ADCOMPOSE
USER GUIDE

THE QUICK AND EASY WAY TO CREATE YOUR ADVERTISING

ADCOMPOSE

https://www.adcompose.com.au

SITE NAME ....

CLIENT NAME ....

USER NAME ....

PASSWORD ....

Recommended platforms:
Google Chrome · Firefox · Safari

OFI PORTAL

https://ofi.adcompose.com.au

USER NAME ....

PASSWORD ....

SITE ....

ADCOMPOSE HELPDESK

adcompose@austcommunitymedia.com.au   ·   1300 726 088

CREATING A PROPERTY

1

Property Wizard

ADDRESS

Enter the property address as displayed below and click on the Next Step button.

1 Create Property	2 Products Details	3 Add Property Details

Create a new Property by adding Street, Name and Suburb.

eg. Unit 1/120

Street Name

Suburb Name

IMAGES

Select the Upload an image button. Select Choose File button and navigate to the image on your local network. Once all images are uploaded select Next Step.

Choose File No file chosen
Choose File No file chosen
Choose File No file chosen

Image Type:

○ RAW ○ PROFESSIONAL ○ MONO/QR CODE ○ PDF

RAW Taken by a camera or phone, not enhanced

PROFESSIONAL Taken by a photographer and already enhanced. Colour QR Codes

MONO/QR CODE To convert images to black and white

PDF Promo uploads / floorplans / artist impressions

2

INPUT PROPERTY DATA

Input data into all of the fields assigned to your branding.

SELECTING IMAGES

Select the order for the images to appear in the modules as well as any corner flags, banners or QR codes.

ICON DETAILS

Enter the bed, bath and car information.
Click to expand extra details to show further options.

Extra Details →

HEADINGS, DESCRIPTION & BULLET POINTS

Add a heading, description and bullet points if required.

PRICE, SALE TYPE, AUCTION & OPEN HOME

Enter Sale Type (For Sale or Auction) and the Price or Auction Details and any Open Home information.

AGENTS CHOICE EDITORIAL

Click to expand Agents Choice Editorial Fields.
Please ensure the ACM Business Rules are adhered to for these modules. (Available upon request)

Agents Choice Editorial fields →

Once you have entered your text in the applicable fields, select the Next Step button.

3

SELECTING YOUR MODULES

Select the modules required by placing a tick next to the template. (you can create multiple sizes by ticking all the sizes you require)

IMAGE 1 IMAGE 2	T84-FP 8th 2P 127mm × 79mm	Copy Details From:	☑
IMAGE 1	T84-FP Full 4P 256mm × 323mm	Copy Details From:	☑
IMAGE 1 IMAGE 2 IMAGE 3	T84-FP Half 3P 256mm × 160mm	Copy Details From:	☑

Click on the Next Step button to create the modules and see the preview.

T84-FP 16th 1P
62mm × 79mm

T84-FP 8th 2P
127mm × 79mm

T84-FP Half 3P
256mm × 160mm
Found 1 error
Error Details
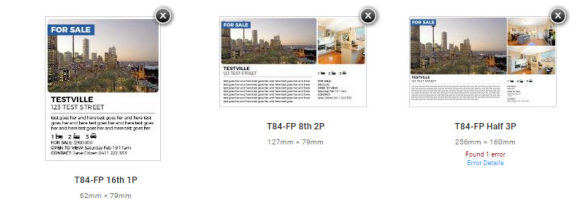
A low resolution PDF can be created by clicking on the centre of the thumbnail. This PDF can be saved or emailed for proofing.
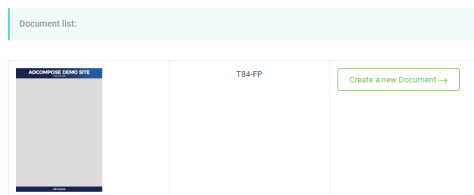
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CREATING AN AD

1

CREATING A DOCUMENT

NEW DOCUMENT

Click on the Create a new Document button to create a new Document or Ad.
Select the template that matches your ad booking.
Click on the Create a new Document button.

ADCOMPOSE DEMO SITE	T84-FP	Create a new Document →

NAME THE FILE

Click on the Info button below the preview to display the document properties. The name of this file should be the advertisement ID or booking number supplied by your publication. Multiple documents will have different booking numbers. Type in the new name for the document and click on the ❌ button.
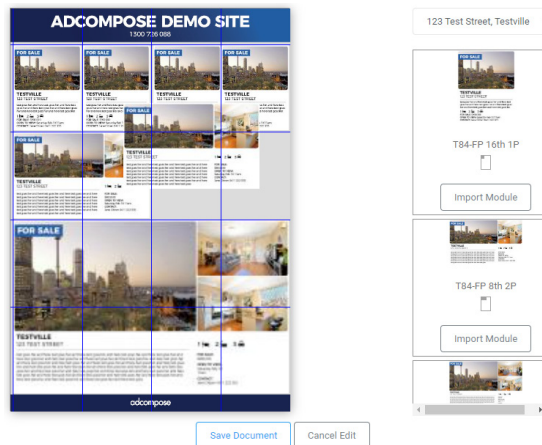
Document Name | Validate | AW1234567

It is VITAL that you place your booking number on the document to ensure it reaches the correct newspaper and appears in print as scheduled.

2

ADDING PROPERTIES

Click on the Edit Button below the preview of the ad.
Select the property from the drop down menu on the top right hand side of your screen. Click the Import button.
Drag the module into place and it will automatically snap to the guides that appear on your page.
Repeat the process until the page is complete. Modules can be added and removed at any time.
Click on the Save button to rebuild the page.

123 Test Street, Testville

T84-FP 16th 1P
Import Module

T84-FP 8th 2P
Import Module

Save Document | Cancel Edit

DELETING MODULES

To delete a module, double click on the module and a Remove button will appear.

3

BOOKING VALIDATION

For some customers there will be a Booking Validation button located under the info menu for a document or editorial feature. Before an ad can be sent, the booking number must be checked to ensure the ad has been created to the correct size. Click on the green Booking No. button and a message will return the following.
Size Match: the ad created matches the booking ad size
Booked Publication: The publication the ad is booked in
Account Name: Your account name
Delivered size: The size of the ad you have created
If the booking number matches, a green PASSED is shown. If the number and size do not match, a red FAILED will appear, The file cannot be sent until rectified.

Document Name	Validate	TA5081083	Document Name	Validate	AW7376705

Size Match: PASSED
Booked Publication: Lismore City News
Account Name: ACM OPEN HOUSE LIST
Booked Size: 262mm x 374mm
Material Size: 260.0mm x 374.0mm

Size Match: FAILED
Booked Publication: Far South Coast Real Estate
Account Name: ACM OPEN HOUSE LIST
Booked Size: 262mm x 280mm
Material Size: 260.0mm x 374.0mm

For customers who do not have a Booking No. button, please simply use the blue Send Document button located at the bottom of the screen to submit your advertising.

INVALID BOOKING NUMBER

If the booking number has expired or it is incorrect, the following message will appear. Check with your sales representative for the correct number.

test.adcompose.com.au says
Error: Ad has no forward bookings (today or later)
OK

SEND BUTTON & CONFIRMATION

Once you have agreed to the 'Terms and Conditions' you can send your ad. Click the Send Document button to send a high resolution PDF of your ad to your newspaper..

Send Document

Once you press Send Document, a pop up will appear for you to confirm that you have checked your document and you approve it for publishing.

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ACM ConnectNow

MANAGING PROPERTIES

1

2

PROPERTY LIST

The Properties tab displays all the properties currently stored in AdCompose.

SEARCH FOR A PROPERTY

When you have a lot of properties stored use the Filter Properties option to find a property quickly.

Example: Type in the suburb, this will display all the properties listed in that suburb.

ARCHIVING A PROPERTY

Once a property has been sold or removed from sale it can be archived. To archive a property, click on the property address which will take you to the Details tab. The Archive Property button is at the top of the Property Detail page

To Archive this Property click here Archive Property

To recover an archived property, click the Show Archived Properties link. Here you will be able to Reactivate any properties still in the system, but hidden from your view

MODULE EDIT PAGE

UPDATING TEXT

The initial input from your New Property Wizard is contained under your Details Tab, however, once a module is created the link to the Details Tab is severed and you are able to edit modules on an individual basis.

If you want to edit anything on a module that is already created, please always select the edit button underneath your module.

ERROR PANEL

IMAGE ERRORS
Image errors occur if the resolution in the image is not sufficient for the size of the box it is placed in. If an image error occurs, upload a higher resolution image. Web images are usually not large enough.

TEXT ERRORS
If there is too much text placed in a text box an overset error will occur. Delete some of the text to fit in the text box. When copying and pasting text ensure you don't copy extra lines at the end of your text.

METADATA ERRORS
If a field has been left blank a metadata error will occur. Either fill in the field or apply the _None Style through the Advanced Edit panel if it is not required.

MANAGING IMAGES

1

IMAGE CROPPING

To crop or move an image within the image frame, select the module and click on the Edit button.

Click on the Select Image button to display all the images for this property. Choose the image and click on the Select Image button. You now have the option to crop your image.

If the image is too low quality for this size module, the background will turn red and the crop size will be displayed.

Click on the Select Image button to accept the changes.

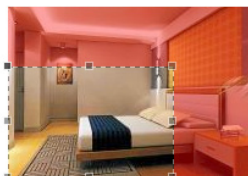To close without changes, click the Close button ⊗

Image Cropping — Quality OK
Select this image

Image Cropping — Quality Warning!
Crop requires 835×NaNpx
Source Image: 740×520px
Select this image

Click the Build & Save button for the module to update. Cropping can be applied to each image in each module if required.

2

SHARED IMAGES

Shared images are images or graphics that are related to all properties such as agents photos, corner flags and banners

Only Jpeg or high resolution PDF files created to the precise size can be uploaded. The AdCompose support team can create these for you upon request.
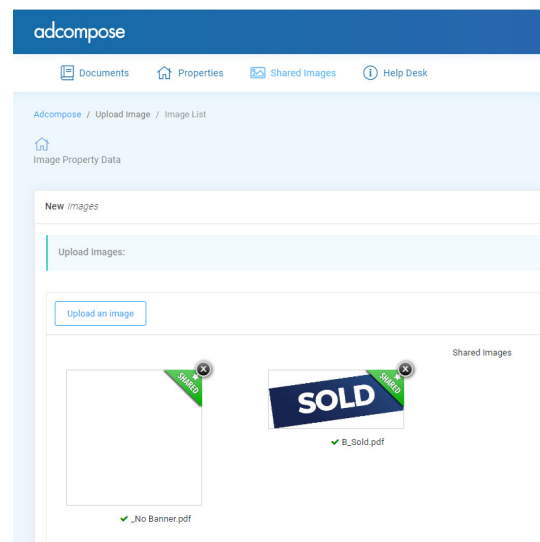
**Email your request to adcompose@austcommunitymedia.com.au prior to your publication deadline.**

2

REPLACING MODULE IMAGES

First, upload the images required into the Images tab.
To replace an image within a module, edit the module by clicking on the Edit button and scroll down to the images section of the module information as shown.
Click on the Select Image button located next the image to be altered. The screen displays the images available for this property. Choose the new image by clicking on the Select Image button and apply cropping if required.
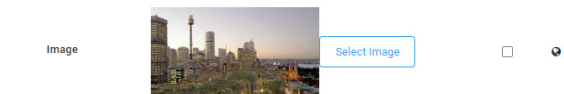
Image   Select Image

INSERTING A CORNER FLAG OR BANNER

To add or change a corner flag or banner on a module, click on the Edit button below the module preview. Scroll down to the section displaying the flags and banners.
Click on the Select Image button and select the flag or banner required from the Shared Images.
To remove a banner or flag from your module, please select the _No Banner.pdf file available from your shared images folder.

Banner   Please select an image   Select Image

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ACM ConnectNow
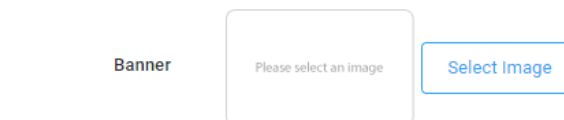
MANAGING DOCUMENTS

1

DOCUMENT INFO

Click on the Info button below the document preview to display the contents of this document.

The document info also displays the document name which can be altered here. Click on the Close Button to accept the change.

Document Name | Validate | TA5881083

PROPERTIES

Click on the info button below the document. A list of property modules that are placed on this page are displayed here.

123 Test Street, Testville T84-FP 16th 1P ✓

123 Test Street, Testville T84-FP 8th 2P ✓

123 Test Street, Testville T84-FP 16th 1P ✓

123 Test Street, Testville T84-FP 16th 1P ✓

123 Test Street, Testville T84-FP 8th 2P ✓

123 Test Street, Testville T84-FP Half 3P ✓

123 Test Street, Testville T84-FP 16th 1P ✓

Options | Edit Doc | Rebuild

2

OUT OF DATE MODULES

If a module has been altered after being placed in a Document, the below warning will appear under your document preview:

⚠️ Updates! Click Rebuild to Refresh

Rebuild the document to refresh the preview.

If you wish to see which module has been updated you can click on the info button to view this

Document Name | Validate | TA5881083

Click on the Booking No. button to validate your booking number.

☐ I agree to the Terms and conditions, I have checked the information contained in the document below and I am approving it for publishing.

Click to display Terms & Conditions

123 Test Street, Testville T84-FP 16th 1P ✓

123 Test Street, Testville T84-FP 16th 1P ✓

123 Test Street, Testville T84-FP 8th 2P ✓

123 Test Street, Testville T84-FP Half 3P Updated ✓

123 Test Street, Testville T84-FP 16th 1P ✓

2

SHARED MODULES

Shared modules are modules that are not specific to one property or listing. These could be module-sized staff footers, or duty banners.

Select the Shared folder from the properties drop-down menu.

Import and drag the module in the same way as placing a property module.
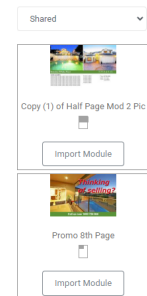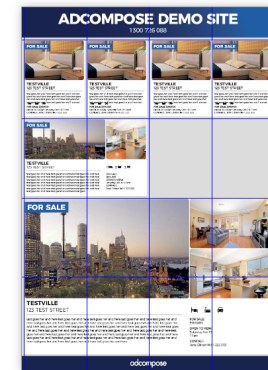
This is commonly used for corporate sites. If you are an individual office, you may have a personalised property folder which holds these modules. For example: 00 Header/Footer module.

MANAGING MODULES

1

CREATING ADDITIONAL MODULES

Click on the Modules **3** button for the property to display any modules that have been created.

123 Test Street, Testville
Created on 16 Feb 2024
Acquire Package

Images **4** | Modules **3** | Brochures **0** | Signboards **0** | Features **0**
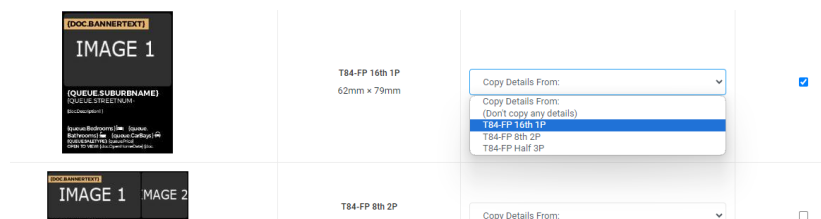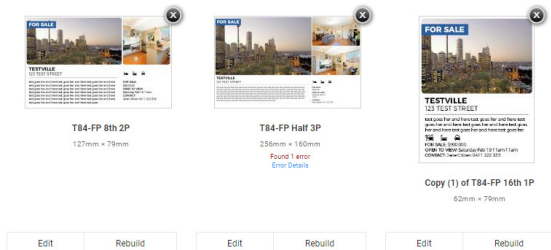
To create a new module, click on the Create New Module button to show the list of templates available. To fill the module with your original data, click on the Create Module button. To fill the module with the same information as another module use the Copy Details From drop down box to select the module you want to copy from.

T84-FP 16th 1P
62mm × 79mm

Copy Details From:
(Don't copy any details)
T84-FP 16th 1P
T84-FP 8th 2P
T84-FP Half 3P

T84-FP 8th 2P
Copy Details From:

The module will now build with the information and build the new module, ready to be placed on a document.

Please note: This will not copy over any fields you have turned to _None, you will have to edit the new module and re-hide fields that were hidden in the previous module.

T84-FP 8th 2P
127mm × 79mm

T84-FP Half 3P
255mm × 160mm
Found 1 error
Error Details

Copy (1) of T84-FP 16th 1P
62mm × 79mm

Edit | Rebuild | Edit | Rebuild | Edit | Rebuild

2

ADVANCED MODULE EDITOR

Lines of text or graphics can be deleted or turned off when they are not required for that particular property.

In this example the same module can be used either for Sale or Auction just by deleting the unwanted text. The difference being Sale has the Price and no Auction Details and the Auction has Auction Details and no Price.

Select the NONE style from the drop down menu to turn them off

For Sale _None Auction details

Auction _None Price details

{queue.SaleType}: — Details_Bold
{queue.Price} — Details_Light
{queue.AuctionDate} {queue.AuctionTime} — _None

CHANGING THE STYLE OF TEXT

Some sites have multiple options for styling text. For example, you may have the ability to condense a heading if it is too long. In this example you can change the style from Heading to Heading_Cond by selecting it in the dropdown list.

{queue.AuctionDate} {queue.AuctionTime} — _None

OPEN TO VIEW:
{doc.OpenHomeDate}

{doc.OpenHomeTime}

CONTACT:
{queue.Rep1FirstName} {queue.Rep1LastName} {que...

_None
Address
Banner_Text
BBC
BBC_Land
BBC_Text
Bullet_Text
default
Details_Bold
Details_Light

OBJECT DELETE FUNCTION

In some templates there is an option to remove boxes to suit particular listings. This could be a bed, bath and car box that is not required on land modules.

Select the module and click on the Edit button, then click on the Advanced Edit button.

If this option is available, a Delete button will appear on the left. Click on this button and the whole box will be deleted. Once deleted, it cannot be returned

BBC Text Box | Delete Object

Line Text | Line Style
{queue.B — BBC_Text
A — BBC
{queue — BBC_Text

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