

newcomer

Instructions for using our FTP site

1. Visit our web site:
2. <http://www.newcomerofthehighvalley.com> and scroll to the bottom of the page.
3. Click here to drop off a file for the art department
(This link will take you to the log-in screen)
4. Login/E-mail: art@newcomermag
5. Password: newcomer
6. Click log-in. Then magazine issue folders will appear in the window.
7. Click on the issue folder with the month that you would like your ad to appear.
8. Click on create new folder and name the folder with your company name.
Your new folder will appear in the window.
9. Click on upload in the top menu bar
10. Click Add files, choose your ad file
(please make sure your ad file has your company name on it, as well)
When it is successfully uploaded it will tell you and then your file should appear.
11. Click again on upload in the top menu bar, to add another file such as a word document with instructions, or a logo file, or a photo, etc.
(but please make sure your company name is on ALL related files, as well.)
12. When you are finished adding all related files, please close the web site.

Call us if you have any problems: 610-923-8000