

To Send a File to Piedmont Press & Graphics:



Go to www.piedmontpress.com

1. Click on **Sign In** (top menu bar far right side)
2. You will be asked to login - Under Member Login enter: **Equine@piedmontpress.com** Password: **Equine**
3. On left side of screen Under Customer Service click on **Send a File**
4. Directly under that a new small box appears: Click on **Upload a New File**
5. You will see the file start to send and a new box appears - In this box **select Option #3: send without attaching to any job.**
In the **COMMENTS** box please enter the program you are sending the ad for and a phone number or way to contact you if there are any problems. We print many programs and want to be sure your advertisements makes it into the correct one!
6. Click the green **Send File** button
7. You should receive a **File Transfer Complete** box when your file has successfully transferred.

The time to upload your file to our site depends on the size of the file you are sending and your internet connection speed.

Please fax a copy of your advertisement to 540-347-9335 to insure 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: We prefer to receive Acrobat PDF files. Most programs will allow you to save or export your file in this manner. If you need assistance please contact our art department at the number below.

***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

Ph: 540.347.4466 • Fx: 540.347.9335

Equine CSR: hollyt@piedmontpress.com Equine Artist: cindyg@piedmontpress.com

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WOW!**