

Instructions for Submitting Ads using AdForward

- ① Connect to the Internet and type in the adforward address: <http://adforward.globeandmail.ca>
This will bring you to the AdForward login page, as seen below.

THE GLOBE AND MAIL
CUSTOMER LOGIN

ALREADY HAVE AN ONLINE PROFILE?
If you have already created a profile on our **newspaper services** Customer Care Website then please type in your username and password below to access the website.

LOGIN

User Name Password

[Forgot Your Password?](#) [Change Your Password?](#)

FIRST TIME USER?

Take advantage of our online newspaper customer services by registering. It's free and fast - just follow this link: [New User Registration](#)

- ② As a **returning user**, enter your username and password in the supplied fields.

If you are a **new user**, select **New user registration**.

As a new user, you will only have to register once. To register, fill out the form (shown below) and select your username and password. Select **Register Me** when done.

After you have registered, you will automatically be logged in. When returning to the site in the future, simply follow the "returning customer" instructions.

THE GLOBE AND MAIL
NEWSPAPER SUBSCRIBER SERVICES

CREATE AN ONLINE PROFILE
Welcome to The Globe and Mail Customer Care website. Our site can handle most of your customer care needs.

YOUR LOGIN INFORMATION

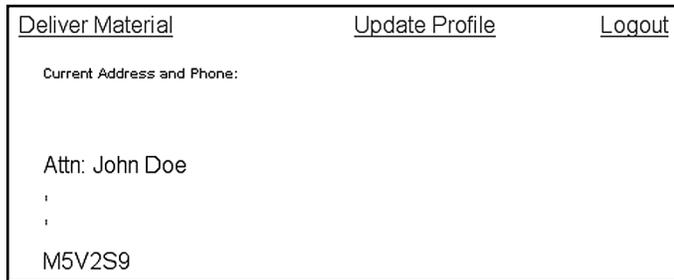
Fill in the fields of the form below and once you are done, click REGISTER ME. To ensure your security, please create a username and password. On your next visit, you'll simply log in using your username and password to access all Globe and Mail newspaper subscriber services.

Username (minimum 3 characters)	
<input type="text"/>	
Password	Re-Type Password
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
E-Mail	Alternate E-Mail (optional)
<input type="text"/>	<input type="text"/>
Postal Code	
<input type="text"/>	

Yes, I have read, understand and agree to the [Privacy Policy](#) and [Terms and Conditions](#).

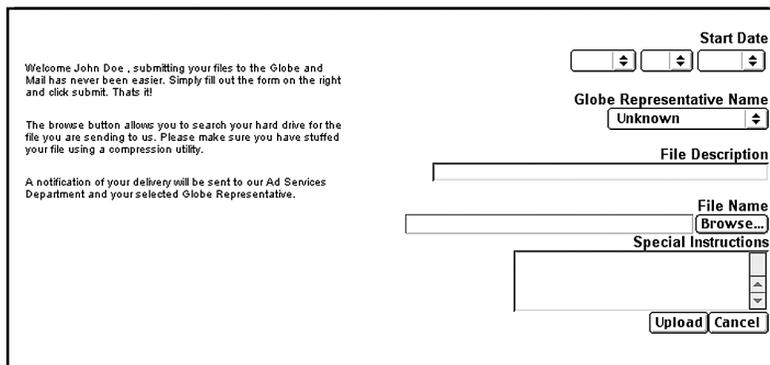
- ③ Once you have logged in, your **customer profile page** will be brought up. An example of this page is shown below.

Here you can **update your profile** and **delivery ad material** by selecting the item from the menu, as seen below.



The screenshot shows a user interface with three navigation links at the top: "Deliver Material", "Update Profile", and "Logout". Below these links, the text "Current Address and Phone:" is displayed. Underneath, the name "Attn: John Doe" is shown, followed by a vertical ellipsis and the zip code "M5V2S9".

- ④ To **Submit Ad Material** to The Globe and Mail, select "**Deliver Material**". The following page will be brought up next.



The screenshot displays a form for submitting ad material. On the left, there are three paragraphs of instructions: a welcome message, a note about the browse button, and a notification about delivery. On the right, there are several input fields and buttons: "Start Date" with a date picker, "Globe Representative Name" with a dropdown menu showing "Unknown", "File Description" with a text input field, "File Name" with a "Browse..." button, "Special Instructions" with a text area, and "Upload" and "Cancel" buttons at the bottom.

- ⑤ Fill out the delivery form, making sure to include all important information.

- **File Description:** in this field, the following information should be listed:
 - **Company name** of who the ad is for (such as Bell, IBM...), and
 - whether the ad is **Colour** or **Black and White**.
 - Also listed in this field should be any **key words** or **slogans** in the ad that will help production to identify the correct file.
- **Special Instructions:** in this field, the following information should be listed:
 - **File type**, such as PDF or EPS and so on.
 - Any further instructions for the Preflight department that you want conveyed.

⑥ When the form is filled out and the filename has been entered, select **Upload** to upload the file to The Globe and Mail.

⑦ Once the file has been uploaded, the screen will go back to your now updated customer profile page.

This page will now list under **Material Delivered**, the materials that have been uploaded. All information that was filled out in the “Deliver Materials” page will also be listed. An example of this is shown below.

This window will update everytime that another ad has been delivered, allowing you to track what has been sent and when.

Deliver Material	Update Profile	Logout
Current Address and Phone:		
Attn: John Doe		
:		
:		
M5V2S9		
Material Delivered:		
Delivered:	Filename:	
12/3/2004 11:37:16 AM	adelaide_halloween_2.tif	
Start Date:	Description of file:	
01-Jan-2004	Description Here	
Instructions:		

⑧ When all files have been uploaded and delivered to The Globe and Mail, select **Logout**.

If at anytime you have difficulties using AdForward, please contact our Preflight Department. We will be happy to assist you and answer any questions you may have.