

FTP Site Upload Information:

Using the TxDOT FTP Drop Box:

- 1) Go to <https://ftp.txdot.gov/dropbox/> in your Web browser.
- 2) Below the Authentication box is a sentence that may say: "If you are not a Texas Department of Transportation user, go here." Click on the word 'here'.
- 3) Click **Drop-Off**.
- 4) Fill out Information about the Sender.
- 5) In Information about the Recipient, enter Name: **Erin Inks**
E-mail: **TEC-Ads@txdot.gov**
- 6) Then go to Choose the File(s) you would like to upload.
 - A) Click the Browse (or Choose File) button to find the files on your computer. Select the file that you would like to upload and click Open.
 - B) In description, please include the name of the advertiser and the issue date.
- 7) Click on "Drop off Files" for file to upload.

Multiple ad files should be provided in a folder labeled with the **advertiser's** name and issue date. Compress the folder.

Remember to send a confirmation e-mail to let us know your ad has been uploaded.

Shipped Media Accepted: CD

Note: *Film is not accepted.*



For more information, or to ship ad materials, contact:

Texas Highways Events Calendar
c/o Erin Inks, Editor
200 E. Riverside Dr.
Travel Information Division
Austin, TX 78704
512.486.5876
512.486.5879 (fax)
TexasEvents@txdot.gov

Mechanical Specifications

Advertising Sizes

Final Trim Size: 8.125" x 10.625"

Live Area: All live copy and non-bleed elements should be at least three-eighths (3/8) inch from the final trim size.

Binding Method: Saddle stitch

Electronic Output Requirements:

Please read these instructions carefully:

1. **Software accepted:** Press-Quality PDF, Adobe Photoshop, InDesign or Illustrator.
2. **Ad size** should be 100%.
3. **Fonts:** All fonts must be supplied with native files. **OR** they must be embedded or converted to outline.
4. **Images:** Supply all linked high-resolution images (300 dpi) and graphics. Please be sure to provide the most current versions of linked files.
5. **For color ads:** All colors must be CMYK mode with process separations. Imported pictures must be changed in the application in which they were created.
6. **For black and white ads:** Be sure image files are grayscale or black and white only.
7. **Resolution specifications:** 150 Line Screen
8. All digital files must include a **contract quality proof**. If this is not supplied, TxDOT will not be responsible for color deviations. **A hard copy or pdf proof must accompany all electronic files.** Proofs must be provided at 100% size.

Notice: Any requested alterations that are made to received advertising materials will be charged back to the advertiser.

Advertising materials will be stored for 12 months after last run and then destroyed unless written instructions for return are received from advertiser or agency.

