

SOP

IN-COLUMN PHOTOS, LOGOS AND ATTENTION GETTERS

DATE: April 18, 2013

We have implemented a workflow for sending images for toning for in-column ads. The IT department should have mapped a drive to a location where you can drop your image files based on what you will use your image for: in-column photo, logo or attention getter.

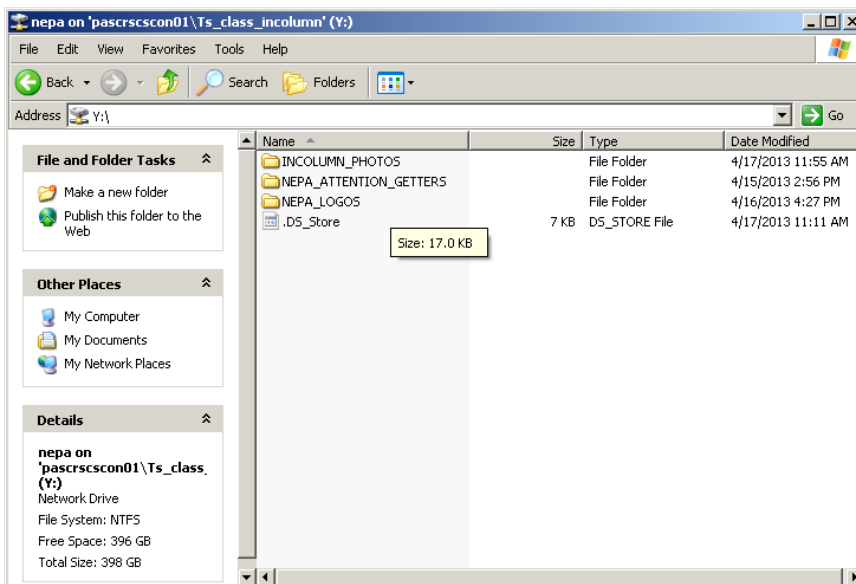
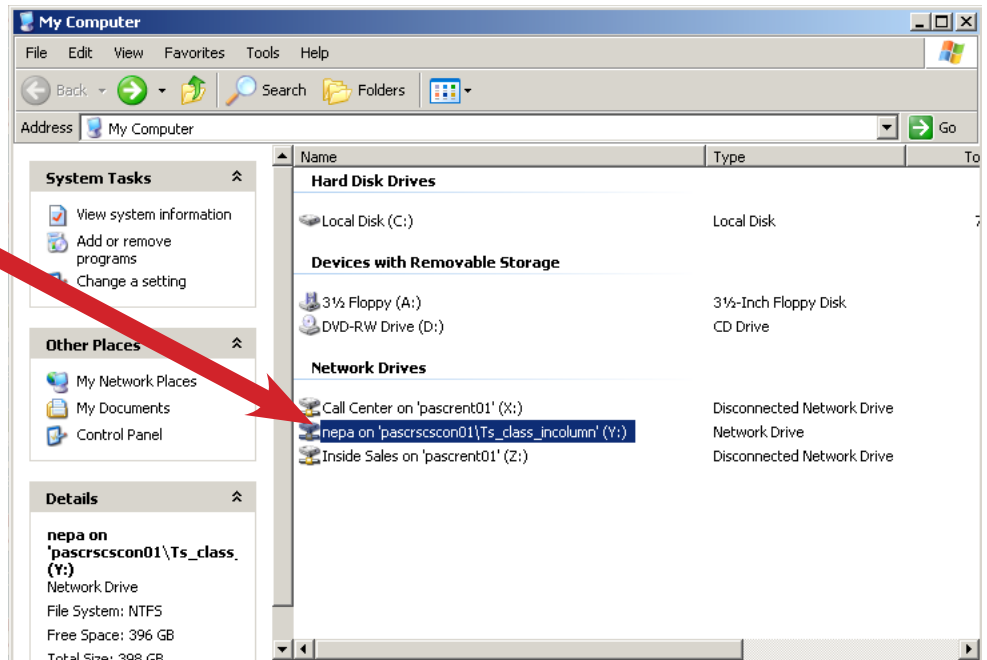
If you do not have this location mapped on your computer, please contact your IT department, or the helpdesk at x8200.

Open **My Computer** on your desktop. One of your **Network Drives** will be named something like this:

**nepa on 'pascrcscon01\
Ts_class_incolumn' (Y:)**

Double click on that drive to access the folders inside.

Inside, you'll see the locations where you can drop your photo image file based on what type of image you would like: an in-column photo, an attention getter, or a logo. Drop your file into the corresponding folder.



IMPORTANT NOTE

The files you drop here **MUST BE PHOTO IMAGE FILES**. These file types include **jpg, jpeg, tiff, bmp, eps and png**.

All other file types will be rejected by the application software.

PDF files are not compatible with this system. In the case of a PDF file, please email the file to photo@timeshamrock.com and contact x9164.

Once the file is finished processing in the photo toning software, you will find it located in its corresponding folder on the Vision Data server (when you click the Insert Graphics button in Vision Publisher).

If you have any questions, please contact x9164