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

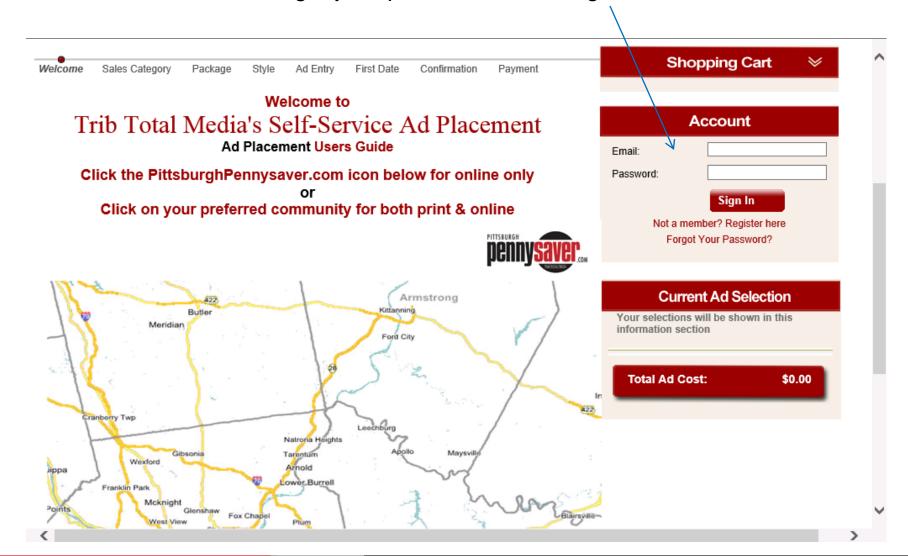
To access the listings please go to www.pittsburghpennysaver.com or www.TribLIVE.com and click on classifieds.



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.

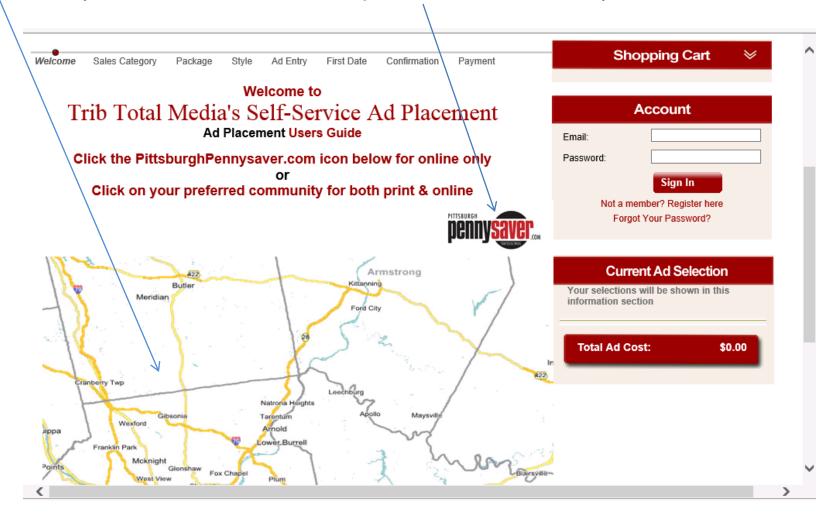
If you have an account and forgot your password click Forgot Your Password?





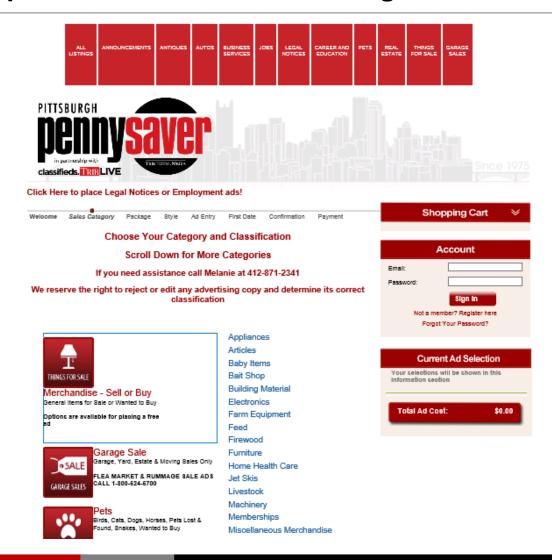
For print ads chose an area on the map. A suggestion of papers that are most Popular to that area will populate.

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





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.



** 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.

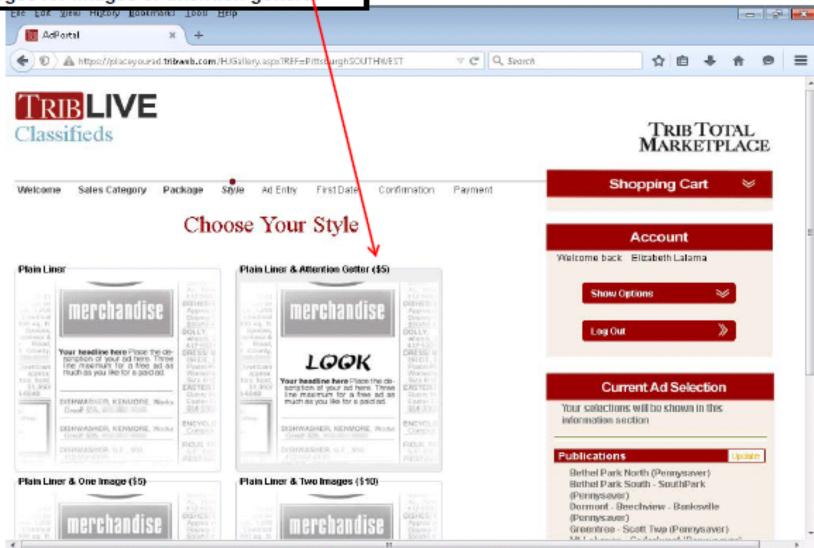
You will now choose the papers you want your ad to appear in. Papers in bold are free up to 4 lines.





^{**} 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.



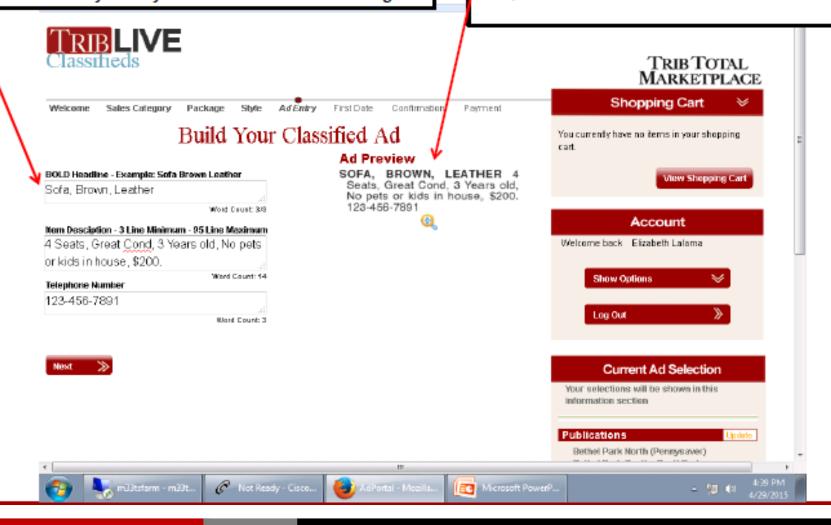


Depending on what style you chose to have your ad in it will give you instructions on entering your text.

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.

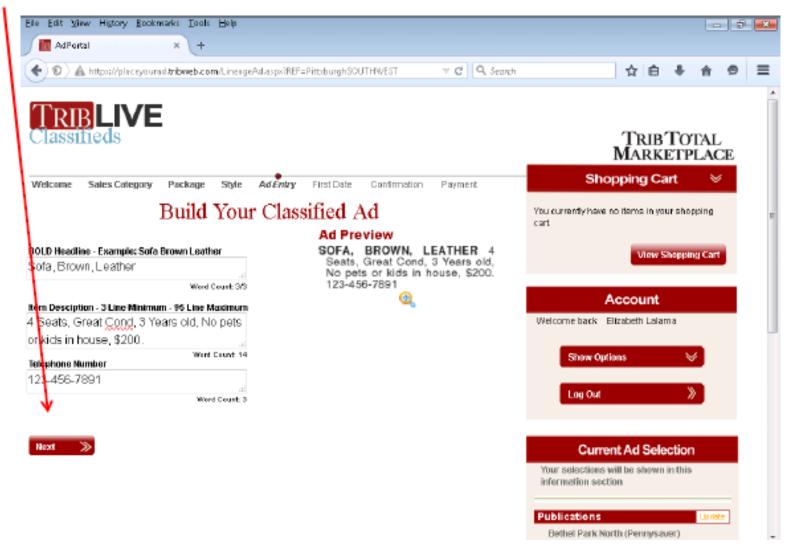
For merchandise free reader ads: The first 4 lines in the Pennysaver are free. Additional lines will charge accordingly. You can see your number of lines in the ad preview.

The phone number must be listed and valid.





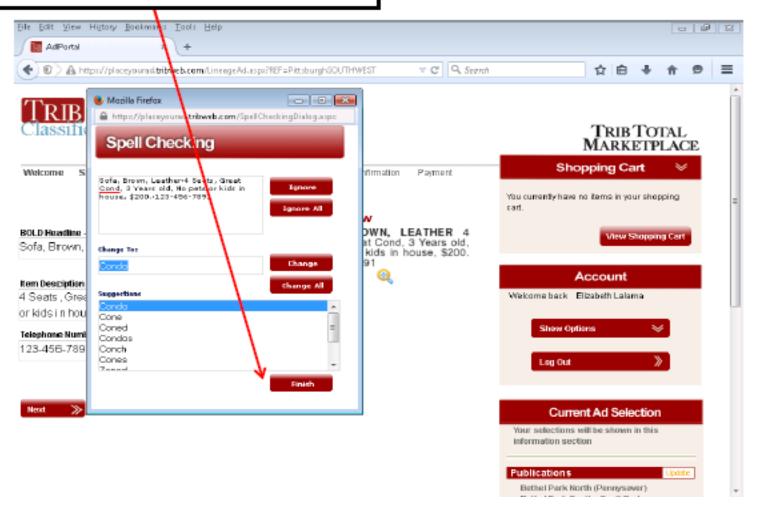
Once you are done putting your text in and you approve the Ad Preview click the Next button.







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





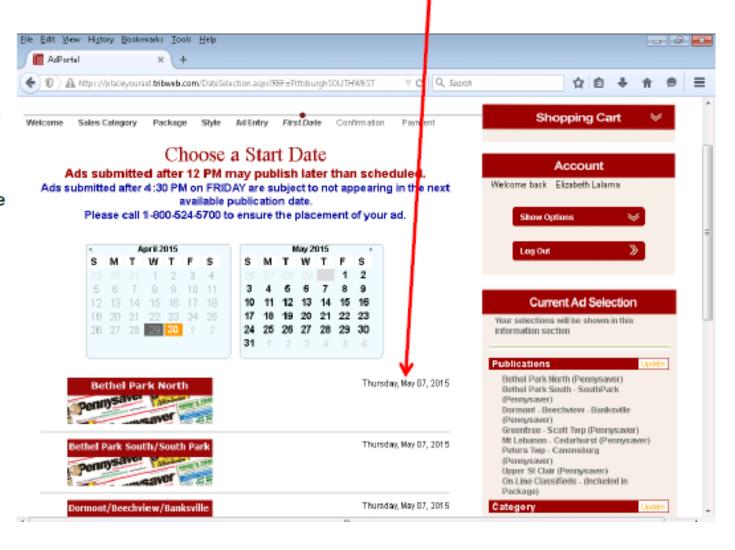
This next screen displays the calendar. Choose the start date by clicking the date on the calendar. The actual run date of your ad will appear to the right of each paper. Please double check that these dates are correct.

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

TAKE NOTE:

Customers can only run one free ad per week.

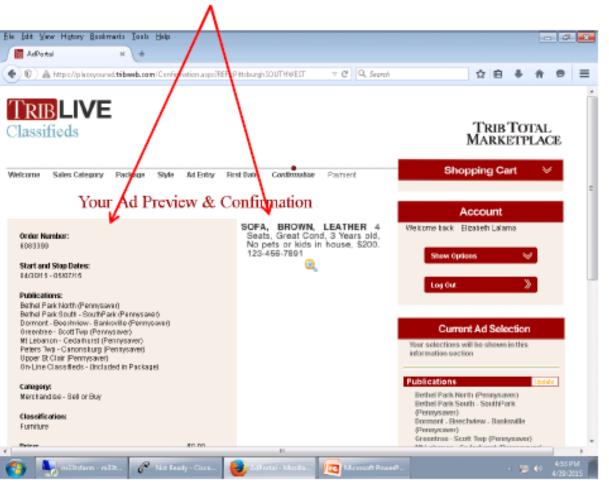
Garage Sale customers should double check the run dates compared to their sale.



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



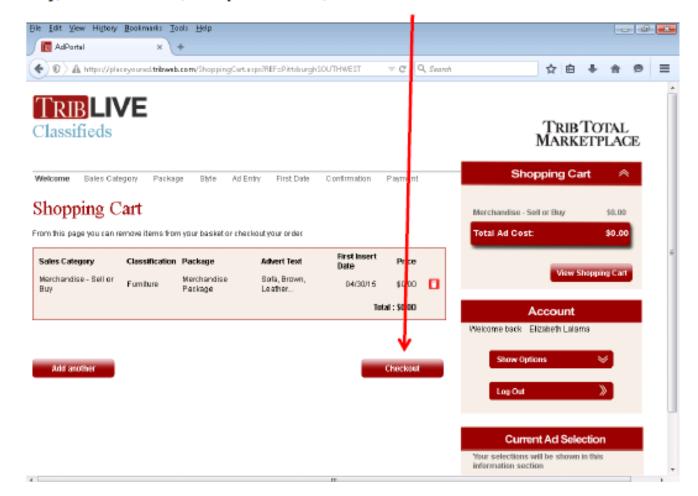
This is the Confirmation Screen; this shows you your ad text, publications the ad is scheduled in, and Ad Details (i.e. class codes, order numbers, etc.) Please double check everything.



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! The Propulation darturat (P mayravec) non siburg (Ponnysiane) WORKS WHO eds - (Included in Package) el or Buy 10.00 and environ year ded version tion a due to your

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 TOTAL MARKETPLACE

Ad Booking Complete

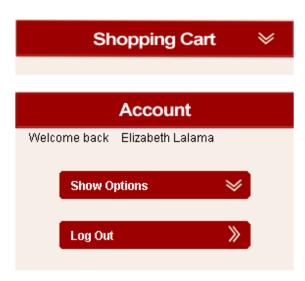
Thank you for your order.

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



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

