

File Upload Instructions For Agencies

Lamar Graphics has a mechanism for uploading digital files for use in the production of designs for advertising. This mechanism is called FILESWAP. FileSwap is an application running on an internet website that provides a) a login and password security interface b) an order identity check and c) a file upload form. FileSwap Agency to Lamar Graphics uploads are HTTP transfers.

Note: All files should be **flattened, optimized and/or compressed** as much as possible to minimize file transfer sizes. Please use file compression software where possible.(WinZip, Stuffit, or WinRaR)

Specifications:

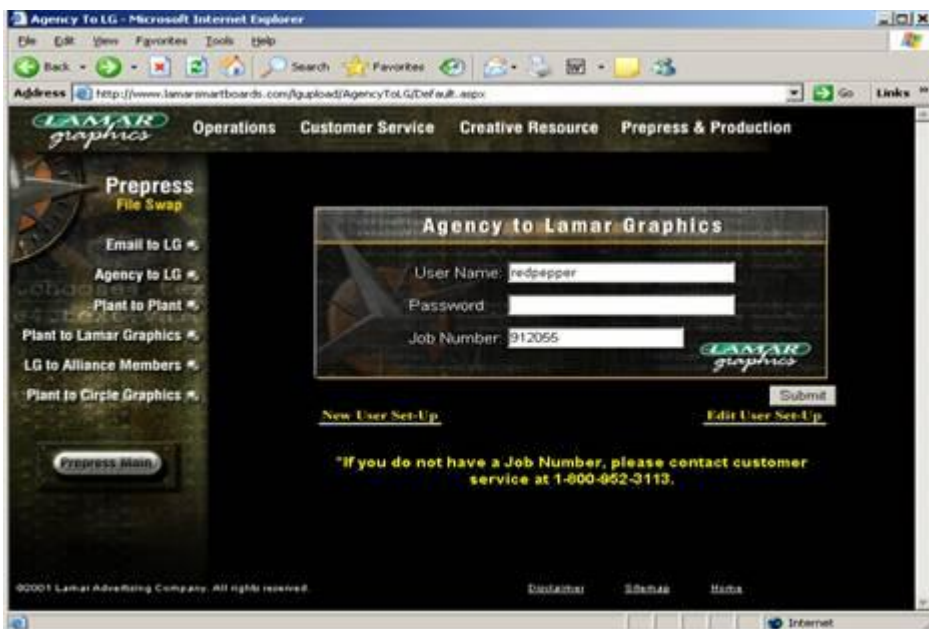
1. Files Must be less than or equal to 30 megabytes in size. (Files larger than 30 megabytes should be sent to Lamar Graphics using a mail carrier)
2. File Types allowed:
 - AL
 - COREL
 - CDR
 - GIF
 - JPG
 - PDF
 - PNG
 - PSD
 - SCT
 - TIF
 - QXD
 - VCDR
 - ZIP
 - SIT
 - SITX
 - BMP
 - RAR
3. Operating System Compatibility
 - Apple Macintosh
 - Windows PC
4. Internet Browser Compatibility
 - Safari
 - Internet Explorer 6.0

FILESWAP Steps

- 1) Navigate using a internet browser to URL:
<http://www.lamarsmartboards.com/lgupload/>



- 2) Click on the “Agency to LG” link located in the left-handed list of navigational links.
- 3) Enter your login, password, and six digit ORDER NUMBER; i.e. 912055 shown below.
NOTE: DO NOT ENTER THE ORDER /DESIGN NUMBER use only 6 digits.
NOTE: If you do not have a login or password or you are a first time users please contact LAMAR GRAPHICS in order to establish an active account.



- 4) Check the information on the upload form for accuracy. If the order information on the form is incorrect please contact LAMAR Graphics.

5) UPLOAD FORM

Order Number: 512055
Lamar Plant Name: C11 - Lamar Media Corp
Sales Person (AE): Brock, Barb
Advertiser (Client): FOX01 SA.L. DANISH
Space Contract: 592597
Production Contract: 592597

Source Art Design: 112305-001

Design Name: Test Egers
PMS Callouts:

Please indicate spot color specifications, previous job numbers, and/or other relevant information

Art File to Upload (30 Meg Limit)

browse and then upload

Platform: Windows Macintosh

Working File Format:

Compression File Format (if applicable):

6) Enter any PMS Callouts, Special Instructions in the “Please Indicate...” text area

7) Now you are ready to upload the file.

- Click Browse and locate the file you are going to upload from your local network or computer.
- Click Upload. This may take several minutes, typical 10 minutes for a 15 megabyte file. Upon a successful upload the following message will be displayed

Art File to Upload (30 Meg Limit)

File (910629001A.jpg) is ready to submit.

7) Next select the file type and compression method.

8) Click the “FINISH” button. This is critical unless you click the “Finish” button and receive a successful message your information WILL NOT be uploaded to LAMAR Graphics.

