There are many reasons why you might want to request several ads at the same time. Here are a few:

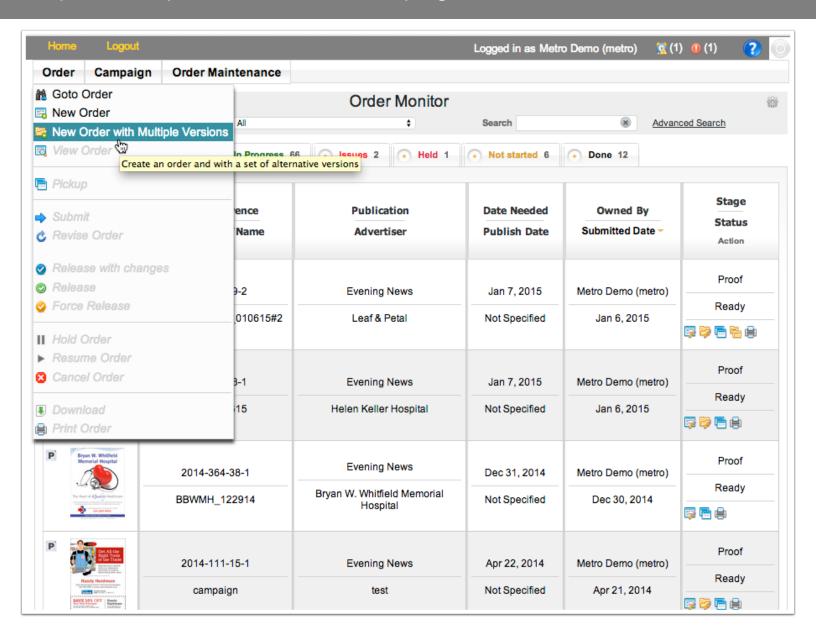
- Same ad in multiple sizes.
- · Same ad in both color and black & white.
- Multiple design options.
- Multiple ads with the same layout, but different images, offers, copy, etc.
- · Coordinating print and digital ads.

Advantages of submitting these ads together as a campaign:

- All ads submitted together will be done by the same designer for consistency.
- Fill out the form once then duplicate and add changes.
- Search for all campaign orders at once by using the first three groups of numbers in the Metro reference number, ie. 2015-117-10.
- Discounts!
 - Full price for the first (or largest) ad, half price for each additional ad.
 - For print and digital combinations, full price for the print and half price for the digital (JPG & GIF formats only).

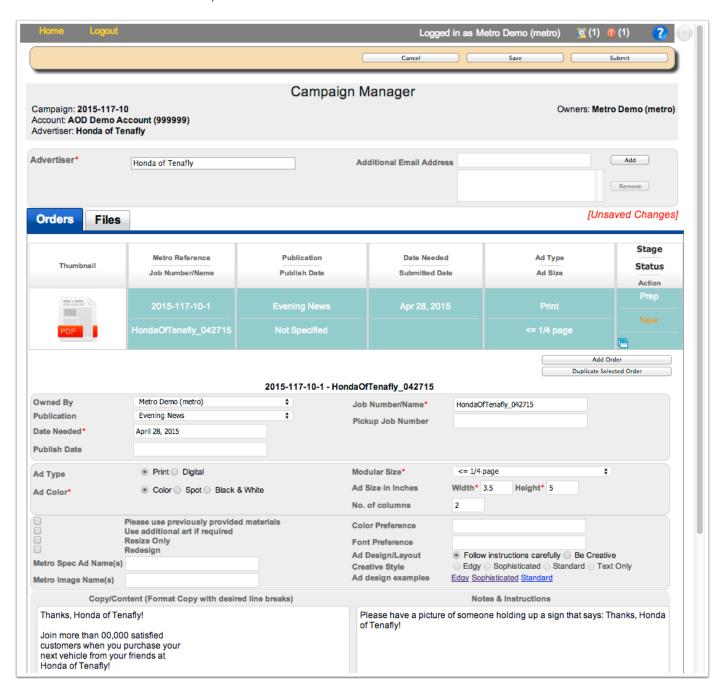
New Order with Multiple Versions

Select "New Order with Multiple Versions" from the Order menu.



Fill out the order form

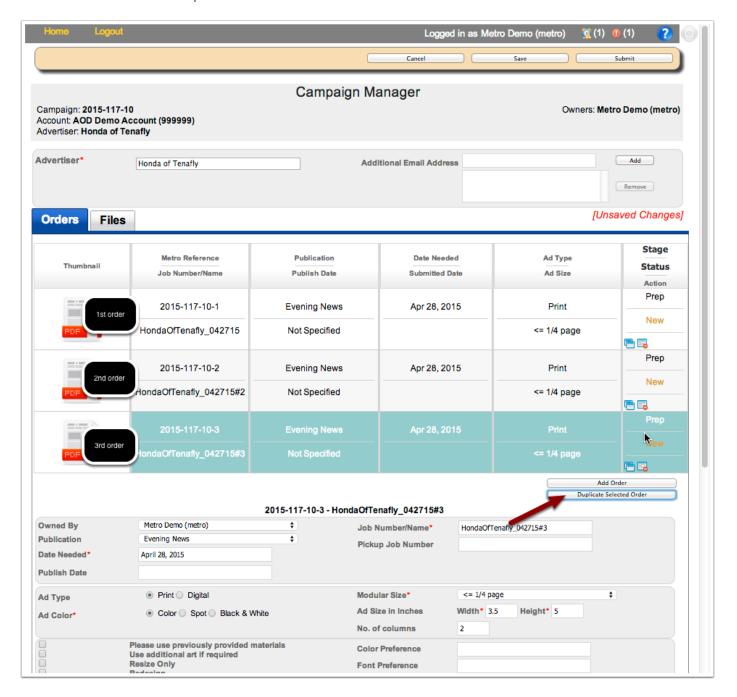
Fill out the order form for the specs of the first ad.



Duplicate the order

After the first order is filled out, click "Duplciate Selected Order" to duplicate the exact order as many times as needed. Then, click on an order and make any changes. For example, change the color preference, size, copy, instructions, etc.

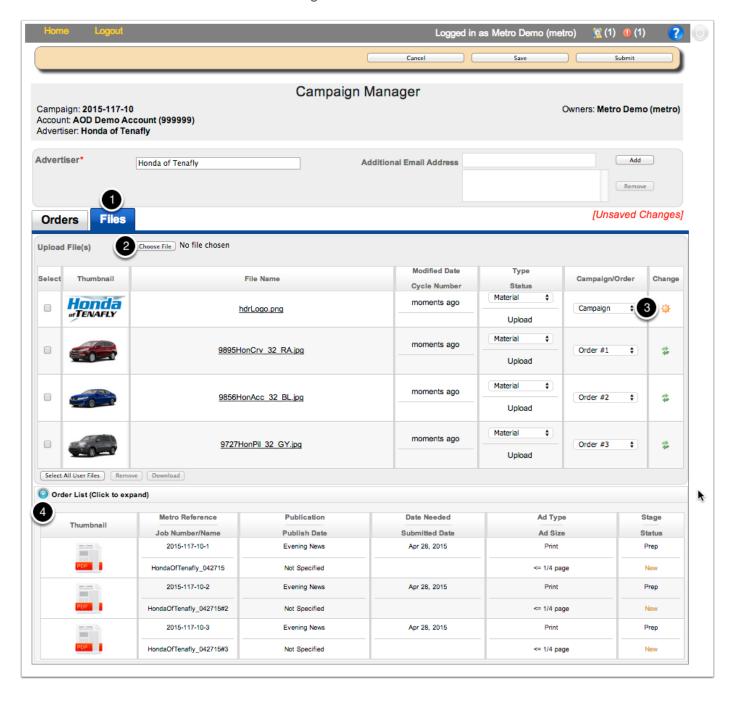
If you need a print and digital ad that will have completely different specs and likely different copy and instructions, click "Add Order" instead of "Duplicate Selected Order".



Upload files

- 1. Click the "Files" tab.
- 2. Click the "Choose File" button (also called "Browse" in some browsers) to select the files to upload.

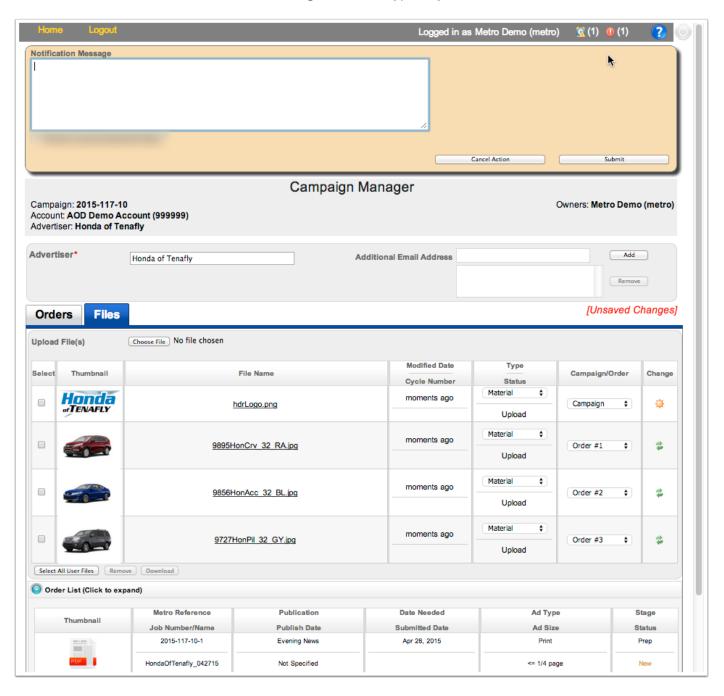
- 3. Use the "Campaign/Order" pulldowns to indicate if a file is to be used in every ad in the campaign or for a specific order.
- 4. Turn down the "Order List" blue triangle as a reminder of which order is which.



Submit order

When you're ready, click the "Submit" button at the top right. You can also choose to "Cancel" your order or "Save" it to submit at a later time (each order can be retrieved individually in the "Not Started" tab).

You'll then be taken to the Notification Message window. Type any last instructions, then click the "Submit" button.



Searching for multiple versions

From the Order Monitor or Advanced Search screen, you can search for all of the orders in your campaign at once by typing the first three sets of digits into the Search box. Keep in mind that they might show up in different tabs depending on their status.

