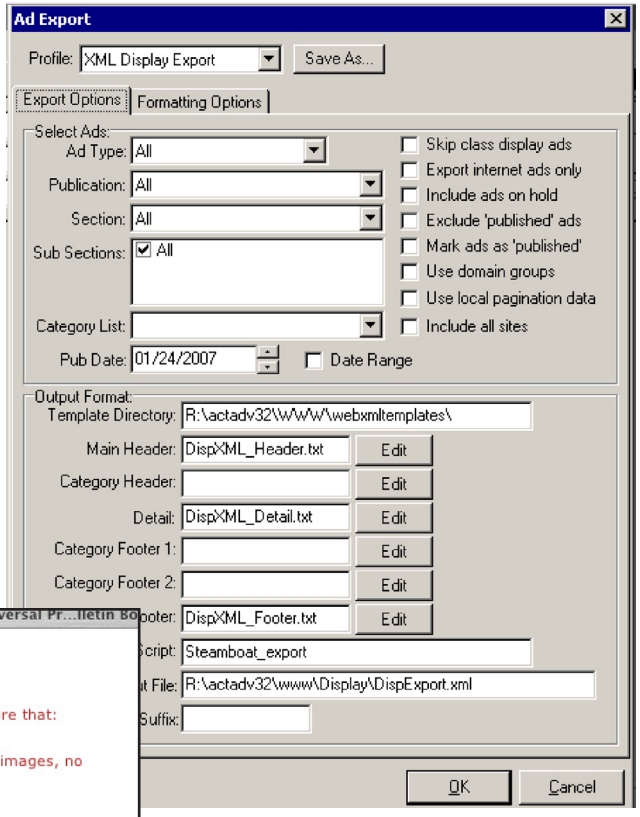
Log onto apt and select the 'XML Display Export' Profile.
Ensure date is correct. Hit OK. Label the file with the date.

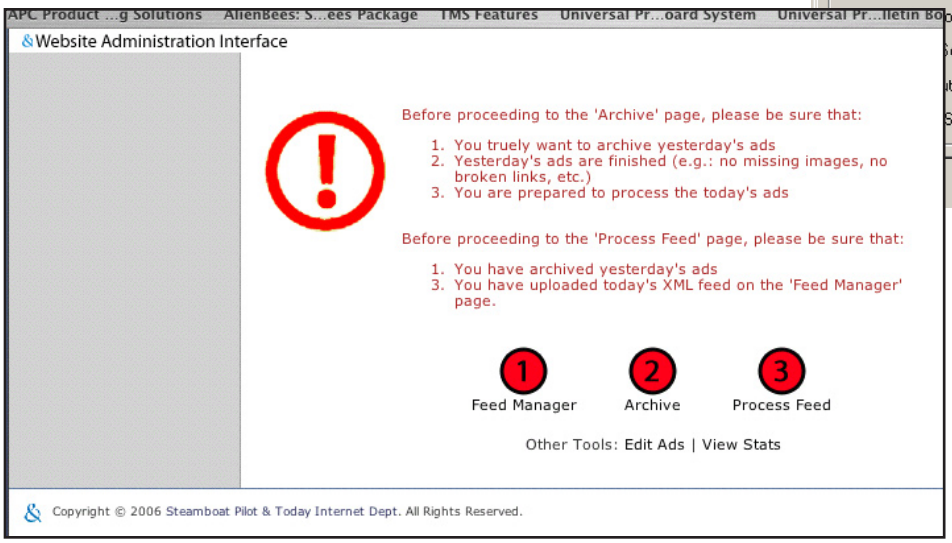
Get feed on to the server.

Connect to the STEAMBOAT server and
move feed to your desktop.

go to: **http://steamboatvirtualhost.com/ad_process/**
Username : pilot
Passworcd: pilot123

Click the **'Feed Manager'** link.
Under **'Add Feed'** section, browse for the xml file.
Upload the one from your desktop
Once you've found the file, click **'Submit Feed'**.
Once the page re-loads, the feed has been uploaded. Click 'Back'.





Step 2 (night crew)

Collecting and Converting Ad Images

1. Open the InDesign Document from master docs.
2. Select File > Package.
3. Select the folder: web_dept > Today's Ads > packages files today
4. Repeat for all applicable InDesign Docs.
5. Open Quark file From Classified docs
6. Select File > Collect for Output.
7. Select the folder: production > web_class > CDP [date] or TD [date]
8. Repeat for all applicable Quark files.
9. Move resulting Quark output folders into web_dept > Today's Ads > packages files today.
10. Move all ad PDF files into the web_dept > Today's Ads > packages folder.
11. Remove all folder files so only PDFs remain.
12. Select all and drag over Photoshop Droplet.

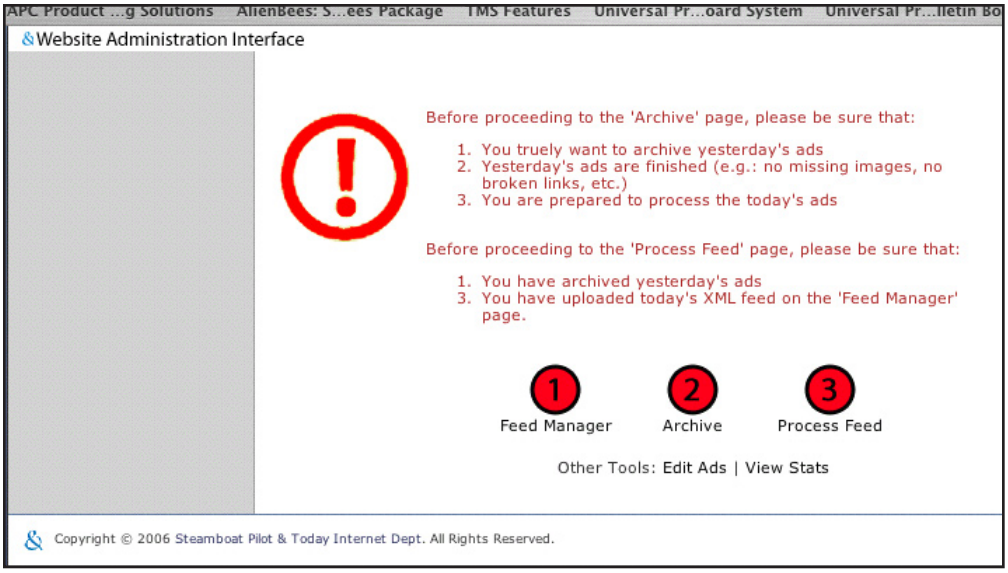
Step 2 (night crew) continued
Collecting and Converting Ad Images

FTP Info:
Server: ftp.steamboatvirtualhost.com
U: ad_process@steamboatvirtualhost.com
P: ads432

13. Once the droplet process is done, upload all **jpegs** into respective ad folder on steamboatvirtualhost. (ie. 'ads_weekday'.)

Step 3 (night crew)
Archiving and processing ads on the web

go to: **http://steamboatvirtualhost.com/ad_process/**
Username : pilot
Passworcd: pilot123



1. Archive (step 2 on the site)
Click on the 'Archive' link. Once this page loads, the archiving process is complete. Click 'Back'.

2. Process Ads (step 3 on the site)
Click on the 'Process Feed' link.
Choose your feed by the date. Then select the folder which is applicable.
It is automatically set to 'ads_weekday' which is used Tuesday – Friday. Click 'Process Feed'.

The advertisements are online!
Ask Andrew for help if needed.
Thanks.