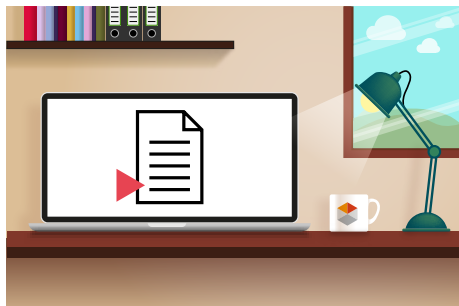




Uploading material for the design



Material request via e-mail

After you have ordered your advertisement, you will receive an e-mail requesting material. You will find a **link** to the Material portal in this e-mail.

2a

Step 2 of 2, option a > Basing the design on a previous advertisement

- Please contact your Customer Services Officer if you only wish to make a few changes to a previously published advert in one of our titles. The telephone number can be found in the accompanying e-mail.
- We will then send you a trial version of this advertisement, on which you can easily make the desired adjustments.

2b

Step 2 of 2 option b > Basing the design on a sample ad

With this option, you can request a design that is based on an advertisement that you forward with it by way of an example.

1. Briefly explain the changes compared to the example advertisement in the 'Description' field (in terms of colours, font or text).
2. Click on the "Add Visual" button to upload your example advert.
3. Drag and drop your partial materials on the area "Drop your materials here" or click on this area to select the material files on your computer.
4. Click on "Upload" to upload your material.



1

Step 1 of 2: Start to upload

- To start, click on the area 'Click here to upload your assets'
- This overview allows you to upload partial materials for other advertisements as well.
- Simply select the correct advertisement line and upload your files.

2c

Step 2 of 2 option c > Create a new design

With this option, you can request a new design. We then need both your partial materials (photo, logo, text) and a briefing for the design.

1. In order to make a high-quality advert, we need a briefing. Do you not have a briefing yet? Click 'Open in briefing tool' to complete your briefing online. When you are ready, download the PDF version of the briefing on your computer.
2. Click 'Add Visual' to select and upload the PDF version of your briefing.
3. Drag and drop your photos and logo to the upload area or click on this area to select your assets on your computer and upload them.
4. Click "upload" to upload your material to our graphical department.

