

Instructions – TOGS 3 Submission Materials

Please follow the instructions below to submit your poster for printing, mounting, and delivery to the AIA-Austin office. All posters will be printed in color, on high quality satin presentation paper and dry mounted to black gator board. Please remember to note the front of your submission board with your registration number per competition requirements. Your registration number will be noted on the back of your submission and it will be delivered to the AIA-Austin office. The charge for this service will be \$61.70.

File Preparation Requirements:

1. Design your poster at the final plot size of 24"x36" portrait layout with a minimum 200 DPI/PPI and maximum 350 DPI/PPI.
2. Convert your design file to a PDF file, maintaining the final plot size of 24"x36": use portrait layout per competition requirements. Please review your newly created PDF prior to submission for any possible quality issues.

File Submission:

1. Create a folder on your desktop, and name it with your registration number. Place your files, per competition requirements, into this folder. Please also create a pdf or word file containing your credit card number (Visa, Mastercard, or American Express) and expiration date, and place this file in your folder. Our ftp site has security to prevent anyone outside of Dynamic Reprographics from viewing your information. But if you would rather call with payment information, please call 512.474.8842.
2. If using a Windows operating system:
 - a. Open Internet Explorer and enter <ftp://dynamicreprographics.com> in the address bar.
 - b. Enter your username: contest
 - c. Enter your password (all lowercase): drcontest
 - d. If given the option, click **Page**, and then click **Open FTP Site in Windows Explorer**.
3. If using a MAC operating system, please use an FTP client tool for transferring your files.
 - a. You can download a free trial of Fetch, an FTP client tool, at <http://fetchsoftworks.com/>
 - b. Enter your Hostname: dynamicreprographics.com
 - c. Enter your username: contest
 - d. Enter your password (all lowercase): drcontest
4. Now drag the folder which you created in step 1 into the ftp browser window you opened in step 2 or step 3. At this point the time for the upload to complete should be displayed. Do not close the ftp window until the upload is complete. (Please note that the file you upload may not be displayed in the ftp window, as security has been established to prevent the viewing of others' entries. To provide you with assurance that your upload has been successful you will receive an e-mail – see step 6 please.)
5. Once your upload is complete, send an e-mail to digital@dynamicreprographics.com with "TOGS" and your registration number in the subject line.
6. After sending your e-mail, expect a response from Dynamic Reprographics confirming the receipt of your e-mail and the successful upload of your file. If you do not receive an e-mail confirmation within two hours, then please call Dynamic at 512.474.8842 to confirm the successful upload of your file. If uploading between 5:30 PM and 8:00 AM Central Standard Time, then your confirmation will be delayed until 9:00 AM Central Standard Time the following morning.

We will not make international phone calls. If you have any questions or difficulties with the above information please call 512.474.8842, or e-mail digital@dynamicreprographics.com. Thank You!