



Welcome to NCNotices.com! Please use the following information as a guide to become familiar with the process of uploading to [www.NCNotices.com](http://www.NCNotices.com).

### **GETTING STARTED:**

To obtain a username, password and ID # to access the website, please contact Kendra Schubert at [kschubert@flpress.com](mailto:kschubert@flpress.com).

### **UPLOADING**

There are two methods of uploading your notices to [www.NCNotices.com](http://www.NCNotices.com). Use the descriptions below to choose which one is best for you.

#### **Method 1: WEBSITE FORM**

Use this method if you would like to upload your text notices one-at-a-time using a cut-and-paste method. **GO TO PAGE 2**

#### **Method 2: AUTOMATIC FEED**

Set up an XML or TXT feed to upload multiple text notices at one time to the [ncnotices.com](http://ncnotices.com) server. Your feed must be in a very specific format. This method is best for newspapers with a large number of notices to upload on a daily basis and have developers to assist in setting up the feed. **GO TO PAGE 3**

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# METHOD 1: WEBSITE FORM

## Step-by-step Instructions

1. Log in to [www.ncnotices.com/newspaper/login](http://www.ncnotices.com/newspaper/login) (username and password will be provided to you)
2. There is a gray box that says “What type of public notices are you interested in uploading?”
  - a. Choose either ‘Display Ads’ or ‘Text Ads’
3. *The following instructions are for if you choose **Text Ads***
  - a. Then in the box that says “What method are you interested in using to upload these text ads?” choose “Manually entering the content into form fields”
  - b. A form will show up where you cut and paste your notice. Fill out the following fields:
    - i. **Subcategory** – If there is not a clear choice for what type of notice it is in the dropdown – choose “Miscellaneous Notices”
    - ii. **Published Date** – This is generally the date that the notice appeared in print. You can also set the date for a time in the future and it won’t show up on the website until that date. Some people like to schedule them in advance.
    - iii. **Ad Content** – cut and paste your notice from your Word document into this text box
    - iv. Click ‘Submit’
4. *The following instructions are for if you choose **Display Ads***
  - a. Then in the box that says “What method are you interested in using to upload these display ads?” choose “Uploading individual display ad files from your local computer”
  - b. A form will show up where you cut and paste your notice. Fill out the following fields:
    - i. **Subcategory** – If there is not a clear choice for what type of notice it is in the dropdown – choose “Miscellaneous Notices”
    - ii. **Published Date** – This is generally the date that the notice appeared in print. You can also set the date for a time in the future and it won’t show up on the website until that date. Some people like to schedule them in advance.
    - iii. **Display Ad** - Click ‘browse’ and find the image file that you want to upload(.pdf, .jpg, .gif)
    - iv. **Display Ad Keywords** – these can be any keywords you want to include with the image file.
    - v. Click ‘Submit’

**Quick note on editing notices:** If you have a notice that you’ve submitted to the site that you need to edit, log into the same area [www.ncnotices.com/uploading](http://www.ncnotices.com/uploading). In the gold menu bar, there is an option “Edit Notices”. You should find a list of your notices with an ‘Edit’ link at the bottom of each notice.

# METHOD 2: FEED - XML Format

The file to be uploaded must be saved with a .xml file extension, using the following naming convention:

**ncpn\_upload\_[ID Number].[YYYYMMDD].xml**

## Text Ads

Line 1: xml declaration .....  
Line 2: username .....  
Line 3: password.....  
Line 4: public notice content begins .....

*Add additional notices to the file by adding the <notice></notice> group of tags for each one.*

```
<xml>
<username>paper username here</username>
<password>paper password here</password>
<notice>
<subcategory_id>Subcategory # here</subcategory_id>
<date>mm/dd/yyyy</date>
<text>Public Notice Content Here</text>
</notice>
</xml>
```

## Display Ads

*Follows the same structure as the text ad above, but adds the <image> tag.*

**IMPORTANT:** The file name in between <image> and </image> tags must match the display ad file that you will be uploading.

**Accepted Image Formats:** JPG, PDF

```
<xml>
<username>paper username here</username>
<password>paper password here</password>
<notice>
<subcategory_id>Subcategory # here</subcategory_id>
<date>mm/dd/yyyy</date>
<text>Public Notice Content Here</text>
<image>your_display_ad.jpg</image>
</notice>
</xml>
```

## Combination

You can use the same file to upload both text and display ads. To do so, just use the appropriate grouping of <notice></notice> tags depending on the type of ad you're looking to upload. For a display ad, use the display ad tags. For a text ad, use the text ad tags. All the other parameters for the file upload would remain in effect.

```
<xml>
<username>paper username here</username>
<password>paper password here</password>
<notice>
<subcategory_id>Subcategory # here</subcategory_id>
<date>mm/dd/yyyy</date>
<text>Public Notice Content Here</text>
<image>your_display_ad.jpg</image>
</notice>

<notice>
<subcategory_id>Subcategory # here</subcategory_id>
<date>mm/dd/yyyy</date>
<text>Public Notice Content Here</text>
</notice>
</xml>
```

## FTP

Once you have your text file prepared in the proper format, upload the xml file AND any associated display ads (JPGs or PDFs) in the following directory:

<ftp://www.ncnotices.com/incoming>

U: ncpn-notices

P: ncpn

# METHOD 2: FEED - TXT Format

The file to be uploaded must be saved as an ASCII text file (.txt file extension), using the following naming convention:  
**ncpn\_upload\_[ID Number].[YYYYMMDD].txt**

## Text Ads

- Line 1: username .....
- Line 2: password.....
- Line 3: leave completely blank .....
- Line 4: public notice content begins .....

Add additional notices to the file by adding the <<NOTICE>> <</NOTICE>> grouping for each one.

```
username
password

<<NOTICE>>
<<SUBCATEGORY_ID>>subcategory # here<</SUBCATEGORY_ID>>
<<DATE>>mm/dd/yyyy<</DATE>>
<<TEXT>>Public Notice Content Here<</TEXT>>
<</NOTICE>>
```

## Display Ads

Follows the same structure as the text ad above, but adds the <<IMAGE>> tag.

**IMPORTANT:** The file name in between <<IMAGE>> and <</IMAGE>> tags must match the display ad file that you will be uploading.

**Accepted Image Formats:** JPG, PDF

```
username
password

<<NOTICE>>
<<SUBCATEGORY_ID>>subcategory # here<</SUBCATEGORY_ID>>
<<DATE>>mm/dd/yyyy<</DATE>>
<<IMAGE>>your_display_ad.jpg<</IMAGE>>
<<TEXT>>Keywords Here<</TEXT>>
<</NOTICE>>
```

## Combination

You can use the same file to upload both text and display ads. To do so, just use the appropriate grouping of <<NOTICE>> <</NOTICE>> tags depending on the type of ad you're looking to upload. For a display ad, use the display ad tags. For a text ad, use the text ad tags. All the other parameters for the file upload would remain in effect.

```
username
password

<<NOTICE>>
<<SUBCATEGORY_ID>>subcategory # here<</SUBCATEGORY_ID>>
<<DATE>>mm/dd/yyyy<</DATE>>
<<TEXT>>Public Notice Content Here<</TEXT>>
<</NOTICE>>

<<NOTICE>>
<<SUBCATEGORY_ID>>subcategory # here<</SUBCATEGORY_ID>>
<<DATE>>mm/dd/yyyy<</DATE>>
<<IMAGE>>your_display_ad.jpg<</IMAGE>>
<<TEXT>>Keywords Here<</TEXT>>
<</NOTICE>>
```

## FTP

Once you have your text file prepared in the proper format, upload the text file AND any associated display ads (JPGs, or PDFs) in the following directory:

- ftp://www.ncnotices.com/incoming
- U: ncnp-notices
- P: ncnp

# SUBCATEGORY TABLE

This list applies to the subcategory fields in the feed formats (XML, TXT). Use the number of the corresponding category where indicated in the feed specifications.

**NOTE:** Since it does not have an impact on searchability, many newspapers choose to code all their notices '17' for miscellaneous notices.

# - Name

1 - Adoption Notices

2 - Alcohol Permit Hearing Notices

3 - Assumed Names

4 - Bid Notices and Requests for Services

5 - Court Filings

6 - Estate (Probate) Filings

7 - Foreclosure Sales - Commissioner (Judicial) Sales

8 - Foreclosure Sales - Miscellaneous

9 - Foreclosure Sales - Non-judicial Sales

10 - Foreclosure Sales - US Marshall's Sales

11 - Government Publications - Election Notices

12 - Government Publications - Miscellaneous

13 - Government Publications - Notices of Hearings

14 - Government Publications - Notices of Rule Making

15 - Government Publications - Ordinances

16 - Government Publications - Tax Notices

**17 - Miscellaneous Notices**

18 - Public Sales and Auctions, Notices of

19 - Warnings to Appear - Circuit Court Proceedings

20 - Warnings to Appear - Divorce Proceedings

21 - Warnings to Appear - Foreclosures

22 - Warnings to Appear - Miscellaneous

23 - Warnings to Appear - Municipal Court Proceedings

24 - Warnings to Appear - Quiet Title Actions

25 - Warnings to Appear - US District Court Proceedings

# Important Reminders & Best Practices

## Method 1: Website Form

- Upload each notice individually (don't group notices together)

## Method 2: Automatic Feed

### All files

- Naming convention - Pay very close attention to your file name. If it is not in the correct format, your file will not process correctly.
- Make sure all file extensions are lowercase (xml not XML)
- Make sure the file name of any included image matches the file name in the image tags in the feed.

### XML files

- Do not use CDATA tags

### TXT files

- Make sure your files are saved as an ASCII text file
- Pay attention to line breaks (leave the third line blank)

## Questions & Contact Information

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