

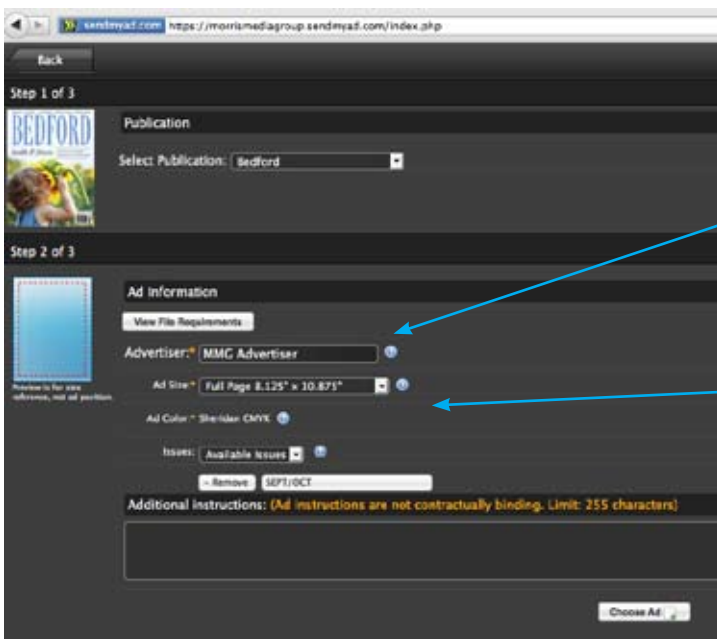


The **Morris Media Group Ad Portal** can be reached from your web browser at:

<https://morrismediagroup.sendmyad.com>

This free service to our advertisers makes it easy to upload, preflight, and review your advertising with **MMG**. Registration takes only a minute. There are also video tutorials available on how to use the ad portal and how to fix any issues with your ads.

If you haven't already, please take a moment to register. It requires an email address and a self-created password. You will receive confirmation.



You will receive a link via email. Click that link and it will bring you to a landing page that will require you to fill in your **Advertiser Name** (Business Name). The magazine, ad size, and issue should be filled in.

If it is not filled in, please select your **Publication**

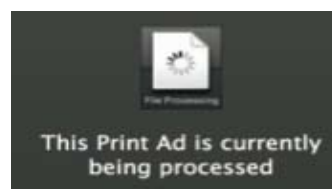
Enter your **Advertiser Name** (Business Name)

Choose the **Ad Size** from the drop down

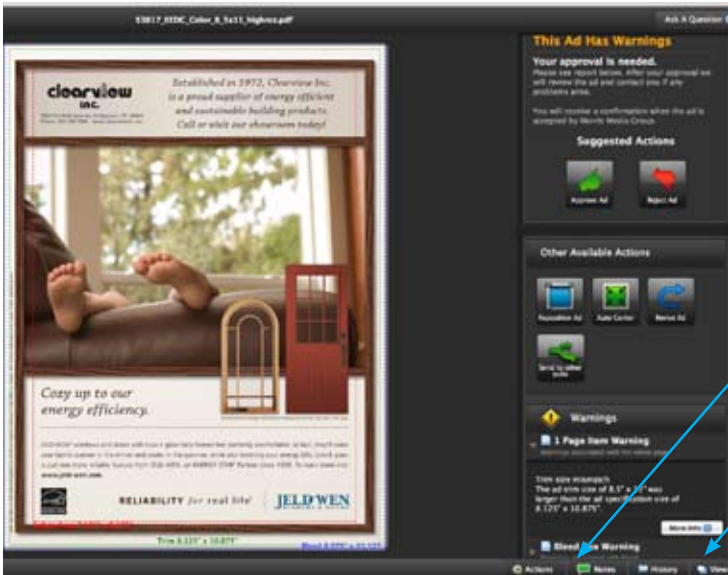
Choose the Issue Date. If you are unsure of the **Issue date**, please contact **MMG Production 203-431-1708, option 1**

Type any **Additional Instructions**

**Choose Ad** to upload



Next browse for your PDF file on your computer and click **Upload**. Soon your ad will be processed and preflighted.

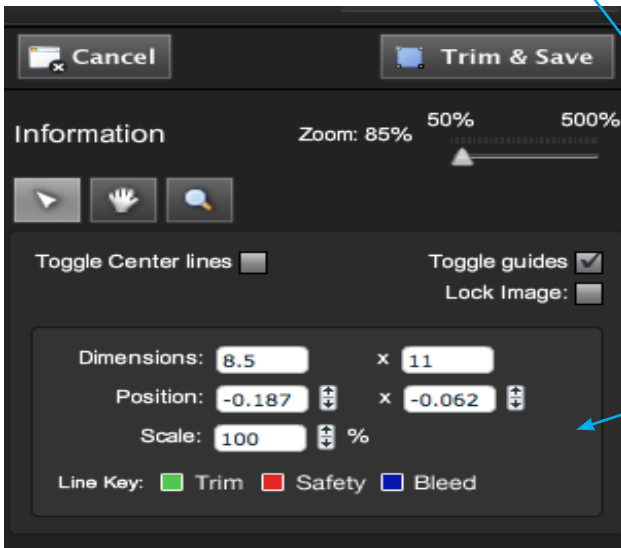
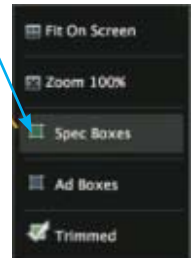


After processing is complete, you will be given notification of any problems with your file. If there are any problems, you will find helpful solutions to resolve any issues. If you are satisfied with your ad, simply click **Approve Ad**.



All ads are also preflighted again by MMG Production staff before printing who will notify you of any other issues. If you can not fix your ad, please use the **Notes** tool to indicate any concerns or if you wish to run the ad as-is.

Click **Views** to show the **Spec Boxes** including trim, bleed and live safety areas.



You might receive some warning messages on the lower right side of the screen. Click on each to read. Some of these problems can be resolved right in the system. For example if the ad is sized incorrectly or the bleed is not correct, go to **Actions** and select **Reposition Ad**.

There, you can increase or decrease the ad size proportionally to fit into the spec lines on the screen. Green lines are trim size—the bleed falls outside that. Red is live area, and type should remain inside that area. Please use the **Notes** tool to indicate any concerns or if you wish to run the ad as-is.

**MMG**  
**Morris Media Group**  
**386 Main St. Ridgefield CT 06877**  
 Bedford Magazine  
 Fairfield Magazine  
 Litchfield Magazine  
 Ridgefield Magazine  
 Wilton Magazine  
 and townvibe.com

For questions with the ad portal contact: **Morris Media Group Production**  
**203•431•1708 (option 1) OR production@morrismediagroup.com**