



SUBMITTING YOUR DISPLAY AD

If you have a display ad that you would like to send to us, there are several ways to do this...

1) email

This is the easiest way to send us something, but your file size must be less than 5MB. To do this, simply email your ad as an attachment to design@opendoordirectories.com and clearly note your account name and contact information somewhere in the body of the message. It is a good idea to request a receipt so that you can know for sure that the email went through.

2) yousendit.com (recommended)

This is the most reliable and least expensive way to send your ad to us. You will need to go to www.yousendit.com and register for a free account, which they call their "Lite" version. This normally takes less than a minute and will enable you to send us your display ad with no additional cost. Make sure that you set up your file to send to design@opendoordirectories.com.

3) FTP (file transfer protocol)

If you are unfamiliar with FTP sites and have never transferred files this way, then we strongly recommend you opt for the yousendit.com option instead. You will need to have special software already installed on your computer (Fetch, CuteFTP, or SmartFTP) to use FTP. If you have an FTP site which you would like to upload your ad materials to, please remember to send us the instructions and passwords so that we can access the files. If you wish to use our FTP site, please let us know.

Dimensions

Quarter Page	3.625" x 5" (no bleeds)
Half Page	7.5" x 5" (no bleeds)
Full Page	8.75" x 11.25" (full bleed)

Ad Specifications

Artwork must be 300dpi at full size
Color ads must be CMYK (not RGB)
Bleeds must be .125" (1/8")

Acceptable File Formats

.pdf (exported for "Press")
.tif (300dpi)
.eps (include all fonts)
.jpg (300dpi)
Web graphics are NOT acceptable

Contact Information

OpenDoor Directories®
Design Department

design@opendoordirectories.com

Please note that when you contact the Design Department, any one of our many designers may be handling your ad, so please make sure to clearly identify your company within your correspondence, particularly if you are a third party graphic designer.