

KOTV-KQCW FTP Upload Instructions

These instructions are for completed commercial spots only.

- Please Note: Mac users require FTP client e.g. FileZilla or FireFTP. Use the address and password listed below.
- For Windows follow the directions below.

- 1) On your computer, locate the file you wish to upload to KOTV-KQCW.
- 2) Right click on the file and select 'Copy'. Or, select the file, click 'Edit', 'Copy' from the menu bar at the top of the screen.
- 3) Open Internet Explorer. In the address bar, type the following address: <ftp://ftp.newson6.com>
- 4) A login window will pop up. Enter the following information:

Username: griffin

Password: 6000kotv6000

Make sure the 'Log on anonymously' box is not checked.

- 5) Right click in the empty space in the Explorer window and select 'Paste'. Or, click 'Edit', 'Paste' from the menu bar.
- 6) The file upload will begin. A status monitor will appear and display the upload progress. When this monitor disappears the upload will be complete.

This is a blind transfer; you will not see anything else.

Special Notes and Procedures:

- Please allow at least one business day to process your spot
- File Name is the Commercial Spot ISCI Code
- All files must have a five second slate and a minimum of two seconds of black at the head and tail
- File Names must not have illegal Characters i.e. \ / : * ? " < > | #
- We will purge your spot from our storage after 60 days
- Standard Definition spots will play out in a 4:3 aspect ratio with black side panels
- TEXT and LOGOs located outside the 4:3 safe title area may not appear on SDTVs when broadcast

HD choices:

H.264 (MPEG-4) QuickTime Wrapper

- Resolution = 1920 X 1080, interlaced, 1080i Common file extension (.mp4)
- Data Rate: No Less than 25 Mbps Audio: 48khz - 2 channel stereo

DVCPRO100 HD QuickTime Wrapper

- Resolution = 1920 x 1080, interlaced, 1080i Common file extension (.mov)
- Data Rate: No Less than 50 Mbps Audio: 48khz - 2 channel stereo

SD choices:

MPEG-2 file for NTSC (Upper Field Dominant) transport or program stream

- Resolution = 720 X 480, 480i Common file extension (.mpg)
- Data Rate: No Less than 12 Mb Audio: 48khz - 2 channel stereo

DV file for NTSC (Lower Field Dominant) using a QuickTime wrapper

- Resolution = 720 X 480, 480i Common file extension (.mov)
- Audio: 48khz – 2 channel stereo