

NOTE: When uploading files to the FTP site, a email message must be sent to MKImages@aafes.com notifying the Image Coordinator. The message **MUST** indicate, the week number and vendor name in the subject line. Any other essential information (UPC, Brand, Model #, etc.) should be provided in the body of the message.

SPECS: Images being provided must meet the following requirements.

- accepted file formats: PSD, TIFF or EPS.
- color mode: RGB
- size: 5” x 6” minimum 1500 x 1800 pixels [full page images, 9” x 9” 2700 x 2700 pixels]
- resolution: hi-res, (300 dpi) @ 100%
- clipping paths/masks (preferred)

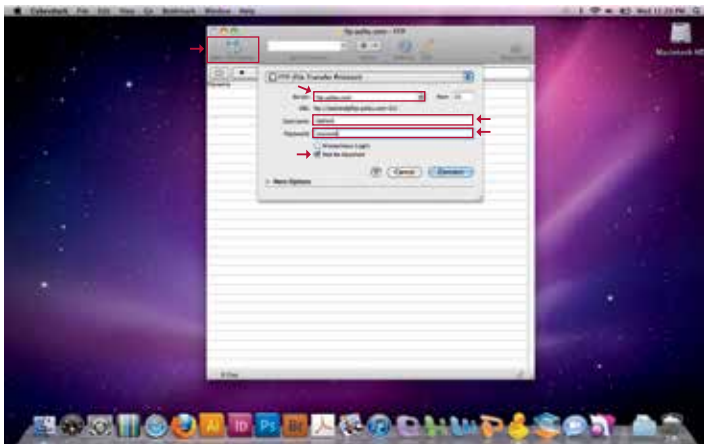
When submitting logos, they should always be in Illustrator as a vector image. When submitting other promotional materials, on page ads, posters, etc., the packaged files should always be provided to include the fonts, native files and all hi-res images.

QUESTIONS: For questions or assistance regarding the guidelines or procedures provided, please contact Jack Christensen at ChristensenJa@aafes.com or 214.312.6412.

⚠ IMPORTANT: Failure to follow the guidelines outlined in this manual, may result with images/files being rejected or lost.

MAC USERS

The following steps require a FTP program. Cyberduck is a FTP client who offers a free FTP program available for both PC and Mac platforms. Once you have installed the FTP program on your computer, proceed to step 1. (Depending on the selected FTP client, screen images may differ.)



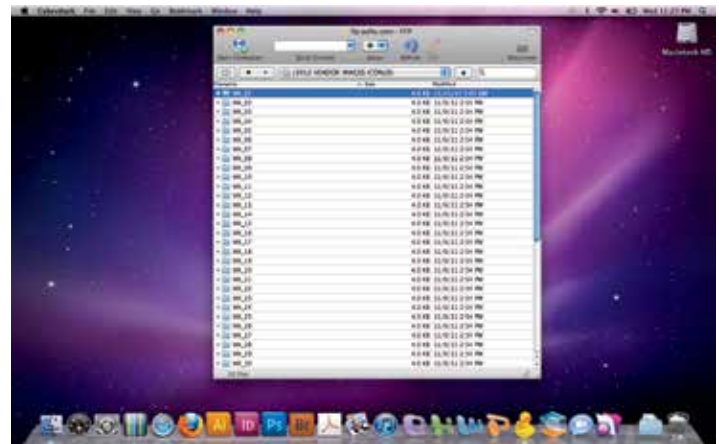
Step 1

- open the FTP program application
- click on the “open connection” button
- enter the server domain, username and password
- (optional) check “add to keychain” to save your info
- click “connect”

server: **ftp.aafes.com**

username: **tabloid** (case sensitive)

password: **vi4sfah** (case sensitive)



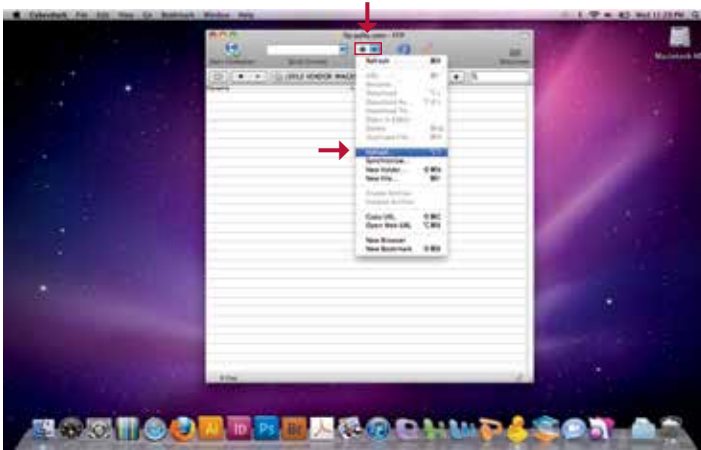
Step 2

- select and open the appropriate folder in the directory

⚠ YOU CAN NOT create any new folders within the root directory.

- Images being submitted must be placed into the correct week folder for that promotion.

MAC USERS (continued)



Step 3

- click on the “action” drop-down arrow
- select “upload...” from the drop-down menu



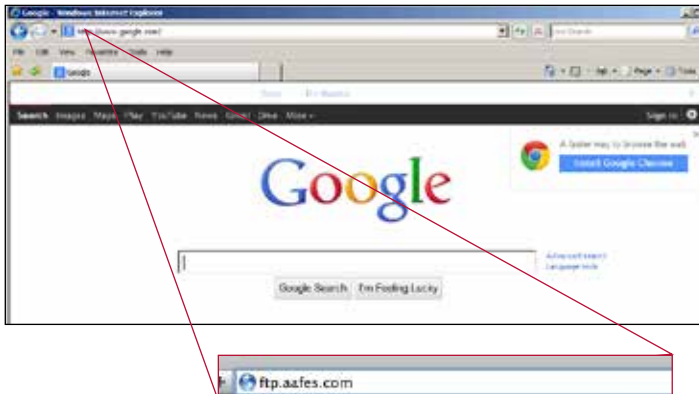
Step 4

- locate the file on your computer from the upload window and click “upload”
- images should be uploaded in subfolders titled with the week number and vendor name.
- example: WK13_Sony



Once the file has been selected and the upload process begins. The transfer window will appear and provide the status of the upload.

PC USERS



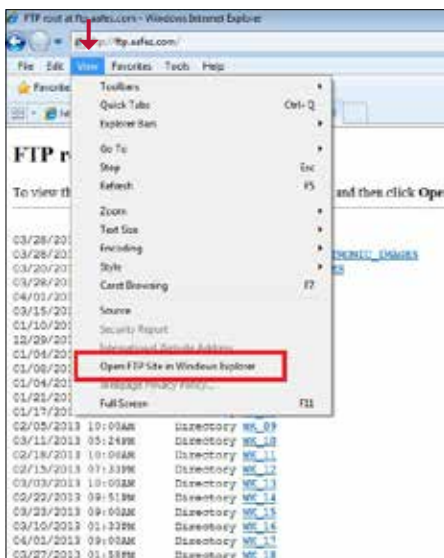
Step 1

- Open internet browser (Explorer, Firefox, etc.)
- Type, **ftp.aafes.com** into the URL bar



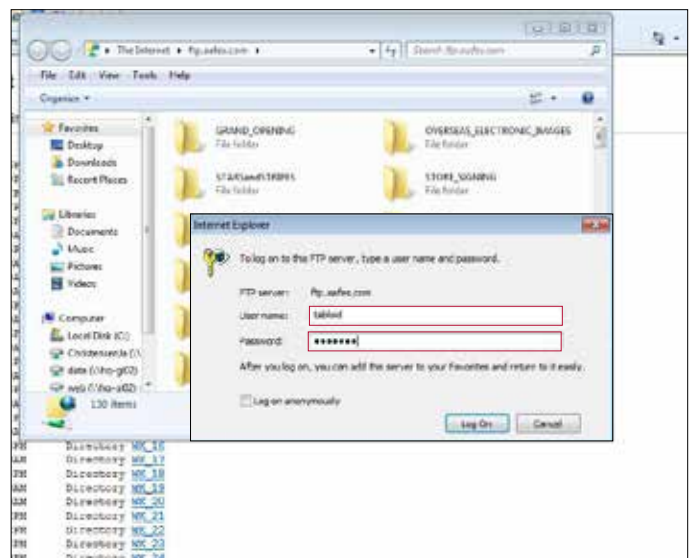
Step 2

- Log on using the following credentials:
username: tabloid (case sensitive)
password: vi4sfah (case sensitive)



Step 3

- Select '**open ftp in Windows explorer**' under the "view" drop down menu



Step 4

- Log on again with previous credentials (new directory window will open)

Step 5

- select the file from your computer and 'drag and drop' into the correct folder.

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