



Call or Email to place an order:

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## Instructions for uploading DDP/ISO Masters to Ball Media

Please upload DDP/ISO files via [www.wetransfer.com](http://www.wetransfer.com) (must be under 2 GB) if a replacement source is ever required, it is preferred to be a DDP/ISO file. If file is over 2 GB, please contact your sales representative.

### Instructions for different type of masters

#### ► For Audio CD

- 1 Have the folder containing DDP files match the title on the PO submitted to the CSR
- 2 Notice that if the Audio master has CD text enabled, the CDTEXT.BIN file must be present in the folder.
- 3 Zip the folder and verify that the zip file is not corrupted.
- 4 Connect to the PDC media group FTP server through the FTP Client Software.
- 5 Upload the zip file and inform the CSR when the upload is complete by sending an alert email.

#### ► For CD-ROM/DVD-ROM

ROM files can be transferred as an ISO file. The procedure is as follows:

- 1 Have the folder containing DDP files match the title on the PO submitted to the CSR
- 3 Zip the folder and verify if the zip file is not corrupted.
- 4 Upload the zipped file via [www.wetransfer.com](http://www.wetransfer.com) (must be under 2 GB)
- 5 Inform the CSR when the upload is complete by sending an alert email.

#### ► For DVD-5

Due to data size we don't suggest uploading DVD-9, however, the procedure is as follows:

- 1 DVD-5 should be provided as Layer-0 for DDP in a separate folder under the parent folder.
- 2 Zip the parent folder and verify if the zip file is not corrupted.
- 4 Upload the zipped file via [www.wetransfer.com](http://www.wetransfer.com) (must be under 2 GB)
- 5 Upload the zip file and inform the CSR when the upload is complete by sending an alert email.  
Note that due to the size of these files, uploading could take a significant amount of time.

#### ► For DVD-9

Due to data size we don't suggest uploading DVD-9.

### Very Important!

Inform the CSR when the upload is complete by sending an alert email so as not to delay the project.