

Upload PDF material

In addition to the systems FTP and e-mail, Roularta Media Group has developed a web application that allows us to deliver PDF files up to 30 MB via an internet browser.

This application can be obtained via <http://upload.roularta.be>
MAC users: Safari (from version 1.3) on MAC OSX is supported.

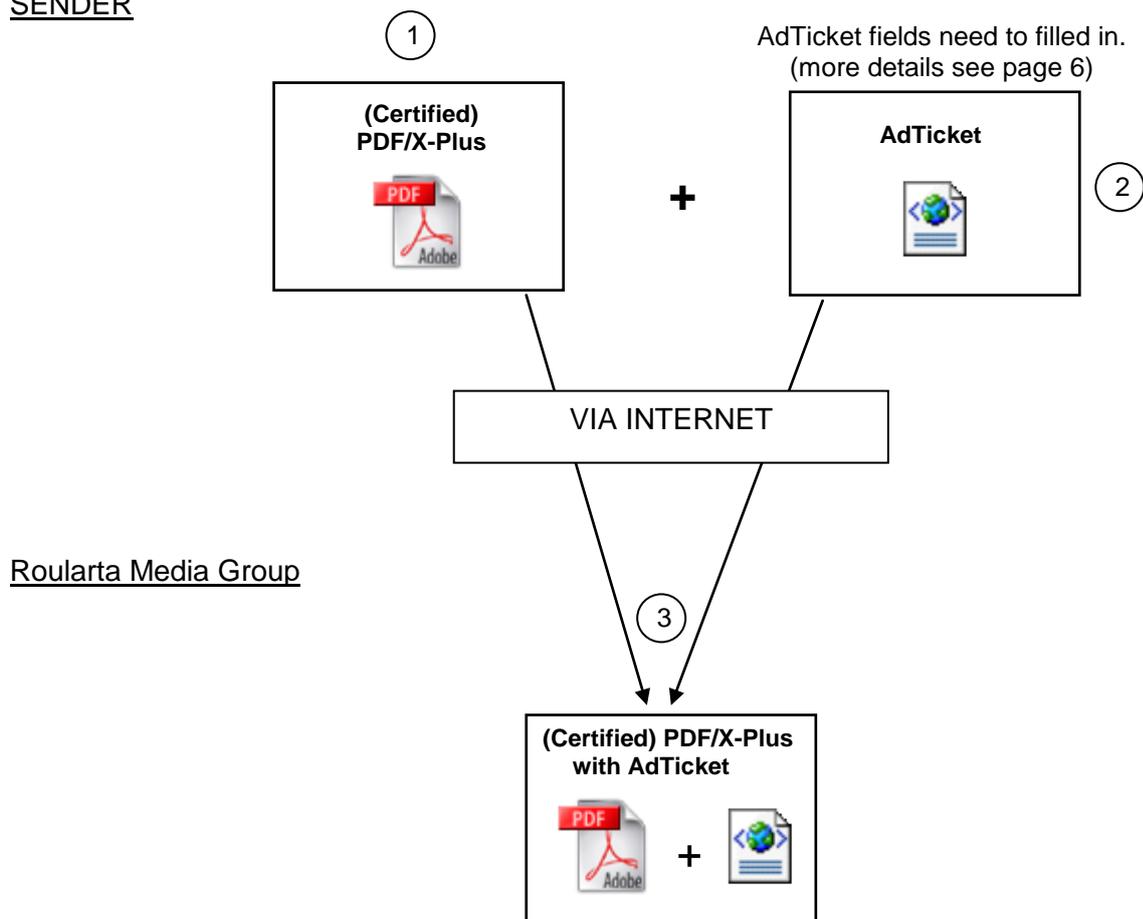
The web application follows the Medibel+ AdTicket standard which is a standard for ad metadata. Info about the ad (metadata) is enclosed in the ad itself (XMP). By this flow AdTicket is the digital substitute of the current fax with extra info.

Advantages of the new AdTicket flow

- Info on the ad is enclosed in the PDF as XMP
- The ads are forwarded as PDF files
- The AdTicket software of the web application encloses the AdTicket info in the ad (PDF format)
- The AdTicket metadata remains linked with the ad at all times.

UPLOAD PDF MATERIAAL – <http://upload.roularta.be>

SENDER



- 1) Sender uploads a PDF file
- 2) Sender fills in an AdTicket
- 3) RMG will receive a PDF file with an embedded AdTicket.

- **Registration:**

When you are performing a PDF file upload for the first time, you will have to start by registering. Within the registration area you can select the proper user language (Dutch/French/English).

For immediate registration please contact us during office hours on the number: 051/266802

[Registration]

These are the final data we need to complete your registration.

Street:*

Number:*

Bus:

Country:*

Postal code:*

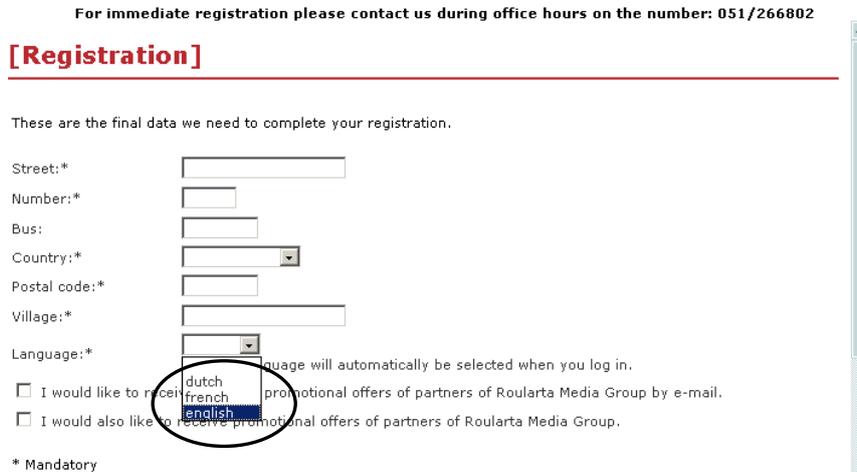
Village:*

Language:*

I would like to receive promotional offers of partners of Roularta Media Group by e-mail.

I would also like to receive promotional offers of partners of Roularta Media Group.

* Mandatory



After you have registered, we will check your application and proceed the activation. If the activation was successful, you will receive a confirmation by e-mail. When applied for during office hours the activation is without delay. When the application takes place after office hours, the activation is being taken care of the following day.

- **Upload:**

Log in

[Register now](#) | [Change password](#)

User Name:*

Password:* [Forgot your password?](#)

* Mandatory

Save password. (Not if other persons use your PC) (**)

(**) If you tick this box you stay logged in until you log out, even if you close your browser. Use this option with caution and do not use this option when you surf in a public place (eg. library).

[Leave Registration](#)

For more information about sending printed ads: [Click here](#)
For more information about sending webmaterial: [Click here](#)

If problems occur you can mail to:
prepress@roularta.be / 051-26.68.02

After logging in with the correct “user name” and “password”, you need to follow these steps for a successful upload of your material.

Step 1: Fill out Job Information (= information on the advertisement)

Step 2: Material upload (= transmit created advertisement)

1. Job Info

2. Upload

Step 1:

- Select destination: "A Nous", "Local Media", "Magazines", "Newspaper", "Steps", "Vastgoed en bouwen magazine"

DESTINATION

A Nous Local Media Magazines Newspaper Steps Vastgoed en bouwen magazine

After making the selection "Destination" all the AdTicket fields will be presented (mandatory and non mandatory fields).

Only the mandatory fields have to be filled in. **More info on page 6.**

JOB INFORMATION (Mandatory Fields)

Order ID: * 000
To be published in: *
Edition: *
First publication date: *
Size: * mm (H) x mm (B)
Bleed: * YES NO
Colour: * Full Colour B/W Spotcolour
Theme: *
Media Agency: *
Creative Agency: *
Service Office: * WVI RRDD
Advertiser: * Roularta Media Group

Contact (name): * Nick Dutry
Telephone number: * 051 266126
E-mail address: * nick.dutry@roularta.be
* mandatory fields

EXTRA INFO (Non - Mandatory Fields)

Brand:
Remarks:

Volgende »

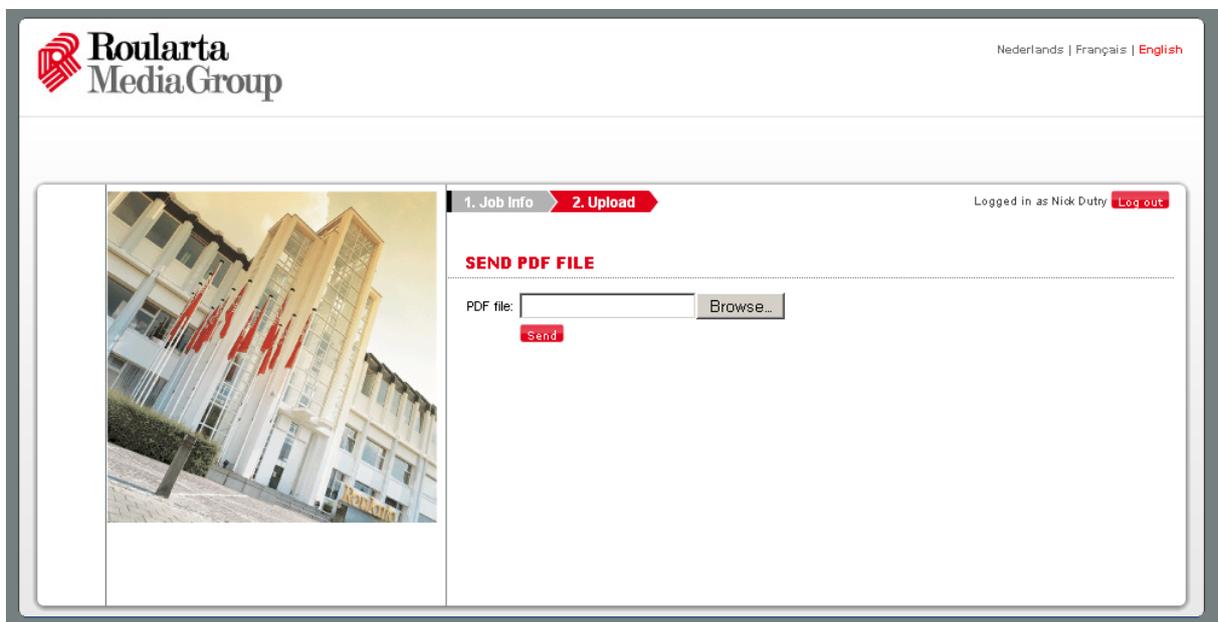
Default some data have already been filled out in the field, namely:

- Order ID: '000'
- Prepress agency*: 'name of the agency which delivers the PDF files'
- Contact (name)*: 'name of the contact at the prepress agency'
- Phone number*: 'phone number of the contact at the prepress agency'
- Email address *: 'email of the contact at the prepress agency'

* Those fields are automatically filled out based on you login data.

The web application automatically verifies whether or not all the mandatory AdTicket fields have been filled in.

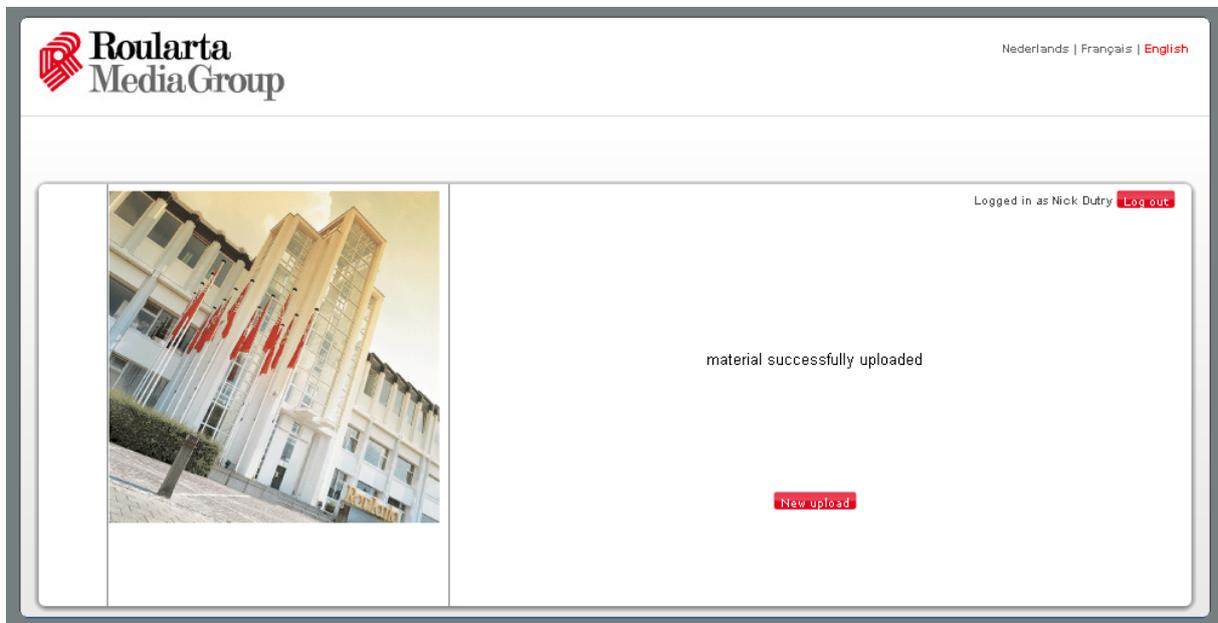
If all mandatory AdTicket fields are filled out, please click **Next »** to upload the file. You are redirected to the following screen.



Step 2:

You can locate the PDF file by way of the button.

You will receive a confirmation 'material successfully uploaded' once you have transmitted the PDF with AdTicket to Roularta Media Group.



- For a new upload, please click "New upload" at the bottom of the page.
- By logging out, the user will be redirected to the homepage.

Extra AdTicket info

○ **AdTicket fields:**

There are two types of AdTicket fields “Job Info fields” and “Extra Info fields”.

● **Job Info:**

- These fields have to be filled in MANDATORY.
Medibel+ has defined these mandatory fields. They contain the minimum info (e.g. contact person, first publication date...)

● **Extra Info:**

- These fields contain Extra information and are NOT MANDATORY (e.g. remarks, format...)

○ **AdTicket content:**

● **Job Info – Mandatory fields**

- Order ID (= Order ID; 000 if unknown)
- Title / Publication (= De Zondag, De Streekkrant – De Weekkrant)
- Edition (= e.g. Oost Brabant, Brussel en Rand)
- First publication date (preferably DDMMYYYY)
- Size (= e.g. 1/1 page)
- Bleed: (YES or NO)
- Colour
 - B/W (= Black/White)
 - Full colour (= quadri)
 - Spot colour (pantone number has to be entered)
- Theme
- Media Agency
- Creative Agency
- Service office (= Prepress office or office that sends the PDF files)
- Advertiser (= e.g. D'Ieteren)
- Contact (name) (= contact person at the prepress office)
- Telephone number (= of the contact person at the prepress office)
- E-mail address (= of the contact person at the prepress office)

● **Extra info – Non mandatory fields**

- Brand (= e.g. Audi)
- Remarks