

The Press Democrat

Argus-Courier

The Sonoma Index-Tribune

sonoma

NORTH BAY Business Journal





NORTH BAY Sonoma / Lake / Mendocino

HOW TO PLACE A SERVICE SOLUTIONS DIRECTORY ADVERTISEMENT

Step 1. How to place a Service Solutions Directory advertisement – logging in.



Go to https://adportal.pressdemocrat.com/adportal/classified/index.html



If you already have an account, please log in with your username and password. If you have ordered ads here previously please skip to Step 3.

If you are purchasing an ad for the very first time you can click on the "Service Solutions Directory" button and create your login and password at the end of the transaction.

You will then scroll to find your business type and select it.



Step 2. Re-ordering a previously purchased ad.



elect Your Package low select the appropriate package.		Current Ad Selection Your selections will be displayed in this information window	
Back	Category: Classification:	Service Solutions Directory Accounting	
Service Solutions Directory	Start Over	Go To My Ads	
Reach 278,584 readers of The Press Democrat each week. Your advertisement will appear in print on Friday, Saturday, Sunday, Monday and Tuesday for four consecutive weeks and appear online for 28 days. Deadline Wednesday at noon			
Starting At			
\$349			
Back Continue			

If you are purchasing an ad for the first time and selected a business type. This screen will appear. Click anywhere on the package until it turns orange. It will automatically advance to the screen below. Otherwise skip to Step 4.

Sustomize Your Print Ad			Curren	nt Ad Selection
Sustomize your ad document by filling in the fields that correspond to the pelling and provide a compelling offer or call to action in your ad.	e ad design. Be sure to	check your	in this informa	s will be displayed tion window
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Back Save Ad For Later		Continue		
Verwrite Template Selection Preview (Admin Function)				

Step 3. Re-ordering a previously purchased ad.



The	Press Democrat The Sonoma Index-Tribune Argus Courier Gazerre Business Journ	nal
My Ads Create a new ad View All Ads My Account Info Payment Options Logout	Welcome For quick access to your ads, review your dashboard below or create a new ad Create a new ad Switch to another user Your account privileges allow you to switch to other user. The users you are allowed to switch to are available below.	le in the area
	Type at least 3 characters to start searching for users. Type additional characters to narrow the search.	A
	Switch Liser	
	Your Saved Ads These ads have been created but need to be scheduled and/or paid for before they will run No saved ads found	
	Your Current Ads These ads are currently running No current ads found	
	Your Future Ads These ads have been paid for and will run in the future	
	Ad Number: W00491870 Templatel:clx2ii Service Di December 8, 2023 Press Democrat Business Serv December 12, 2023 Press Democrat Business Serv December 22, 2023 Press Democrat Business Serv December 22, 2023	
	Press Democrat Business Serv	

After you login you will see this screen. The ads at the bottom will show your saved, current and future ads. On the left click on "View All Ads."

Step 3. Re-ordering a previously purchased ad.



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My Ads Create a new ad View All Ads My Account Info Payment Options Logout	My Ads All the ads that access the deta below to expos but allow you to start you at the Show Filter	you have create iils of an ad, click e the filter fields. o change copy ar very beginning i	d using AdF on the ord "Reorder A nd schedule n case you	Portal appear in er number. If ye vd" will pick uwill pick uwill e new dates. "R want to select	the table b ou want to f the classific euse Ad Co a different d	pelow. To so filter the sec cations and py" will picl classificatio	ort the list, click on a column header. To arch results, click on the "Show Filter" the package selections you previously to pt he ad copy used previously but i n and package.	o button y made it will
Show Preview 7 items found, disp	Hide Copy blaying all items.							
			Click	an order name	to view			
Preview/Action C	ору	Order #	Status	First Insertion	Package			
Reorder Ad la	inely Crafted Landscapes Indzen.com 707-591-1629 ANDSCAPE DESIGN AND ONSTRUCT	#W0049187)	Approved	11/9/23	Business Services Directory			

Click on "Reorder Ad" next to the most recent ad purchased. The screen will automatically advance.

Step 4. Adding your copy, photos or making changes to a previously purchased print ad.



On this screen you will create the print ad. If you are re-ordering a previously purchased ad then you will see that text and photos used before which you can keep or delete and replace with new copy.

There are some options to make the text bold, larger, etc.

The print ad allows for two photos, one to appear at the top and one to appear at the bottom.

Color photos can be used! So if you have a color logo or photo upload them.

You will see what your ad will look like as you build it. Click continue at the bottom.







The Press Democrat The Sonoma Index-Tribune Home Admin My Ad	ARGUS COURIER GETTE BUSINESS JOURNAL
You are in Administration Mode Schedule your ad Based on your selections, your print publications are listed below. To select y dates (light gray background). The YELLOW dates are the selected run dates again. Back Show Ad Preview	Publication > Package > Template > Customize > Schedule > Purchase our schedule, click on the available to deselect a date, click on the date Continue Continue Continue Continue
November, 2023 Key: Light Gray = Available Notes 1 1 2 4 5 6 7 6 12 13 14 15 15 20 21 2 26 27 28 30 Solect date Save Ad For Later	Continue Schedule Detail: Nov 17, 2023 Nov 24, 2023 Dec 1, 2023 Dec 2, 2023 Dec 8, 2023 Dec 8, 2023 Dec 8, 2023 Dec 8, 2023 Dec 9, 2023 Dec 1, 2023 Dec 9, 2023 Dec 1, 202 Dec

Our Service Solutions Directory package is for 4 weeks and always begins on a Friday. So click on the first Friday of the 4-week period you want to participation and the other Fridays will automatically be selected.

The ads will run Friday through Tuesday but you only need to select the first Friday. The program will send all the 20 days to our publishing system.

Click on continue.



Step 6. Creating your online ad.





Step 7. Scheduling your online ad.



The online ad will begin on the same day as your print ad and will be online for 28 days. So you won't need to select any dates here.

Click on the "Ad Preview" button to see the online ad.

Click continue at the bottom.



Step 8. Completing the purchase.



The final screen is the payment screen. If you've already logged in the system will populate most of this. If you haven't logged in you will be prompted to do so or create a login.

Complete the required fields. We urge you to click on "Save Credit Card" the first time you make a payment if you would like that information saved.

Click on the final box at the box of the screen to agree to terms then click on "Purchase Ad".





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This screen recaps when the ad runs both in print and online. You can logout or close your browser.

You will also receive an email with this information.

Step 9. Email confirmation.



Sonoma Media

This is an example of the email you will receive after completing the purchase.

If you need any assistance you can email <u>classifieds@pressdemocrat.com</u>.

Now let's look at what happens when your print and online ads are published!

Example of print ads.





Here is an example of what the print ads will look like. Remember we are now offering color at no additional charge so upload your photos in color. Both the print and online ad will be published in color.



How the online ad appears – landing page.



Go to https://adportal.pressdemocrat.com/adportal/classified/index.html



How the online ad appears – category page.





When a reader selects your category on the landing page they are taking to this page – example being used is "Landscaping/Gardening". All of the ads for that business type will appear here. It will also appear as a "Featured Listing" in rotational on all category pages. The screen below is the "Handyman Services" page but it shows other ads under Featured Listings.



What happens when someone clicks on your ad.



ou have been contacted regarding

your Marketplace listing.

Sonoma Media 1:29 PM



When a reader clicks on your ad they will see thumbnails of all of the photos which they can click on and they will enlarge and advance every few seconds. There is also a message box "Respond to this ad" where they can send you a message for more information. An example of what

Online ad on pressdemocrat.com.





Our Service Solutions Directory package also includes a rotation on the homepage of Pressdemocrat.com.

Contact information.



Please contact me for more information on our Service Solutions Directory program.

Dennis Sheely Director of Advertising Operations O: 707.526.8619 C: 707.330.7528 dennis.sheely@pressdemocrat.com



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