

OPEN INSTRUCTIONS TO UPLOAD YOUR NEWSPAPER PAGES



Ready to start uploading your pages to Colormax? Just follow these easy instructions.

INSTRUCTIONS:

- 1. GET USER NAME AND PASSWORD.** Uploading files to Colormax requires a user name and password. Call OPEN Manager Keith Burgin at (405) 499-0024 (or toll-free at 1-888-815-2672) for your preset user name and password.
- 2. WHO IS YOUR FTP CLIENT?** You need an FTP client (such as Fetch, Cyberduck, etc.). If you do not have an FTP client, contact OPA Computer Consultant Wilma Melot at (405) 659-0596.
- 3. LEGAL NOTICE CODE:** Before making PDFs, make sure all pages with legal notices have the code LPXLP somewhere on the page. This code **MUST** be all caps; we recommend no less than 8-point type. *(See examples on back of this sheet.)*
- 4. PREPARE YOUR PDFS.** PDFs must be **SINGLE PAGE** with securities turned off. Do not "stuff" or "zip" PDFs.
- 5. APPLY NAMING FORMAT** for each page (see sample below). This is critical.
- 6. UPLOAD PAGES.** Open your FTP client and send PDF pages to ftp.colormax.com. You will need your user name and password to upload the pages. Make sure all pages are uploaded.

LEGAL NOTICES CODE

Don't forget to put the code below on all pages with legal notices. This code **MUST** be all caps; we recommend no less than 8-point type. *(See examples on back.)*

LPXLP
(LEGAL NOTICES CODE)

FTP INFORMATION

Send PDF of your newspaper's pages to:

ftp.colormax.com

My user name: _____

My password: _____

Note: Make sure all pages have uploaded.

QUESTIONS?

Contact KEITH BURGIN for your user name and password at **(405) 499-0024**.

Contact WILMA MELOT for technical assistance at **(405) 659-0596**.

Page Naming Format _____

paper code year month day section page

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abc-2011-08-01-a-001.pdf

If you don't have a page section, set this item to zero.

Page numbers must be three (3) digits.

My newspaper's 3-digit code: _____ . NOTE: Use lower case on page naming format.

