

## PLEASE NOTE

- The FTP Site Will **NOT** Accept FOLDERS.
- Name All Files With The ADVERTISER'S Name Included:  
**DO NOT NAME FILES "NJ MONTHLY AD"**
- Wait Until File(s) Are Done Uploading:  
Closing the application early may stop the upload.  
You will **NOT** be able to see inside the folder.
- YOU MUST E-MAIL US TO NOTIFY AD IS UPLOADED:  
**Ads will NOT be processed without the emailed information.**  
Email us: [production@njmonthly.com](mailto:production@njmonthly.com)

## YOUR CHECKLIST

- Once ad is uploaded, an email **MUST** be sent to [production@njmonthly.com](mailto:production@njmonthly.com) with the following information:
- Name of File as it appears on the FTP;
  - Name of Client **MUST** be included in file name;
  - Size/Shape/Color of ad that was uploaded;
  - Issue Date for ad;
  - Contact information of person to contact if we have any digital issues - include phone number as well as email address;

E-mail to: [production@njmonthly.com](mailto:production@njmonthly.com)

Subject Line: FTP Upload for (client name)

**Ads will NOT be processed without this information.**

## FOR THE MAC USER

You need to use an FTP client, such as Transmit, Fetch, Cyberduck, etc.

## FTP SETTINGS

# New Jersey MONTHLY

Host: ftp.njmonthly.net  
User ID: njmftp  
Password: 1176njm

# New Jersey bride

Host: ftp.njbride.net  
User ID: njbftp  
Password: ss88njb

Copy and paste, or drag, your files into the "UPLOADS" folder in this window.

## QUESTIONS?

Any questions regarding our FTP site, call:

**BABETTE REYNOLDS**  
Advertising Production Manager  
973-539-8230 x4917

## FOR THE PC USER

### UPLOAD USING WINDOWS EXPLORER (NOT MICROSOFT INTERNET EXPLORER)

1. Select Window Explorer (NOT INTERNET Explorer) from your All Programs/Accessories menu.
2. Type the appropriate address into your web browser address bar.

**For NEW JERSEY MONTHLY**  
<ftp://njmftp:1176njm@ftp.njmonthly.net/>

**For NEW JERSEY BRIDE**  
<ftp://njbftp:ss88njb@ftp.njbride.net/>

3. Hit Enter.
4. Copy and paste, or drag, your files into the "UPLOADS" folder in this window.

