

Thank you for choosing Trib Total Media as your source for Advertising and Searching Classified Ad Listings! We have some great features and we want to show you how you can use these features to efficiently place your ads.

- Online ad placement for your Free Reader Ads to appear in Print & Online
- Online ad placement and payment to appear in Print & Online includes Auto, Business Services ,Real Estate, Merchandise, Pets, Antiques & Garage Sales!
- Online only ad placement. (No Real Estate, Help Wanted or Moving/ Estate/ Garage Sales) other restrictions may apply.

Please enjoy and of course we always love your feedback. Please send all feedback to classifieds@triblive.com



To access the listings please go to www.pittsburghpennysaver.com or www.TribLIVE.com and click on classifieds.

To create an account- click on Not a member? Register here.
Or if you have an account sign in here with your username and password.
If you have an account and forgot your password click Forgot Your Password?

Welcome Sales Category Package Style Ad Entry First Date Confirmation Payment

**Welcome to
Trib Total Media's Self-Service Ad Placement
Ad Placement Users Guide**

**Click the PittsburghPennysaver.com icon below for online only
or
Click on your preferred community for both print & online**



Shopping Cart

Account

Email:

Password:

Sign In

[Not a member? Register here](#)
[Forgot Your Password?](#)

Current Ad Selection

Your selections will be shown in this information section

Total Ad Cost: \$0.00

For print ads chose an area on the map. A suggestion of papers that are most Popular to that area will populate.

For online only do not click on the map. Click on the Pennysaver Icon.

Welcome

Sales Category Package Style Ad Entry First Date Confirmation Payment

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Click the PittsburghPennysaver.com icon below for online only
or
Click on your preferred community for both print & online

PITTSBURGH pennysaver.com

Armstrong
Kittanning
Ford City
Meridian
Butler
Cranberry Twp
Leechburg
Natrona Heights
Apollo
Maysville
Blairsville
Gibsonia
Tarantum
Arnold
Lower Burrell
Wexford
Franklin Park
Mcknight
Glenshaw
Fox Chapel
Plum
West View
Jipppa
Points

Shopping Cart

Account

Email:

Password:

Sign In

Not a member? Register here
Forgot Your Password?

Current Ad Selection

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Total Ad Cost: \$0.00

Chose from the categories what type of ad you are placing. Choose a broad category on the left. A blue box will appear around your selection. Then choose a specific classification on the right.

ALL LISTINGS ANNOUNCEMENTS ANTIQUES AUTOS BUSINESS SERVICES JOBS LEGAL NOTICES CAREER AND EDUCATION PETS REAL ESTATE THINGS FOR SALE GARAGE SALES

PITTSBURGH pennysaver
in partnership with classifieds. TRIB LIVE
Since 1975

Click Here to place Legal Notices or Employment ads!

Welcome Sales Category Package Style Ad Entry First Date Confirmation Payment

Choose Your Category and Classification
Scroll Down for More Categories
 If you need assistance call Melanie at 412-871-2341
 We reserve the right to reject or edit any advertising copy and determine its correct classification

Merchandise - Sell or Buy
 General Items for Sale or Wanted to Buy
 Options are available for placing a free ad

Garage Sale
 Garage, Yard, Estate & Moving Sales Only
 FLEA MARKET & RUMMAGE SALE ADS
 CALL 1-800-624-6700

Pets
 Birds, Cats, Dogs, Horses, Pets Lost & Found, Snakes, Wanted to Buy

Appliances
 Articles
 Baby Items
 Bait Shop
 Building Material
 Electronics
 Farm Equipment
 Feed
 Firewood
 Furniture
 Home Health Care
 Jet Skis
 Livestock
 Machinery
 Memberships
 Miscellaneous Merchandise

Shopping Cart

Account
 Email:
 Password:
 Sign In
 Not a member? Register here
 Forgot Your Password?

Current Ad Selection
 Your selections will be shown in this information section

Total Ad Cost: \$0.00

** Free online only advertising- if a classification does not appear we do not currently offer it for free online. The Garage sale classification DOES NOT run free of charge online.

You will now choose the papers you want your ad to appear in. Papers in bold are free up to 4 lines.

All papers are automatically selected. Uncheck any publications you do not want. Click "Add more publications" for additional papers.

As you add and remove, the rate will change accordingly. Once you're done click Select.

The screenshot shows a web browser window with the URL <https://placeyourad.tribweb.com/Packages.aspx?REF=PittsburghSOUTHWEST>. The page title is "TRIB LIVE Classifieds" and "TRIB TOTAL MARKETPLACE". The navigation menu includes "Welcome", "Sales Category", "Package", "Style", "Ad Entry", "First Date", "Confirmation", and "Payment". The main heading is "Choose Your Publications". Below this, a yellow banner states "Publications in Bold Get 4 Lines Free". A list of publications is shown with checkboxes: Bethel Park North (Pennysaver), Bethel Park South - SouthPark (Pennysaver), Bridgeton Area News (Weekly), Carnegie Signal Item (Weekly), Dormont - Beechview - Banksville (Pennysaver), Greentree - Scott Twp (Pennysaver), Mt Lebanon - Cedarhurst (Pennysaver), On-Line Classifieds - (Included in Package), Peters Twp - Canonsburg (Pennysaver), Pittsburgh Tribune Review (Daily), and Upper St Clair (Pennysaver). A "Select >>" button is at the bottom right of the list. To the left of the list is a box with "Add more publications +" and a "\$0.00" rate. On the right sidebar, there is a "Shopping Cart" section, an "Account" section with "Welcome back Elizabeth LaSma" and "Show Options" and "Log Out" buttons, and a "Current Ad Selection" section with "Your selections will be shown in this information section", "Category: Merchandise - Sell or Buy", "Classification: Furniture", and "Total Ad Cost: \$0.00".



** Online only ads- Publications will be automatically selected to online only.

Click the option you like for the style of your ad. Some styles have additional charges for images or attention getters.

The screenshot shows a web browser window with the URL <https://placeyourad.tribweb.com/HJGallery.aspx?REF=PittsburghSOUTHWEST>. The page is titled "TRIB LIVE Classifieds" and "TRIB TOTAL MARKETPLACE". A navigation bar includes "Welcome", "Sales Category", "Package", "Style", "Ad Entry", "First Date", "Confirmation", and "Payment". The "Style" step is active, displaying "Choose Your Style".

Four ad style options are shown:

- Plain Liner**: A simple text-based ad layout.
- Plain Liner & Attention Getter (\$5)**: A text-based ad with a large, bold "LOOK" headline. A red arrow points to this option from the instruction box.
- Plain Liner & One Image (\$5)**: A text-based ad with a single image placeholder.
- Plain Liner & Two Images (\$10)**: A text-based ad with two image placeholders.

Each option includes a preview of the ad layout with a "merchandise" image placeholder and sample text. The "Plain Liner & Attention Getter" option also includes a "Your headline here" instruction.

On the right side of the page, there are sections for "Shopping Cart", "Account" (Welcome back Elizabeth Lalama), "Current Ad Selection", and "Publications" (Bethel Park North, Bethel Park South, Dormont, Greentree, etc.).

Depending on what style you chose to have your ad in it will give you instructions on entering your text.

Example: Fill in the first three words (these will appear bold and capitalized in the ad); then describe the item. Preview of exactly what your ad will look like is on right.

For merchandise free reader ads: The first 4 lines in the Pennysaver are free. Additional lines will charge accordingly. You can see your number of lines in the ad preview.

The phone number must be listed and valid.

TRIBLIVE
Classifieds

Welcome Sales Category Package Style Ad Entry First Date Confirmation Payment

Build Your Classified Ad

BOLD Headline - Example: Sofa Brown Leather

Sofa, Brown, Leather
Word Count: 3/9

Item Description - 3 Line Minimum - 85 Line Maximum

4 Seats, Great Cond, 3 Years old, No pets or kids in house, \$200.
Word Count: 14

Telephone Number

123-456-7891
Word Count: 3

Next >>

Ad Preview

SOFA, BROWN, LEATHER 4
Seats, Great Cond, 3 Years old,
No pets or kids in house, \$200.
123-456-7891

**TRIB TOTAL
MARKETPLACE**

Shopping Cart

You currently have no items in your shopping cart.

[View Shopping Cart](#)

Account

Welcome back Elizabeth Lalama

[Show Options](#)

[Log Out](#)

Current Ad Selection

Your selections will be shown in this information section

Publications [Update](#)

Bethel Park North (Pennysaver)



Once you are done putting your text in and you approve the Ad Preview click the Next button.

The screenshot shows a web browser window with the URL <https://plac.yourad.tribweb.com/LineageAd.aspx?REF=PittsburghSOUTHWEST>. The page is titled "Build Your Classified Ad" and features several input fields and a preview section.

Form Fields:

- BOLD Headline - Example: Sofa Brown Leather:** Input field containing "Sofa, Brown, Leather". Word Count: 3/5.
- Item Description - 3 Line Minimum - 95 Line Maximum:** Input field containing "4 Seats, Great Cond, 3 Years old, No pets or kids in house, \$200.". Word Count: 14/95.
- Telephone Number:** Input field containing "123-456-7891". Word Count: 3/14.

Ad Preview:

Ad Preview
SOFA, BROWN, LEATHER 4
Seats, Great Cond, 3 Years old,
No pets or kids in house, \$200.
123-456-7891

Navigation:

- Top navigation: Welcome, Sales Category, Package, Style, **Ad Entry**, First Date, Confirmation, Payment.
- Bottom navigation: **Next** >>

Right Sidebar:

- Shopping Cart:** You currently have no items in your shopping cart. [View Shopping Cart](#)
- Account:** Welcome back Elizabeth Lalama. [Show Options](#) (dropdown), [Log Out](#) (dropdown).
- Current Ad Selection:** Your selections will be shown in this information section. [Publications](#) (dropdown), [Update](#) (button).
Bethel Park North (Pennsylvania)

Source:

A spell checker pop up will appear. Click Ignore or Change as necessary. Click Finish to close the Spell Checker.

The screenshot shows a Mozilla Firefox browser window displaying a webpage from Trib Total Marketplace. A 'Spell Checking' dialog box is overlaid on the page. The dialog box contains the following text: 'Sofa, Brown, Leather 4 Seats, Great Cond, 3 Years old, No pets or kids in house, \$200. 123-456-789'. Below this text is a 'Change To:' field with 'Condo' entered. To the right of the field are 'Change' and 'Change All' buttons. Below the field is a 'Suggestions' list with 'Condo' selected. To the right of the list are 'Ignore', 'Ignore All', and 'Finish' buttons. A red arrow points from the text box above to the 'Finish' button. The background webpage shows the 'TRIB TOTAL MARKETPLACE' logo, a 'Shopping Cart' section with 'View Shopping Cart' button, an 'Account' section with 'Show Options' and 'Log Out' buttons, and a 'Current Ad Selection' section with 'Update' button.

This next screen displays the calendar. Choose the start date by clicking the date on the calendar. The actual run date of your ad will appear to the right of each paper. Please double check that these dates are correct.

Once confirmed click the Continue button at the bottom of the screen.

TAKE NOTE:

Customers can only run one free ad per week.

Garage Sale customers should double check the run dates compared to their sale.

The screenshot shows a web browser window with the URL <https://placeyourad.bizweb.com/DateSelection.aspx?REF=PittsburghSOUTHWEST>. The page title is "Choose a Start Date". Below the title, there are instructions: "Ads submitted after 12 PM may publish later than scheduled." and "Ads submitted after 4:30 PM on FRIDAY are subject to not appearing in the next available publication date." A red arrow points from the top text to the date "30" in the April 2015 calendar. Below the calendars, there are three publication area options, each with a thumbnail image of a Pennysaver newspaper and a date: "Bethel Park North" (Thursday, May 07, 2015), "Bethel Park South/South Park" (Thursday, May 07, 2015), and "Dormont/Beechview/Banksville" (Thursday, May 07, 2015). The right sidebar contains sections for "Shopping Cart", "Account" (Welcome back Elizabeth Lalama), "Current Ad Selection", and "Publications" (with an "Update" button).

Very Important to check every paper and the run dates before you click confirm. Pennysaver/ Weekly papers deadline a week prior to publication.

This is the Confirmation Screen; this shows you your ad text, publications the ad is scheduled in, and Ad Details (i.e. class codes, order numbers, etc.) Please double check everything.

TRIB LIVE
Classifieds

TRIB TOTAL MARKETPLACE

Shopping Cart

Account

Current Ad Selection

Your Ad Preview & Confirmation

Order Number: 1093399

Start and Stop Dates: 04/01/15 - 05/07/15

Publications:
Bethel Park North (Pennsylvania)
Bethel Park South - SouthPark (Pennsylvania)
Dorment - Beechview - Banksville (Pennsylvania)
Greentree - Scott Twp (Pennsylvania)
Mt Lebanon - Cedarhurst (Pennsylvania)
Peters Twp - Canonsburg (Pennsylvania)
Upper St. Clair (Pennsylvania)
On-Line Classifieds - (Included in Package)

Category:
Merchandise - Sell or Buy

Classification:
Furniture

Price: \$200

SOFA, BROWN, LEATHER 4 Seats, Great Cond, 3 Years old, No pets or kids in house, \$200, 123-456-7891

Welcome back: Elizabeth Lajama

Show Options

Log Out

Your selections will be shown in this information section

Publications **Update**

Bethel Park North (Pennsylvania)
Bethel Park South - SouthPark (Pennsylvania)
Dorment - Beechview - Banksville (Pennsylvania)
Greentree - Scott Twp (Pennsylvania)

add to cart
add and checkout

At this point if everything looks good at bottom of screen hit the Add and Checkout button. You **MUST** click "Add and Checkout" even for a free ad!

You have added this ad to your Shopping Cart, this screen is a final confirmation. If okay, click Checkout, accept our terms, and then click “Confirm Order”.

NOTE: If you are placing a Free Reader Ad you will see \$0 in this Price Screen but you still MUST “checkout”. Clicking checkout submits a Free Ad. If placing a Paid Ad you will be forwarded to Paypal screen for payment details.

TRIB LIVE Classifieds

TRIB TOTAL MARKETPLACE

Shopping Cart

Merchandise - Sell or Buy \$0.00

Total Ad Cost: \$0.00

View Shopping Cart

Sales Category	Classification	Package	Advert Text	First Insert Date	Price
Merchandise - Sell or Buy	Furniture	Merchandise Package	Sofa, Brown, Leather...	04/30/15	\$0.00
					Total: \$0.00

Add another

Checkout

Account

Welcome back Elizabeth Lalama

Show Options

Log Out

Current Ad Selection

Your selections will be shown in this information section

Ad Booking Complete

Thank you for your order.

Your order was placed successfully; however, we reserve the right to reject any advertising that does not qualify as a free reader ad. Follow up calls are only made on ads that do not fit our policy and are rejected to run as submitted.

Any orders awaiting publication can be found via the [Current Orders](#) link and previously published orders via the [previous orders](#) link.

We appreciate your business.

[Home](#)

[Shopping Cart](#) 

Account

Welcome back Elizabeth Lalama

[Show Options](#) 

[Log Out](#) 

Ad Booking Complete example for a free ad. Wording may differ based on the type of ad you are submitting.