POST-DEADLINE PROMO ITEMS

the Lutheran

FOLDER	DESCRIPTION	FILE NAME	DIMENSIONS	DPI	COLOUR /BW	NOTES	WORKING FILE/S	INSTRUCTIONS (IF IN DOUBT SEE COMPLETE EXAMPLES)	ACTION
PROMO ASSETS	Cover	cover_colour.jpg	520 x 727	300 dpi	COLOUR			Email cover image and issuu link to LM	AS
		cover_bw.jpg	520 x 727	300 dpi	BW				
	Email Cover	Issue-Cover-[Month]-[Year].jpg	100 x 72 px	72 dpi	COLOUR				AS
	Sub Form	sub_form_2up_[MONTH].pdf	A5	300 dpi	COLOUR	Single PDF 2 up on A4	sub_form.indd	Email sub_form_2up version to GG: gaynor.gower@lll.org.au	AS
		sub_form_2up_[MONTH].pdf					sub_form_2up.indd		
	Web Window	7.The_Lutheran.jpg	145 x 157 px	72 dpi	COLOUR	LCA Website	7.145x157.psd	Add to LCA box	AS
	ISSUU Upload Magazine sample upload to www.issuu.com	THE_LUTHERAN_[Month]_[YEAR].pdf					Pages 1 -9 from TL_[MONTH][YEAR].pdf (file from LM2) The_Lutheran_ISSUU.pdf		
	Powerpoint	pptnormal-thelutheran-june.jpg		72 dpi	COLOUR		pptnormal-thelutheran.psd	Export for web 72 dpi from Photoshop	AS
		pptwide-thelutheran-june.jpg					pptwide-thelutheran.psd		

AS to put copies of completed files and a compressed file into Box.net / TL Website / Promote us_[MONTH] [YEAR] and email LM2 to let them know it is completed

LM Linda Macqueen **Executive Editor/LCA Communications Coordinator**

LM2 Lisa McIntosh **Editor, The Lutheran**

AS Anna Schubert **Designer**

HV Heath Vogt **Digital Designer & Developer/TL Website**

DM David Mau **Web Manager LMM**

GG Gaynor Gower **Subscriptions/Accounts**

SIGN IN

Login: welovethelutheran@yahoo.com.au

Password: 197Archer

UPLOAD

Follow the prompts to select (or drag and drop) your file ... wait ...

PUBLISH

Title: THE LUTHERAN [Month] [YEAR]

Description: National magazine of the Lutheran Church of Australia

Publication date: First day of the month of publication. This will also set upload to occur on the day even if you do this earlier

This is a preview: Check/tick

Allow download: Check/tick