

# 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.

