



PIONEER PRESS The Doings
YOUR LOCAL SOURCE

- E-mail is an unreliable means of transmitting digital files, it is riddled with problems. Corrupted file attachments, file size limitations, painfully slow transmission times, and the dreaded, inexplicable "delivery failed" message, are but a few of these problems.
- Pioneer Press/The Doings found a solution to the short-comings of e-mail. AdTransit.com is the secure, reliable alternative to e-mail. Employing the same 128-bit encryption standard for on-line banking and e-stock trading, AdTransit.com is trusted by over 2,000 publications across the country.
- AdTransit.com can transmit a single file up to 20 megabytes, 2-5 times greater than standard e-mail capacity. Once a file is transmitted, the travel time is virtually instantaneous. A unique tracking number is generated for you to reference, similar to that of any parcel delivery service.
- Best of all, through an arrangement between Pioneer Press/The Doings and AdTransit.com, this service is available **free of charge!**
- We are kindly requesting all advertisers to sign-up today and to take advantage of this great service.



*Secure,
accurate,
& trackable
ad delivery.*

Questions?

Call your Account Executive or Pioneer Press/The Doings production help at (847) 486-7444

NORTH SHORE Glenview	(847) 486-7300
CENTRAL Park Ridge	(847) 696-3133
LAKE SHORE & NEWS-SUN Waukegan	(847) 249-7296
NORTHWEST Arlington Heights	(847) 797-5100
NORTHWEST Algonquin	(847) 458-5300
WEST Oak Park	(708) 383-3200
CHICAGO	(312) 321-3050
THE DOINGS Hinsdale	(630) 887-0600

PIONEER PRESS
YOUR LOCAL SOURCE
The Doings
3701 W. Lake St.
Glenview, IL 60026

AdTransit.com
Secure, accurate, & trackable ad delivery.



welcome to

AdTransit.com

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PIONEER PRESS
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The Doings

Your guide to setting up and using Pioneer Press' / The Doings ad delivery system.

AdTransit.com

How to set up your account

Registration is required for first-time users only. It takes just a few minutes. Pioneer Press/The Doings pays all transfer fees after free trial period is over. This service is absolutely free to our customers!

Go to www.adtransit.com

Click → [Registration](#) (tab at top)

Select Ad Senders

Select → [Company Type](#)

(pull-down menu - most clients will register as Advertiser)

Click → [Register](#)

Fill out all bold fields as instructed

(DO NOT enter credit card information, this service is free to our clients)

Click → [Next Page](#)

Select Publication

State: **IL**

Publication Type: **General/Suburban Weekly**

Click → [Search](#)

Select **Glenview – Pioneer Press** or

Hinsdale – The Doings

Click → [Submit](#)

If you know what your Pioneer Press/The Doings Account Executive's e-mail is, enter that here. By doing so, your account executive will receive a notification e-mail when ad material is submitted.

Click → [Submit only these Reps](#)

Click → [Complete Registration](#)

You are now ready to send ads with AdTransit.com!

How to send ads using AdTransit.com

Go to www.adtransit.com

Click → [Login](#) (tab at top)

Click → [Send An Ad](#)

Select destination

Click → [Next](#)

The transmission window should open (see window on right).

NOTE: fields with red asterisks are required:

Click → [Choose File](#) to attach your ad file

Indicate the publications in which you would like to run your ad in [Instructions To Newspaper](#) field

Click → [Transmit](#)

The ad transmission confirmation window will open and give you the option to print.

NOTE: the 7-digit AdTransit.com Number. This number is unique to your ad, and will be used for tracking.

Log out

or click → [Send Another Ad](#)

transmission window

Transmission Information: FROM: Pioneer Press, Glenview, IL; Ad Category: Display; Advertiser: *; Destination: *; Ad Sales Rep: *

Ad Information: Ad Order #: *; Keyword/Caption: *; First Run Date: * (format: M/D/YYYY); Revision: New; Width: *; Columns: *; Depth: * (Inches); Color Info: * (B/W); NAA Spot Color Number(s): *

Production Information: Attach One Ad: * (Choose File, no file selected); File Size Limit: 20 MB; Ad files must be Adobe Acrobat PDF format unless otherwise agreed upon with the publication. Create PDFs Online. Created By: QuarkXPress; After Hours#: *; Contact: *; Phone#: *; Fax#: *; Valid Email: *

Your IP Address: * Required for Ad Transmission. Form © Copyright 2005, B-Linked, Inc. Transmit Clear

TIP: Click → [Update Acct.](#) (tab at top) to add additional papers and Account Executive information at any time.

Secure, accurate, & trackable ad delivery.



FAQs about AdTransit.com

Q: Do I enter "Pioneer Press" as the account name? What is the password?

A: No, you will create your own account name and password, so be sure to write down this info when you register!

Q: Why am I being asked for my credit card info? I thought the service was free!

A: The service is free, don't worry. YOU DO NOT need to submit any financial information. AdTransit.com is an independent service provider but the transmission fees are paid for by us. If you were to use AdTransit.com to send an ad to another publication outside our company's network, only then would you possibly be required to provide this info, depending on that particular publication's arrangement with AdTransit.com.

Q: How long does it take for my initial registration to be processed and accepted?

A: In most cases, your registration will be processed and accepted within minutes of submission. The only time it may take longer is if you have already registered an account with AdTransit.com in the past, in which case you would be contacted by AdTransit.com support for clarification.

Q: Can I send multiple files at once, or just one?

A: The "FREE Basic Plan" will only allow for the transmission of one file at a time. We have set up our account this way so that each file submitted will receive a unique AdTransit.com tracking number, similar to the systems employed by any parcel delivery service. In this way, we can independently identify and track all the ads we receive on a weekly basis, and ultimately provide better service to our clients through the detailed accounting this system provides.

Q: If I am running an ad in multiple Sun-Times News Group publications, say the Sun-Times and the Pioneer Press for example, do I need to submit my ads to each publication account or just one?

A: You need only submit your ad material(s) once to the location of your STNG/Pioneer Press Account Executive. They will then send the material(s) to the appropriate sister publications. For example, if your Account Executive is at Pioneer Press, but you want to run an ad in the Sun-Times, you would send your ad material(s) to the Pioneer Press account and your Account Executive would then be responsible for sending the material(s) on to our other publications.