

Effective: NOV 17, 2015

KWTV - NEWS 9 FTP SITE PROCEDURES FOR HD AND SD **LONG-FORM DELIVERY**

- We will not be responsible for play out of your spots that do not meet our requirements.
- Please allow 2-3 business day for processing long-form content.
- File Name is the Commercial Spot ISCI Code
- File Names must not have illegal Characters i.e. \ / : * ? " < > | # %.
- All files must have a five second slate and a minimum of two seconds of black at the head and tail.
- HD 16X9 graphics should be in 4x3 protect.
- We will purge your long-form file from our FTP storage after 10 days.
- **Closed Captions** must be embedded and satisfy current FCC mandates.
- Please contact Griffin tech staff to confirm closed captioning is compliant post file upload.
- Long-form content must be 28:30 in length.
- Please send your HD and SD files in the order below.

- Step 1: Go to site: <ftp://ftp.griffincommunications.net>
- Step 2: Enter log in Information in the "Log In" pop up box
User Name: **spotseng**
Password: **#spots#**
- Step 3: Drag and drop the spots into the folder named **spotseng**
- Step 4: You will see the transfer status, but will not see the file once it has transferred.

This is a blind transfer, you will not see any other files in the window