UPLOAD INSTRUCTIONS

File size maximum: 100 MB per page
File resolution: Low
Publisher's Portal URL: http://mipaupload.newzgroup.com

1. Contact Roselie@michiganpress.org or call 517-372-2424 to obtain your User Name and Password.
2. Log into the portal using the website listed above, and enter your username and password
3. Choose the newspaper you would like to upload.
4. Choose the publication date by selecting the calendar icon next to the publication date.
5. Click "Next."
6. After selecting the date, click the "Add files" button.
7. Browse to the PDF files you need to submit. Multiple pages can be uploaded at one time by using the applicable selection options. This can be done by holding the "Ctrl" key to select random pages, or select the "Shift" key to select a group of PDFs.
8. Click "Open."
9. Once the pages have been selected within the browser option, click the red "Start upload" button to initiate the upload.
10. All pages selected will be set, and a progress bar will show you how far each individual file is from finishing. Upload time depends on page size.

If additional newspapers are to be uploaded, see instructions below.

Central Plant or Multiple Newspaper Uploads:

If additional newspaper pages are being uploaded, and the same contact information has been provided, all newspapers can be made available for uploading and archive access within one user login.

Select the back button in the upper left corner of the web browser to go back to Page 1 to upload additional pages.

Follow the same process listed above for each additional publication to be uploaded.

Once all uploads have been completed, you can view the content in your archive. It usually takes one business day for new content to be available in your archive.

If a different contact or email address should be used for content uploading, or if there are any issues, please contact Ian, Melissa or Brad by calling 800-474-1111.

> **Pages uploaded to miupload.newzgroup.com are subject to Newz Group terms of use.**

We request that you use the following naming convention for files:
- PublicationName-year-month-day-section-page.pdf
- PublicationName can be full name, shortened name, or an abbreviation.
- Year should be 4 digits. (example 2013)
- Month and day should be 2 digits. (example 10-15)
- Section – use the applicable section letter. If sections are not utilized use an "a" for all pages.
- Example: newspapername-2013-10-15-b-3.pdf