



FTP Transfer

ADVERTISEMENT FILE TRANSFER PROCEDURE

This site is for clients advertising with TVA Publications, and staff producing our various magazines.

You can transfer electronic documents by connecting to this site with a browser such as Firefox, Internet Explorer, Netscape, Google Chrome or Safari.

To access the FTP site

Type the following address in your browser: **http://ftppub.tvapublications.com**

User name: **ftppuben**

Password: **ftppuben**

Click on **Continue**

Step 1 > CONTACT INFORMATION

- Fill in the compulsory blanks (*): family name, first name, e-mail address, phone number, company, and comments, if needed.
- Click on **Continue**

Step 2 > CHOOSING A PUBLICATION

- Choose the publication(s)
 - Select the magazine
 - Click on **Add**
- To add other magazine(s) to the list, go back to the beginning of Step 2.

Step 3 > SENDING MATERIAL

- Click on **Browse**
- Select your file
- Click on **Upload**
You'll be able to view your files transfer time
- If you have other files to transfer, click on **Send another file**
 - Go back to the beginning of Step 3.
- Click on **End** when all your files have been sent.
A new window will open to confirm your files have been sent.

Right after sending the electronic document to our FTP site, you must send a low resolution PDF by e-mail. Further more, to help us get the colours in the file received by FTP exactly right, please send a colour proof by mail or messenger, on the same day, to: *(Magazine name)*

Service de coordination publicitaire,
1010, rue de Sérigny, 4th floor,
Longueuil (Québec)
J4K 5G7

IMPORTANT NOTE: TVA Publications will be held responsible for the reproduction of an ad only if it receives a high quality colour proof as requested above. Electronic documents (PDF or other) will not be considered valid as proofs for the reproduction of ads in colour.