

adsend submission instructions



frankie press

frankie press uses the third party delivery system Adsend as its preferred print production delivery method. It's a standard requirement of all magazine publishers to ensure the best print quality for your advertisement. To help you with the process, just follow these simple steps...

HOW TO SUBMIT YOUR PRINT AD VIA ADSEND

- STEP 1.** Go to <https://login.dubsat.com/adsend/#/login>
- STEP 2.** Log in with your username and password. If you don't have an account? please create one
- STEP 3.** Select 'Create Job' from the top bar
- STEP 4.**
- a - Deliver Mode: Deliver to single destination
 - b - Country: Australia
 - c - Publication: Either frankie, Smith Journal or Slow Magazine
 - d - Section: Select the size of your booked ad
 - e - Booking Number: Your booking number, which is found on your booking agreement
 - f - Publication Contact: Leave as default
 - g - Size: This shows the specs for the page size you selected under Section
 - h - Colour: CMYK
 - i - Insert Date: This is the on-sale date for the issue you are booked into
 - j - Replacement: Select if it is a replacement file, if it's the original ad leave unselected
 - k - Client: Type your company name
 - l - Campaign: Type the campaign of the ad (if applicable)
 - m - Ad Key No: Type your own reference number (if applicable)
 - n - Comment: Type any comments
- STEP 5.** Extra Services: Select that you have read the Terms and Conditions
- STEP 6.** Save Options: This is where you select your print ad to upload. There are 2 up-loaders, the Standard and the Advanced. One uses Flash and the other Java. If you're having issues uploading, try toggling between the two.
- STEP 7.** Once you have completed your job ticket, hit the Save button and Adsend will begin to validate your file.
- STEP 8.** Once your file has been validated the status will change from ready to Click to Continue in your Manage Jobs Tab.
- STEP 9.** Click the link and approve any changes necessary use the preview button to review your PDF.
- STEP 10.** Click the Continue & Deliver button to send to the publisher. The status in your manage jobs page will change to Sent.
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Please note fee's do apply

For any troubleshooting issues please contact Adsend via their helpdesk
<http://helpdesk.dubsat.com/#/adsend-au/dashboard>