

Release your job

After you and your advertiser have approved the proof, release the job to get a high resolution PDF for print or SWF, JPG or GIF for Digital.

Releasing the job releases Metro of any responsibility for errors so please review your job carefully.

Release

Select "Release" under the Order menu, then click the "Release" button in the Notification Message window.

The screenshot shows the Metro Order Manager interface. At the top, there are navigation links for 'Home' and 'Logout', and a status bar indicating 'Logged in as Metro Demo (metro)'. The main menu includes 'Order', 'Campaign', and 'Order Maintenance'. The 'Order' menu is open, showing options like 'Goto Order', 'New Order', 'New Order with Multiple Versions', 'Pickup', 'Save', 'Undo Changes', 'Submit', 'Revise Order', 'Release with changes', 'Release', 'Force Release', 'Hold Order', 'Resume Order', 'Cancel Order', 'Download', and 'Print Order'. The 'Release' option is highlighted, and a tooltip 'Release an order' is visible. The main content area displays 'Order Manager' for a job titled 'Herbalife_Carolyn_Roebuck#2_[C]_J43_V1.pdf'. It shows the job is owned by 'Metro Demo (metro)', submitted on 'Apr 23, 2015', with a 'Proof' stage and 'Ready' status. The format is 'Print, Color' and the modular size is '<= 1/4 page, 3.343x4.00, Columns: 2'. A 'Production Files: No' indicator is present. A 'HERBALIFE' advertisement is shown, featuring a woman and the text 'Lose Weight NOW! Look great, feel great with a safe and effective weight-loss program designed by certified nutritionists. Opportunity Awaits You! Call Today! Carolyn Roebuck - 757-556-2320'. Below the ad, there are links for 'View PDF' and 'Share Link'. A red notification 'Unsaved Changes' is visible in the top right corner.

Release with changes

If you have a quick change to make and want a final without seeing another proof first, choose "Release with changes".

Indicate your changes (see the "Revise your order" instructions) then click the "Release with changes" button in the Notification Message window.

The screenshot shows the 'Order Manager' interface. At the top, there are navigation links for 'Home' and 'Logout', and a status bar indicating 'Logged in as Metro Demo (metro)'. Below this, there are tabs for 'Order', 'Campaign', and 'Order Maintenance'. A dropdown menu is open on the left, listing various actions: 'Goto Order', 'New Order', 'New Order with Multiple Versions', 'Pickup', 'Save', 'Undo Changes', 'Submit', 'Revise Order', 'Release with changes' (highlighted with a red arrow and a tooltip that says 'Release an order with changes'), 'Release', 'Force Release', 'Hold Order', 'Resume Order', 'Cancel Order', 'Download', and 'Print Order'. The main content area shows a preview of a 'Lose Weight NOW!' advertisement for 'HERBALIFE'. The ad features a woman and text: 'Look great, feel great with a safe and effective weight-loss program designed by certified nutritionists. Opportunity Awaits You! Call Today! Carolyn Roebuck - 757-556-2320'. Below the ad, there are links for 'View PDF' and 'Share Link'. A red '[Unsaved Changes]' notification is visible in the top right corner.