

Sending files to FT Business

FT Business only accepts digital ad copy. We do not accept film. Our preferred format is PDF, although we do also accept EPSs.

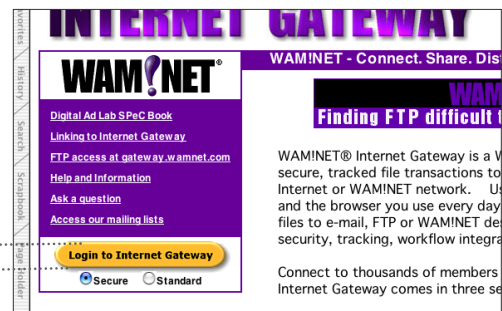
There are various ways of sending files to FT Business. Click on the links below for a more detailed explanation of how each method works. If you need further help, please call your FTB production contact, who will be happy to talk you through the process.

1. If you are on the Wam!Net network, you can Wam!Net files to us. Add FTBusiness to your Wam!Net address book through the online Info Centre at <http://ic.wamnet.com>. If you are unsure of how to request sending permissions, please contact your Wam!Net rep.
2. **Internet Gateway.** You can send your advertising copy to FT Business securely over the internet. All you need is a standard Web browser, such as Internet Explorer. Broadband internet access will make the process easier and quicker, although it is possible with a basic 56k modem, particularly if the file size is small. [Click here for more details](#)
3. **FTP.** You can FTP copy to us [Click here for more details](#)
4. **ISDN.** If you would like to send to us via ISDN, you can send directly to our Wam!Net server. This does not require any additional software on your part – only a slightly different set-up when entering our number into your ISDN. The advantage of this method over direct ISDN is that your files will not get caught in a queue at our end. [Click here for more details](#)
5. **Disk.** You can send CDs and Zip disks. Address it to your production contact, at: Ads Production Department, Financial Times Business, Tabernacle Court, 16-28 Tabernacle Street, London EC2A 4DD.


Internet Gateway

1. Click on the web link, or go to <https://gateway.wamnet.com>, and you will be taken through to our Internet Gateway, the easiest way to get files to us.

Click on 



2. You then need to enter the user name and password.
User name: **ftbads**
Password: **adcopy**
Then press continue

3. Click on Ship Package 

4. In Job Tickets, select

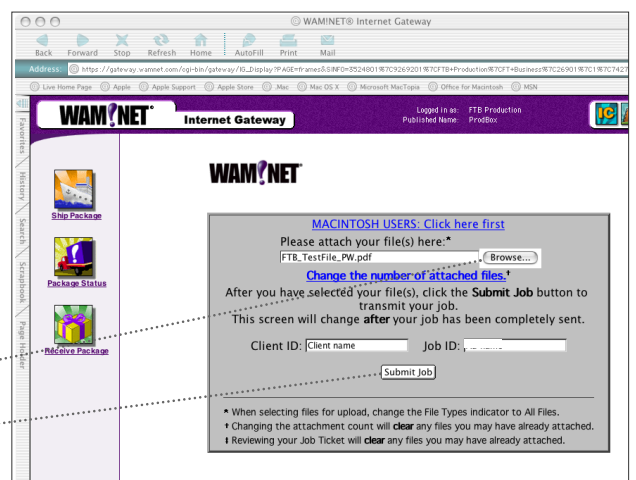
5. In Client ID, type the **advertiser name**
In Job ID, type **FAO** and the **name of the FT Business production executive** you have as a contact (eg FAO Joe Bloggs) . If you do not have a contact name, use the advertiser name again. This will help us identify jobs, and speed up the processing of your advert. To attach the file, click on **Browse**.
Navigate to the file that you want to attach, then click **Open**
Press **Submit Job**.
You will get a confirmation screen telling you that the job has gone

6. If you have more than one file to attach, click

[Change the number of attached files.](#)[†]

Type in the number of files you want to attach and press OK

8. You will be taken to the previous screen, but with additional Browse fields to attach extra files.



If there are a lot of files to attach it is better to stuff them using an application such as **WinZip**, **Ziplt** or **Stuffit**. This creates one package containing all the elements, that can be sent as a single file.

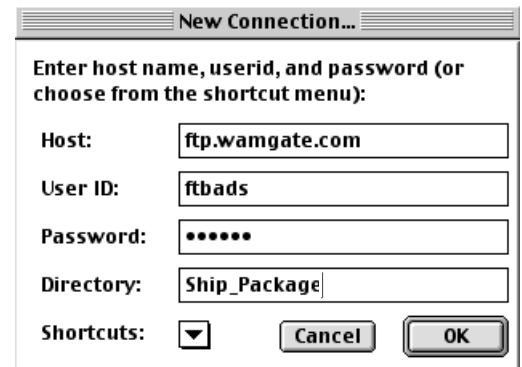
FTP - file transfer protocol

If you regularly send to FTBusiness, and have access to FTP software such as Fetch or Smart, you can FTP files to us. The files are delivered to us via the Internet, but FTP allows you to set up a 'bookmark' to make it even easier.

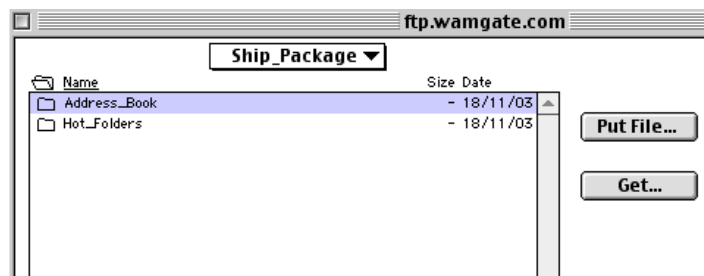
Make a new connection via your FTP software.

Host: ftp.wamgate.com
User ID: ftbads
Password: adcoppy
Directory: Ship_Package

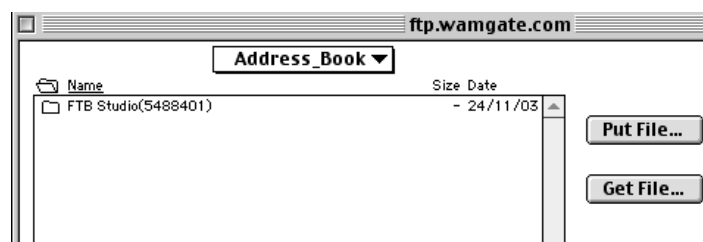
If you can't select the directory, once you are connected, click into the Ship_Package folder



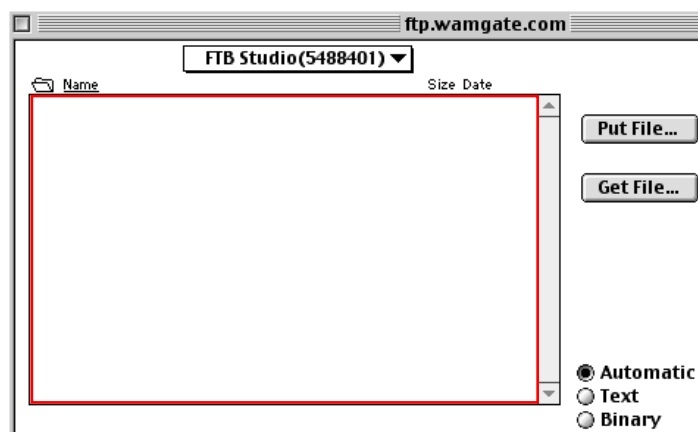
You will then have 2 folders. Double click into the Address_Book folder as highlighted on the right



Double click into the FTB Studio (5488401) folder

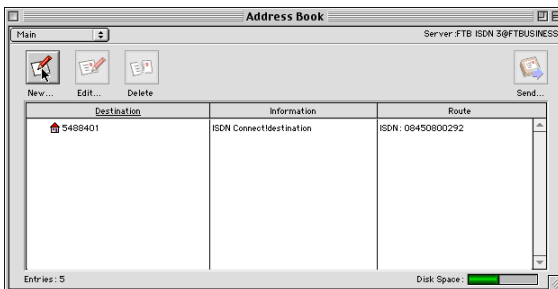


This is the directory into which you need to drop your files. Either drag and drop the folder of files into the area marked red in the illustration on the right, or click 'Put File...', browse to the file and click 'Open'.



ISDN Connect

Use your ISDN to send directly to our WamNet server, thus avoiding the delays that can occur with point-to-point ISDN. You need no extra software. Simply set up the address as described below and start sending

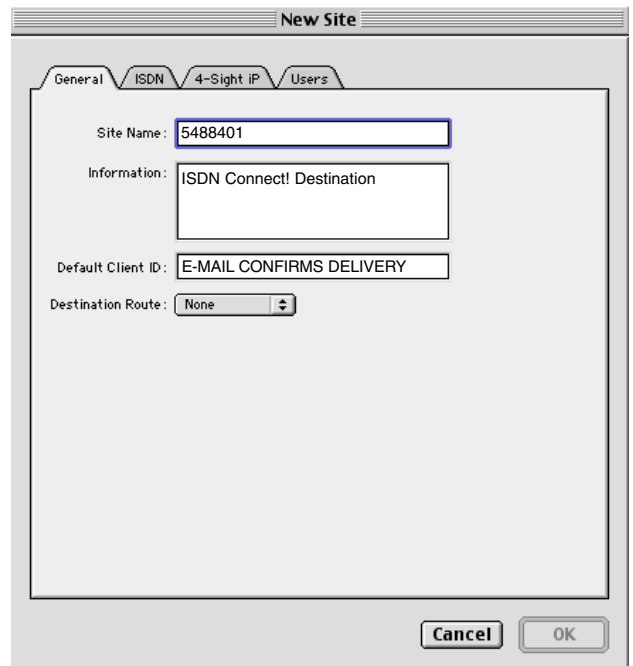


1. In your ISDN address book, click on New.

Fill in the General and ISDN tabs as shown in the illustrations on the right.

2. General

Site Name: 5488401
Information: ISDN Connect! Destination
Default Client ID: E-MAIL CONFIRMS DELIVERY



3. ISDN

ISDN Number: 08450800292
Security: Registered user
Name: 08450800292-your ISDN Number (after the 08450800292 put a dash then your ISDN number in full, including area code, leaving no spaces)
Password: connect
Confirm: connect

Once these fields are filled in, click OK. The new address will then appear in your address book, and you can begin sending.

We have three ISDN lines at FT Business. By using ISDN Connect, you will be sending to a central hub (with an unlimited number of lines) from which the files are forwarded to our Wam!Net server. This method prevents bottlenecks on our ISDN lines, and ensures your copy arrives more quickly.

