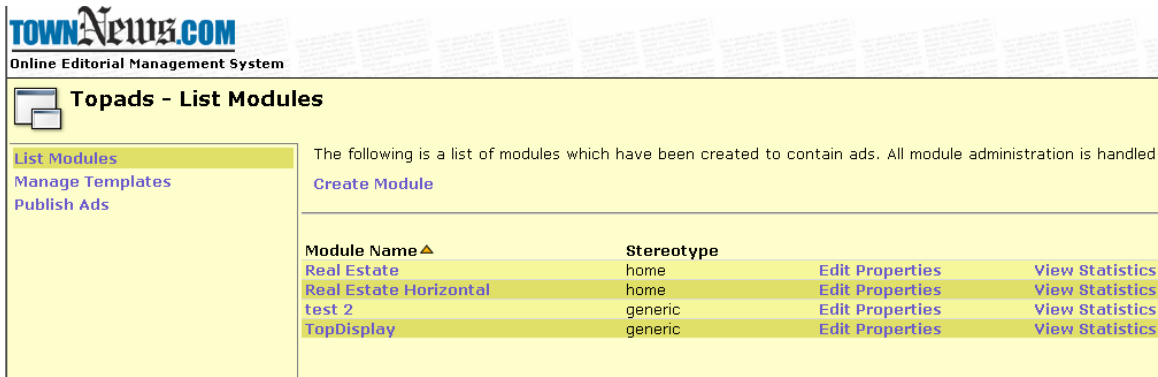




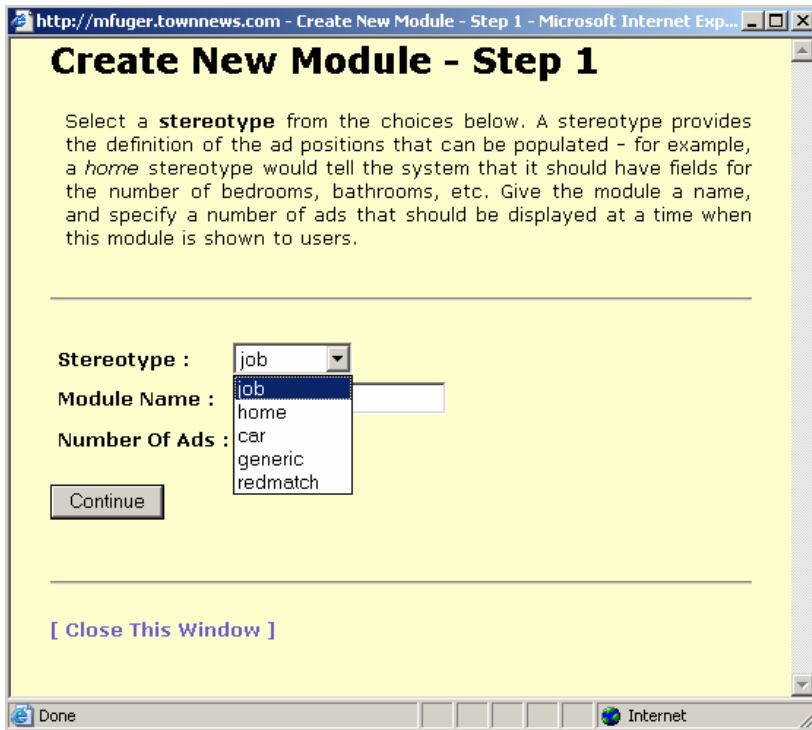
How to use Top Ads III

Getting Started:

1. Log into the ?admin for your website.
2. Click Top Ads
3. Click Create Module



- You must have the modules created before you can create a top ad.
4. Assign the stereotype for the type of Top Ad it will be.

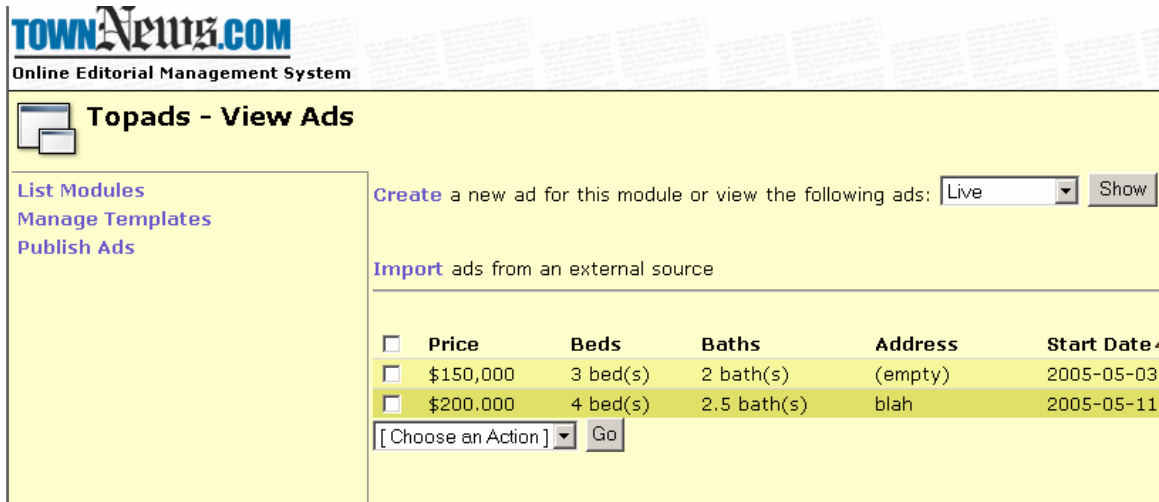


- You will define the module name and how many ads will be shown in the module

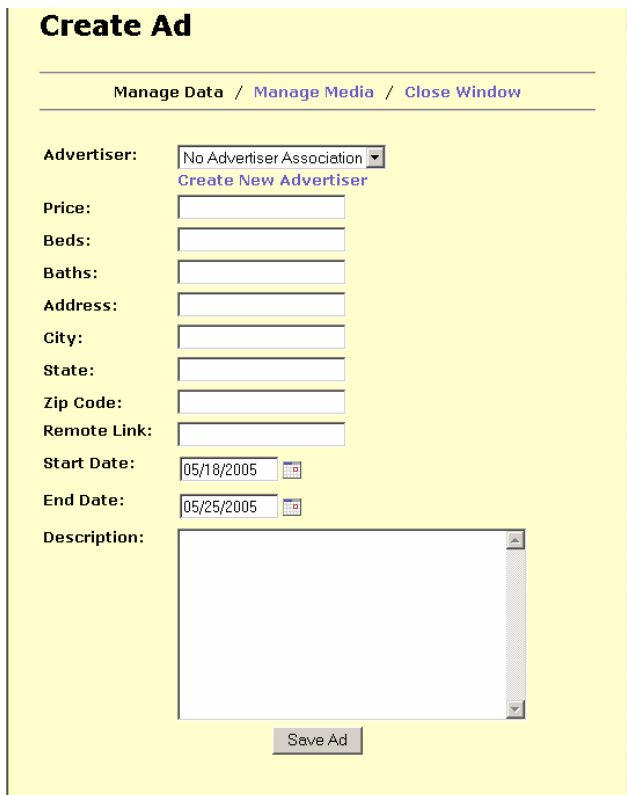
- Note: The number of ads in a module is randomly generated from all the ads loaded into the module.
5. Click Continue.
 6. Click Create Module.

Creating a New Top Ad:

7. Click on the module that you are creating ads for.
8. Click Create



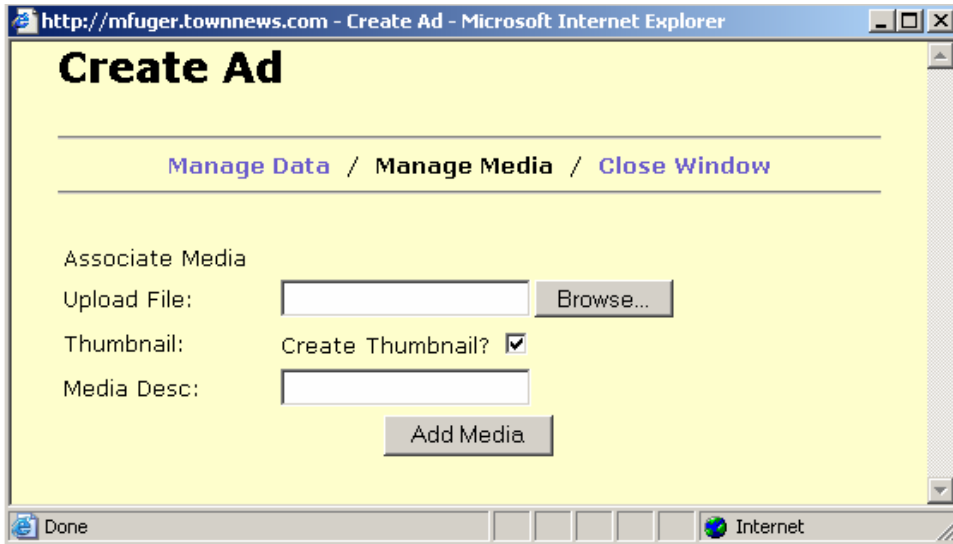
9. Fill in all valid fields for your top



10. ad

- You do not have to fill in all the fields.
- Leave the remote URL blank, unless you want to bypass the popup window and direct customers directly to that website.
- You must click Save Ad after all information is inputed.

11. Next click Manage Media.



- This is where you will upload all pictures for the top ad.
- You may upload multiple photos.
- The thumbnail will be automatically generated.
- These must be in .jpg format.

12. Click Close Window. The screen will refresh and show your new ad.

13. Repeat steps 6-9 until all ads are created.

14. Click Publish Ads.

- Ads will not show on site until you publish them in Top Ads.

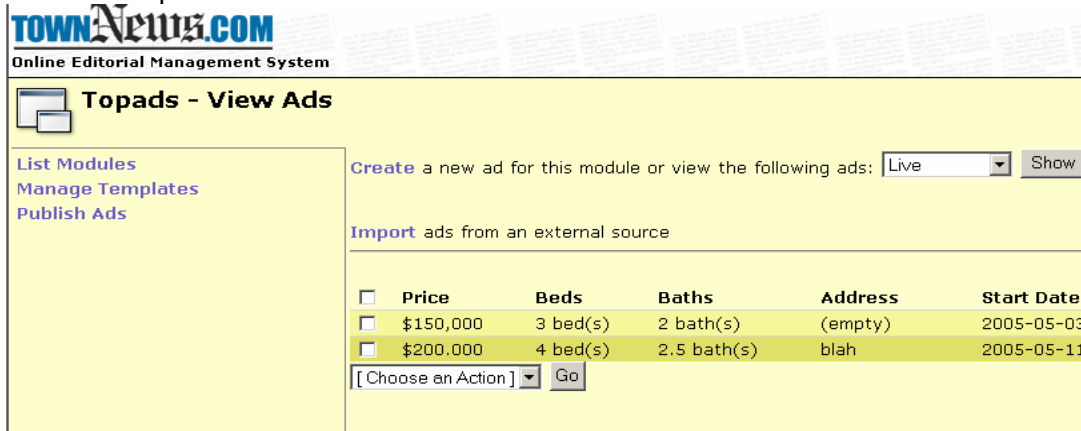
Importing Display Ads from PDF Converter:

15. For instructions on PDF Converter please refer to the PDF Manual located at:

16. Click on the module that you are creating ads for.

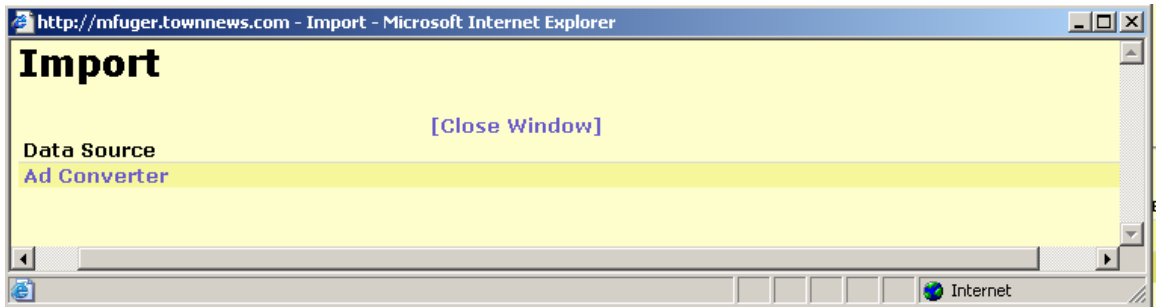
- A module has to be setup called TopDisplay.

17. Click Import.

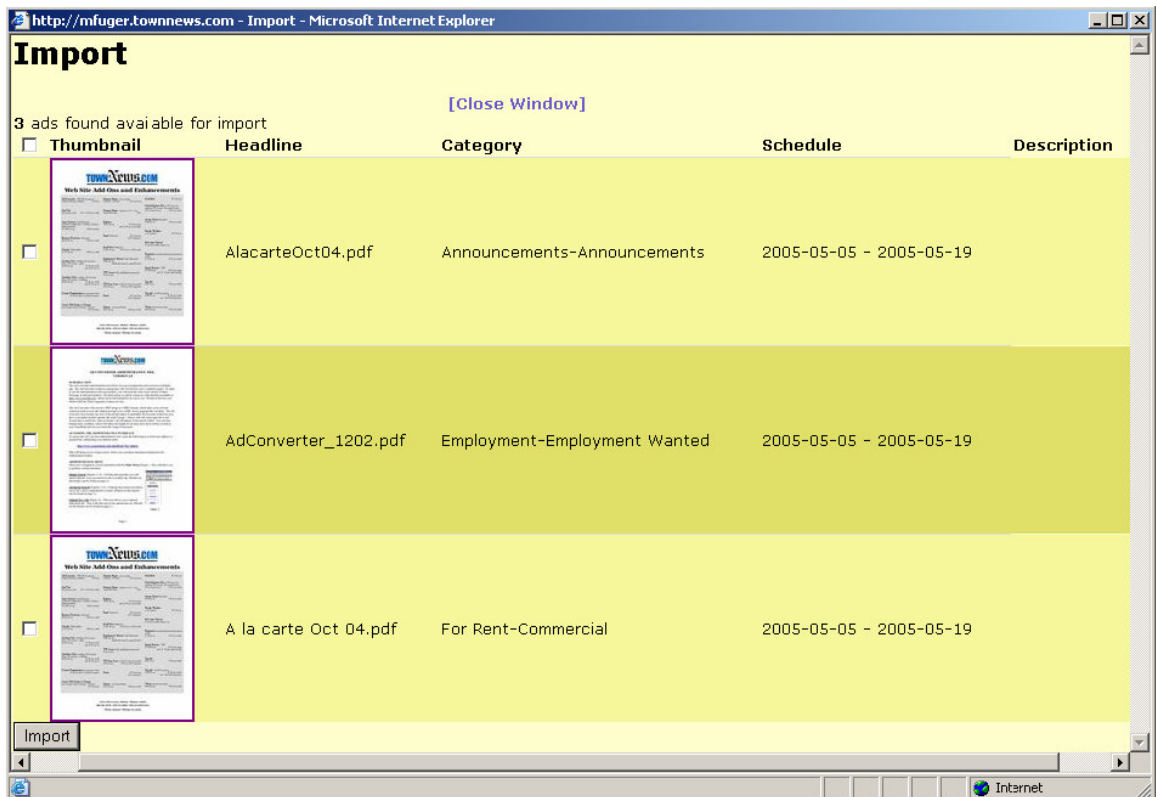


- This will show all ads currently in the PDF Converter
- You will then choose the ads that you would like to import.

18. Click Ad Converter.

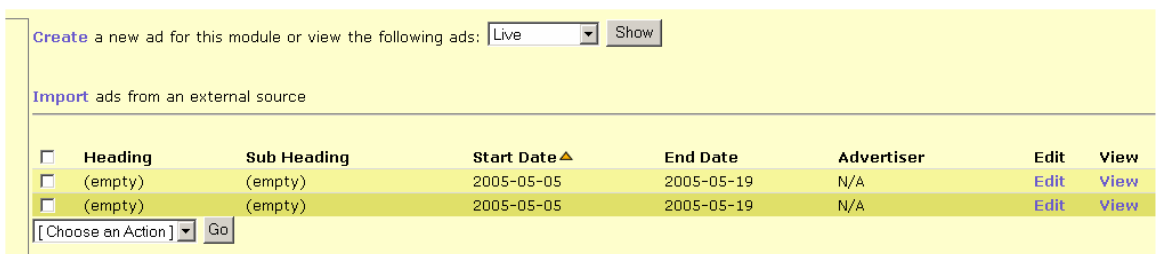


19. Place a check mark next to each .PDF to import.



- You will now be able to preview the imported thumbnails.
- After you preview them, click Close Window.
- This will update the TopAds and then show the imported Ads.

20. Click Edit on the right to enter the information about the .PDF.



21. Repeat steps 7-11.