



SUN MEDIA
CORPORATION
A QUEBECOR COMPANY

MODEM PROCEDURES

FTP SERVER

To send a file to SunMedia (Toronto, Edmonton, Calgary, Ottawa and London) via Internet FTP.

You must use a program like FETCH or GOPHER
This is NOT Internet E-Mail

Here are some things you must do or have to use Fetch: You must be using a Mac. You must have an Internet account with an Internet Service Provider. Your modem must be on. The program, Bookmarks and Help files should be in the same folder.

When you Launch Fetch you should get a dialogue box asking for a Host. If you do not get anything on the screen go to the 'FILE' menu and choose 'New Connection'. This should give the Host box.

To SEND a file:

Host:	ftp.sunpub.com
Username:	anonymous
Password:	guest
Directory:	incoming/toronto/ads

To RETRIEVE a file:

Host:	ftp.sunpub.com
Username:	anonymous
Password:	guest
Directory:	pub/toronto/ads

You can substitute calgary, edmonton, winnipeg, ottawa and london where necessary

PLEASE NAME YOUR FILE WITH NAME AND DATE OF AD

If you are not connected using the modem, Fetch should dial your Internet Service Provider. You may have to log on using your logon and password. When connected you should see the "ads" folder on the Sun server.

Choose 'Put File'. And you will get a box where you can navigate to the file you want to send. Select it and click on 'Open'. The next box shows the filename and just below it there is a 'Format' button click it and choose MacBinary or BinHex and then click on 'OK' and your file will upload.

After it has uploaded you will not be able to see your file in the folder. You only have drop privileges. This is to protect your ads from any other user.

Send ads in PDF format if possible. Otherwise, ads are to be in Macintosh format only, with all fonts and art files included. Files from PC format (if not PDFs) can only be accepted as a "place-able eps" (containing a preview). Tiff format is also acceptable.

Please compress the files with Stuffit or Zip.

Send a fax proof of the ad which includes the file name, to the ad representative and please indicate that the ad is located on the FTP Site.

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