


# Race Program Advertisers: To Send a File to Piedmont Press & Graphics:



Go to [www.piedmontpress.com](http://www.piedmontpress.com)



1. Click on **Send A File** 
2. You will be asked to login: Use the following email address: [equine@piedmontpress.com](mailto:equine@piedmontpress.com) (Use this address, not your own). Your Password: equine
3. Under **Project Name**: Enter the name of the program in which your ad is to appear.
4. Under **Project Details**: Please provide us a contact name and number where we can reach you if we have any problems with your file. Please indicate any special instructions.
5. **Upload File** - Click on **Choose File**. You will be able to navigate to the file you wish to send. You can send up to 5 files at a time.
6. The final step is to click on the **Send File(s)** button at the bottom of the page.

You will see a small File Transfer window with a progress bar. The time to upload your file to our site depends on the size of the file you are sending and your internet connection speed. Once your file(s) has finished loading you should receive a thank you message.

Please fax a copy of your advertisement to 540-347-9335 to ensure that what we receive is what you intended. Font errors and bad resolution graphics/photos are frequent problems with submitted files and we want to be sure we give you the best quality.

## File types we accept:

### Macintosh

Indesign (through version CS4)  
QuarkXpress (through version 6.0)  
Photoshop (through version CS4)  
Illustrator (through version CS4)  
Acrobat PDF

### Windows

Indesign (through version CS4)  
QuarkXpress (through version 5.0)  
Photoshop (through version CS4)  
Illustrator (through version CS4)  
Acrobat PDF  
Microsoft Publisher

*\*\*When possible convert your fonts to outlines or paths.*

*We prefer not to receive emailed file attachments. If you have any trouble completing the above instructions please call us at 540-347-4466.*



404 Belle Air Lane • Warrenton, VA 20186 • [www.piedmontpress.com](http://www.piedmontpress.com)

Ph: 540.347.4466 • Fx: 540.347.9335

Equine CSR: [jen@piedmontpress.com](mailto:jen@piedmontpress.com) Equine Artist: [cindyg@piedmontpress.com](mailto:cindyg@piedmontpress.com)

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WOW!**