



Guide and Instructions

IMPORTANT!

Log into your account first!

*These instructions will not work unless you are logged in.
If you have no account, you can create one,
or just browse the tabs with limited access.*



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intellectual property of AdSwift, LLC, Portland, Oregon.*


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of an authorized AdSwift representative. All rights reserved.*

The SwiftBox is your personal file and list storage center. It is where you keep photos and logos to insert into the backside templates, postcards that you create and upload, and the lists that you mail to. The SwiftBox is for your private use only, and is NOT shared with the other users. You first upload into your SwiftBox, and then those files will be retrievable when needed during your 5-Step ordering process.

There are **3** ways to access your SwiftBox:

- 1** Click the button that says "Edit Account Information" in the upper right corner of the site. Then, click the words "Manage My SwiftBox". A pop-up window will appear.
- 2** Click the large SwiftBox logo that is always in the left side column of your screen. A pop-up window will appear.
- 3** Start the 5-Step ordering process. At Step 2 and Step 3, there will be a tab that says "Upload". Click those tabs and then the instruction block.

You must disable your pop-up blocker if you have one. The SwiftBox pops up in a separate window to be used side-by-side with the 5-Step ordering process. Lists that you put in your SwiftBox automatically appear in the site menus at Step 5.

Click the tab that says . You have not yet uploaded images, so it will say that there are no images.

To UPLOAD an image: *(RGB JPG files only)*

- A.** Click the icon button that says "UPLOAD".
- B.** Categorize your upload as a headshot or a logo by choosing from the menu.
- C.** Click the button that says "CHOOSE FILE", and a browse box will appear. Navigate on your computer hard drive to the image file you wish to upload and select it. The name of the file will appear to the right of the "CHOOSE FILE" button.
- D.** Click the button that says "UPLOAD IMAGE". In a moment, the image will appear in the SwiftBox window.

To USE an image:

- A.** When prompted at Step 3 where images can be inserted in the postcard back, just click on the image and it will fill the space that your SwiftBox was prompted from.

To DELETE an image:

- A.** Click the button that says "DELETE" to the right of the image you wish to delete. You will be prompted by a dialogue to verify that you are sure. Click "OK". The image is now deleted and will not appear in the SwiftBox window.

To FILTER images:


- A.** Select "HEADSHOTS" or "LOGOS" or "ALL" from the drop menu, or click the icon button that says "VIEW" to see all the images at once.

Images are currently limited to 300x200 pixels, and can be accepted as RGB JPG format only.

Not all Step 3 templates have areas to insert images, only the "Full Template" and the "Combo Template" do. This feature is decided whether allowable or not by your Private Label site administrator.

In addition to the images that you upload to your SwiftBox, you will find another drop menu to the right of the first. In this drop menu are located roughly 600 common logos and symbols that you might want to use on the backside of the postcards you are sending. They are organized by industry.

You MUST be an authorized employee, franchisee, reseller or representative of a company to use their logo! If you are using a specific Private Label site, this menu will NOT be visible. It is only visible at the front-end AdSwift.com site, where generic materials are posted for you to apply your own company brand.

Click the tab that says . You have not yet uploaded lists, so it will say that there are no lists available.

To UPLOAD a list: *(XLS and CSV files only)*

- A.** Click the icon button that says "UPLOAD".
- B.** Click the button that says "CHOOSE FILE", and a dialogue box will appear. Navigate on your computer hard drive to the list file you wish to upload and select it. The name of the file will appear to the right of the button.
- C.** Enter the number of contacts in your list. This will allow your bill to be automatically calculated when you pick a list to use.
- D.** Click the button that says "UPLOAD LIST". In a moment, the list file will appear.

To USE a list:

- A.** Lists that are in your SwiftBox also appear automatically in the drop-menu of your order setup in Step 5, where you assign them to your postcards.

To DELETE a list:

- A.** Click the button that says "DELETE" to the right of the list you wish to delete. You will be prompted by a dialogue to verify that you are sure. Click "OK". The list is deleted.

Lists are currently accepted as .XLS (Excel Spreadsheet) format, or .CSV (Comma Separated Values).


The following are examples of proper list formatting in MS Excel. ALWAYS keep same information in same column! Eliminate columns that are not mailing information! No addresses outside continental USA!

Smith	William	1234 SW. Alder Street	Portland	Oregon	97210
Jones	Robert	876 North 7th Avenue	Phoenix	Arizona	85029

Smith, William	1234 SW. Alder Street	Portland	Oregon	97210-0017
Jones, Robert	876 North 7th Avenue	Phoenix	Arizona	85029-9809

William Smith	Owner	1234 SW. Alder Street	Portland	Oregon	97210
Robert Jones	President	876 North 7th Avenue	Phoenix	Arizona	85029

ABC Company	William Smith	1234 SW. Alder St.	Ste. 2	Portland	OR	97210
Jones Corp.	Robert Jones	876 North 7th Ave.	#987	Phoenix	AZ	85029

Click the tab that says . You have not yet entered contacts, so it will say that there are no contacts.

To ADD a contact:

- A. Click the icon button that says "ADD".
- B. Fill out the information in the fields provided.
- C. Click the button that says "SAVE CONTACT". You may opt to continue adding more contacts, or return to viewing your contacts.

To DELETE a contact:


- A. Click the button that says "DELETE" to the right of the contact you wish to delete. You will be prompted by a dialogue to verify that you are sure. Click "OK". The contact is now deleted.

To MAKE a LIST from your contacts: *(100 minimum to use in an order)*

- A. Click the button that says "MAKE LIST". The SwiftBox will change. Enter a name for your list. Checkmark the box to the right of each name you wish to add to your list. Click the bottom button that says "CREATE LIST". The list will automatically appear under the "LISTS" tab of your SwiftBox, and appear in the menus at Step 5.



Contacts are for your own use. We do not sell or share your lists!

Click the tab that says . You have not yet uploaded front artwork, so it will say there is no artwork.

To UPLOAD front artwork: *(JPG files only, in RGB)*

- A. Click the icon button that says "UPLOAD".
- B. Choose whether you are uploading artwork for a REGULAR or a JUMBO sized postcard.
- C. Click the button that says "CHOOSE FILE", and a dialogue box will appear. Navigate on your computer hard drive to the artwork file you wish to upload and select it. The name of the file will appear to the right of the button.
- D. Click the button that says "UPLOAD ARTWORK". Depending on the file size of the artwork and the speed of your internet connection, it may take a moment.
- E. A PREVIEW image will appear in your SwiftBox, with an overlay that allows you to PROOF your upload against our specifications. Click the preview to see the print PDF (300 dpi, cropped to proportion) file that we auto-generate from your JPG upload.
- F. Check all the boxes as you confirm them in the proof. If there is an error in your artwork, click "TRY AGAIN", adjust your artwork as needed and re-upload.
- G. Click "AGREE" when you are sure your artwork is correct. Clicking "AGREE" releases AdSwift from refund liability if there are errors! Your artwork will appear in your SwiftBox with a thumbnail, and the PDF will have the proofing overlay removed.

**NEW
PROOFER!**

*Our faster,
easier way
to check & fix
your artwork
for printing
compliance!*

To USE artwork:

- A.** When prompted from the Step 2 UPLOAD tab, the SwiftBox opens to "FRONTS". Click on the artwork's thumbnail or name, and that artwork will be used in Step 2.

To DELETE artwork:

- A.** Click the button that says "DELETE" to the right of the artwork you wish to delete. You will be prompted by a dialogue to verify that you are sure. Click "OK". The artwork is now deleted.

To FILTER artwork:

- A.** Select "REGULAR" or "JUMBO" or "ALL" from the drop menu, or click the icon button that says "VIEW" to see all the artwork at once.

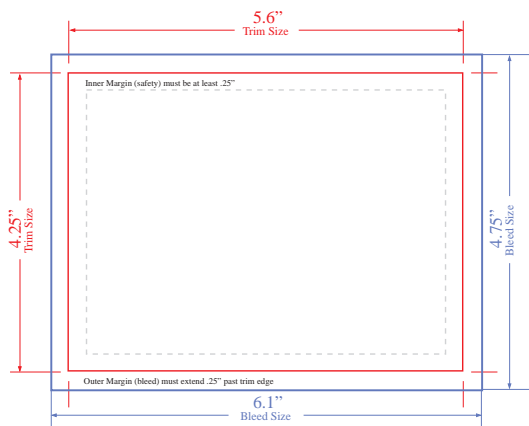
Artwork refers to the complete image that appears on the front of a postcard. You ARE allowed to upload and use your own artwork for personal use. Artwork files are currently accepted in .JPG (JPEG format). JPG is the format most common to all software types. The files are compressed and small for quick internet transfer. Digital cameras create JPG files which can be directly uploaded. The Windows operating system comes with a simple built-in accessory called "Paint" that allows basic editing and creation of JPG files, although Adobe Photoshop is the best software to use.

Artwork uploaded with the same name will OVERWRITE (replace) the existing file. Use a unique name otherwise.

Below are artwork Guidelines for the FRONT ARTWORK that you load into your SwiftBox. If you do not follow these guidelines accurately, your artwork may be rejected by our printing facility, resulting in a delay in your order. If this occurs, you will be contacted and informed of the necessary corrections. Our new SwiftBox Proofer will help you to check your artwork against our requirements.

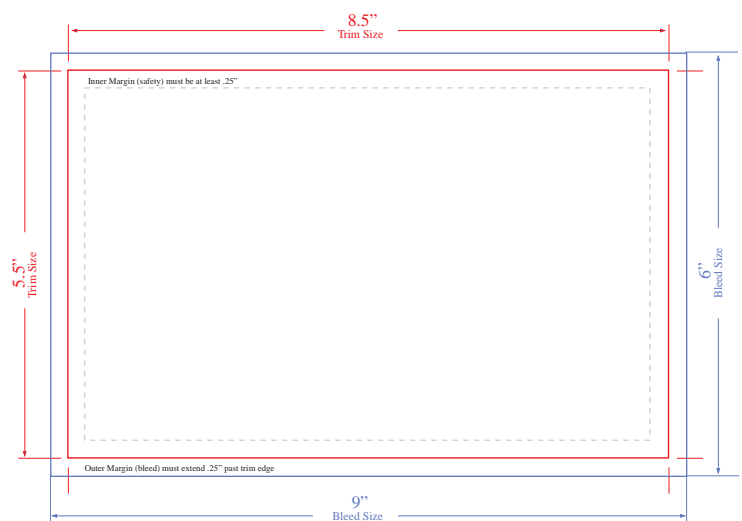
REGULAR SIZE FRONT

6.1 X 4.75 inches @300ppi
(1830 x 1425 pixels)



JUMBO SIZE FRONT

9 X 6 inches @300ppi
(2700 x 1800 pixels)



Click the tab that says **BACKS**. You have not yet uploaded back artwork, so it will say there is no artwork.

To UPLOAD back artwork: (JPG files only, in RGB)

- A.** Click the icon button that says "UPLOAD".
- B.** Choose whether you are uploading artwork for a REGULAR or a JUMBO sized postcard.
- C.** Click the button that says "CHOOSE FILE", and a dialogue box will appear. Navigate on your computer hard drive to the artwork file you wish to upload and select it. The name of the file will appear to the right of the button.
- D.** Click the button that says "UPLOAD ARTWORK". Depending on the file size of the artwork and the speed of your internet connection, it may take a moment.
- E.** A PREVIEW image will appear in your SwiftBox, with an overlay that allows you to PROOF your upload against our specifications. Click the preview to see the print PDF (300 dpi, cropped to proportion) file that we auto-generate from your JPG upload.
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NEW PROOFER!
Our faster, easier way to check & fix your artwork for printing and postal compliance!

To USE artwork:

- A.** When prompted from the Step 3 UPLOAD tab, the SwiftBox opens to "BACKS". Click on the artwork's thumbnail or name, and that artwork will be used in Step 3.

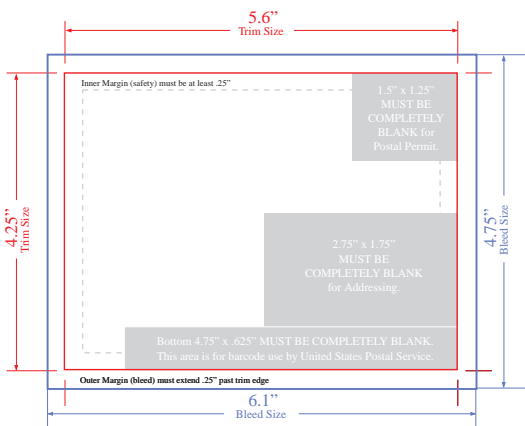
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Below are artwork Guidelines for the BACK ARTWORK that you load into your SwiftBox. If you do not follow these guidelines accurately, your artwork may be rejected by our printing facility, resulting in a delay in your order. If this occurs, you will be contacted and informed of the necessary corrections. Our new SwiftBox Proofer will help you to check your artwork against our requirements.

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6.1 X 4.75 inches @300ppi
(1830 x 1425 pixels)



JUMBO SIZE BACK

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