

ASU Student Media – Editorial File Transfers

How to send us a file electronically

Please keep file size as small as possible to avoid network upload and download problems. The maximum size for files sent to us via e-mail is 5 MB per e-mail. If you have multiple files, stuff or zip your files into one file reducing the size of the file(s). If your file is too large for e-mail or you do not have access to e-mail, you can use our [SMUpload](#) web page to send the file(s) directly to our production server. Please remember to proofread your story or stories and to send cut line and photo credit information for all images sent electronically.

Please submit all editorial files at least 24 hours prior to publication. Please contact the editorial staff prior to submitting your file(s) if transmitting less than 24 hours prior to publication. Contact information is listed below.

E-Mail:

You will need access to the **Internet** and **software** to send your file via **e-mail**. Stories, letters and other text, photo and/or graphics can be sent via e-mail to the editorial department. To send files via e-mail, please use one of the following editorial e-mail addresses. Please contact the appropriate department to make sure they know where you are sending the file:

If sending a story, photo or graphic for publication in *The State Press* newspaper
(Phone: 480-965-2292):
State.Press@asu.edu
Letters.Editor@asu.edu

If sending a story, photo or graphic for publication in *The State Press Magazine* (SPM)
(Phone: 480-965-1695):
SPM@asu.edu
spmag@asu.edu

If sending a story, photo or graphic for publication online in the *ASU Web Devil*
(Phone: 480-727-6941):
WebDevil@asu.edu
ASU.Web.Devil@asu.edu

If you are sending files to our advertising and/or production department please see our instruction sheet for sending ads or contact our production department at 480-965-2097 for further information.

If you have multiple files, it may be better to stuff or zip your files into one stuffed or zipped file. This should also reduce the size of the file(s). If you have problems sending the file via e-mail or you know the file is too large to send via e-mail, please use our [SMUpload](#) web page.

SMUpload web page:

***The SMUpload web page replaces our ftp service**

You will need access to the Internet and browser software (Internet Explorer, Netscape, Mozilla, etc.) to send your file via our SMUpload web page. Text, photo and/or graphics documents can be sent via the SMUpload web page. The file server you will be sending your file is a Macintosh server, but from where you send the file, i.e. which platform – Mac, Windows (DOS) or UNIX, does not matter.

The [SMUpload](#) web page is located at the following URL:

<http://stmedia1.vpsa.asu.edu/cgi-bin/WebObjects/SMUpload>

Please follow these steps to complete your upload(s) using the [SMUpload](#) web page:

1. Once you have prepared and saved your file(s), please go to our [SMUpload](#) web page:
<http://stmedia1.vpsa.asu.edu/cgi-bin/WebObjects/SMUpload>
2. Steps to upload your file:
 - a. Choose a folder. Please select the Editorial folder to upload your file(s) to the editorial staff (*The State Press*, *SPM* and/or *ASU Web Devil*).
 - b. Select the “next” button. You will be presented with a “browse” button to browse your local workstation for the file you intend to upload.
 - c. After selecting the file you intend to upload, please select the upload button.
 - d. A confirmation message will appear with the opportunity to upload another file.

To send multiple files in one upload, please stuff or zip your files prior to uploading the file(s).

3. Once you have sent your file(s), please confirm your file upload by contacting *The State Press* editorial staff at (480) 965-2292 or state.press@asu.edu, to alert us of your file transfer using the [SMUpload](#) web page. If possible, please transmit your editorial files at least 24 hours prior to publication.

Thank you.

The State Press column widths:

1 Column	9p 8pt	1.61”
2 Column	20p 2pt	3.36”
3 Column	30p 8pt	5.11”
4 Column	41p 2pt	6.86”
5 Column	51p 8pt	8.61”
6 Column	62p 2pt	10.36”