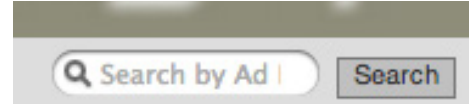


# Sending Ads to Production Through ViewYourAds.com

1. Go to [ViewYourAds.com](http://ViewYourAds.com) in your browser. (NOTE: Do not use Internet Explorer)
2. Please log in with the user name and password provided by your local sales manager.

3. In the top right corner there is a search box.

type in the ad number you want to send to production and click “search”



4. Click on the blue ad number

Ad Number
10778548

5. Click on “Upload Files” in the menu on the right.



6. Click “Select Files to Upload” in the new window that appears.



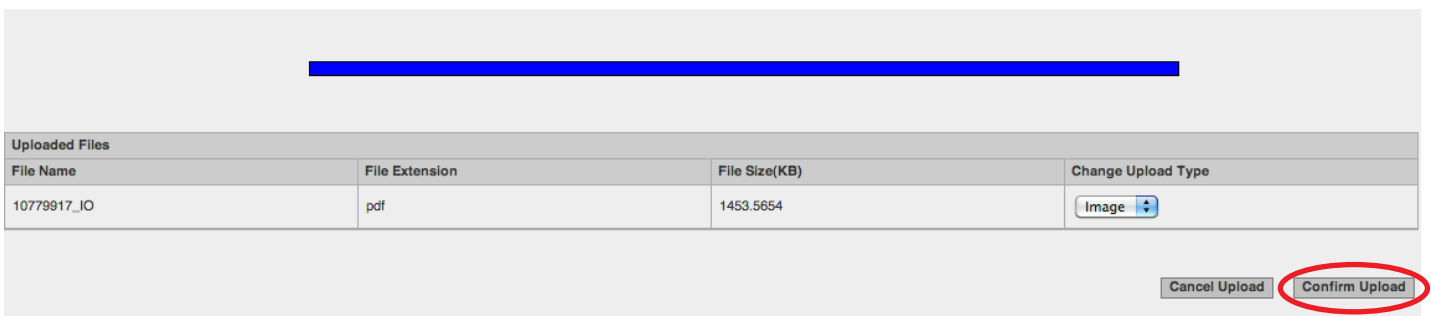
(you must upload the IO with all your ads, you can scan it to your computer, save as a pdf. or take a screen shot of it)

7. A window will appear where you can select the files that need to be uploaded.

*(if you have multiple files click on the first one and then hold the shift button on your keyboard while you select the others.)*

click “open”

8. After the files have loaded (the blue bar is full) Click “Confirm Upload”



9. Lastly you MUST change the Assets Received drop down to “Complete - Ready to build” so that the ad is sent to production.

Ad Number	10780890
Ad Status	New
Assets Received	Complete - Ready to Build <input type="button" value="v"/>
Reply By	Thu, Jul 3, 2014 - 1:00 AM
Advertiser Name	British Beer Company

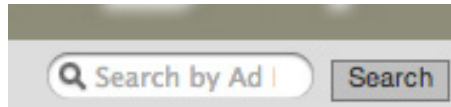
DONE.

# Picking Up an Ad

IF THE AD WAS BUILT IN ViewYourAds.com:

1. Go to [ViewYourAds.com](http://ViewYourAds.com) in your browser. (NOTE: Do not use Internet Explorer)
2. Please log in with the user name and password provided by your local sales manager.

3. In the top right corner there is a search box.



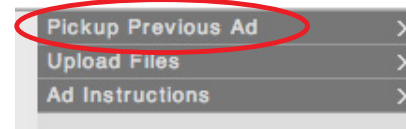
A search box with a magnifying glass icon, the text "Search by Ad |", and a "Search" button.

type in the ad number you want to send to production and click "search"

4. Click on the blue ad number

Ad Number
10778548

5. Click on "Pickup Previous Ad" in the menu on the right.



A vertical menu with three items: "Pickup Previous Ad", "Upload Files", and "Ad Instructions". Each item has a right-pointing arrow. "Pickup Previous Ad" is circled in red.

6. Fill in the appropriate search criteria and click "Apply Filters" at the bottom.

**NOTE:** you can run a search by **JUST** the ad number or **JUST** the advertiser name.

Ad Number	<input type="text"/>
Insertion Dates	From: <input type="button" value="Click to select date"/> To: <input type="button" value="Click to select date"/>
Advertiser Name	<input type="text"/>
Ad Statuses	<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Incomplete <input type="checkbox"/> Proof <input checked="" type="checkbox"/> Complete
Sales Representative	<input type="text" value="Abrams, Barry"/> Adams, Jennifer Adams, Jessica Albone, Karen Alessio, Electra Anderson, Shawn
Ad Type	<input type="text" value="Live Ad"/> Spec Ad Promo Ad Template Ad Other Ad
<input type="button" value="Clear Filters"/> <input type="button" value="Apply Filters"/>	
Please click on the Ad Number or Ad Thumbnail of the ad you wish to pick up to proceed to the next step.	

7. Click on the blue ad number of the order you want to pick up.

Ad Number
10778548

8. Click on "Pick Up Ad" or "Pick Up Ad WITH Changes"

Note: if sizes don't match you can only pick up ad with changes.



9. Follow step #2 in Making Changes to a Proof section.

10. Click



DONE.

IF THE AD WAS NOT BUILT IN ViewYourAds.com:

Provide us with a PDF or Native File for the pickup ad and upload these files along with the IO to the new ad in ViewYourAds.com (follow Sending Ads to Production Through ViewYourAds.com).

## Ordering a Live Ad or Spec Ad



1. Go to ViewYourAds.com and log in.

2. Click on "Request An Ad" and then either "Live Ads" or "Spec Ads"



3. Fill out the form and click "save" at the bottom.

NOTE: order spec ads with the exact inches for both width and height. You will have to change the width to inches in the drop down to the right.

Ad Width*	<input type="text"/>	Inches 
Ad Depth*	<input type="text"/>	Inches 

4. Follow steps 5 - 9 in Sending Ads to Production Through ViewYourAds.com

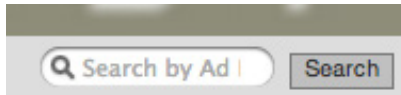
DONE.

# Making Changes to a Proof

1. Click on “Proof Ad” in the email you will receive letting you know the ad is ready to be proofed.

## TO ACCESS A PROOF WITHOUT THE EMAIL:

1a. go to [ViewYourAds.com](http://ViewYourAds.com) and search for the ad number in the top right corner.



1b. click on the blue ad number.

Ad Number
10778548

1c. click on “Proof Ad” in the menu on the right.



2. Click once on the ad wherever you would like to make a change. A bubble will pop up and you can type your change within it.

## NOTE FOR ANIMATED ADS:

a. Click “pause” at the top of the screen to stop the ad when you want to make a change.

Click “ Add New Correction” button below the ad to get the bubble to pop up.



If you would like to upload a replacement image, click on “Attach file” in the bottom left corner.

When you are DONE. typing click “DONE.” in the bottom right corner.

TO DELETE A NOTE: Click “Delete Note” in the top right corner.

3. Click on “ Submit changes NO Proof Needed” or “Submit Changes Send New Proof”.

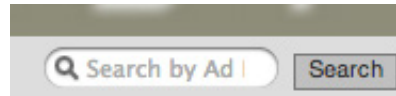


DONE.

# Sending a Proof to the Client

**\*\*NEVER FORWARD THE PROOF EMAIL TO THE CLIENT.\*\***

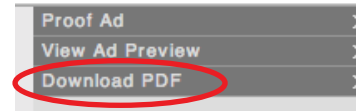
1. Go to [ViewYourAds.com](http://ViewYourAds.com) and search for the ad number in the top right corner or follow your proof email to the ad in ViewYourAds.com.



2. Click on the blue ad number.

Ad Number
10778548

3. Click on "Download PDF" in the menu on the right.



**WEB ADS:** If the ad is animated you can download a swf file, if it is static you can download a gif. Both can be used live. If there are multiple sizes to a web order you will get a proof for each size. When searching for the ad number in ViewYourAds.com you will see all versions come up as separate listings: ordernumber-v2, ordernumber-v3 etc.

4. Save the file to your computer (NOTE: some computers default to your downloads folder.)

5. Attach the file to an email and send to client.

DONE.

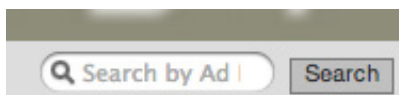
---

## Approving a Proof

1. Click on "Proof Ad" in the email you will receive letting you know the ad is ready to be proofed.

**TO ACCESS A PROOF WITHOUT THE EMAIL:**

1a. go to [ViewYourAds.com](http://ViewYourAds.com) and search for the ad number in the top right corner.



1b. click on the blue ad number.

Ad Number
10778548

1c. click on "Proof Ad" in the menu on the right.



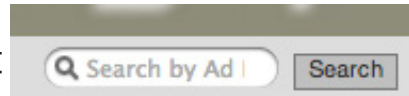
2. Click on



DONE.

# Making changes to an ad after it's statused "Complete."

1. go to [ViewYourAds.com](http://ViewYourAds.com) and search for the ad number in the top right

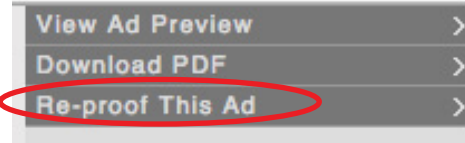


corner.

2. click on the blue ad number.

Ad Number
10778548

3. click on "Re-proof This Ad" in the menu on the right.



4. the menu will change, now click on "Proof Ad" in the menu on the right.



5. Make changes as you would with any proof correction.



6. click one of the buttons at the top to submit your changes.



DONE.

NOTE: Changes you make to this ad will go into production immediately. This will affect all current and future run dates, be sure you want these to go into effect now.

These changes will erase/replace all previous ads under this same ad number. If you'd like to be able to access the original version of the ad, you should order changes under a new ad number instead.