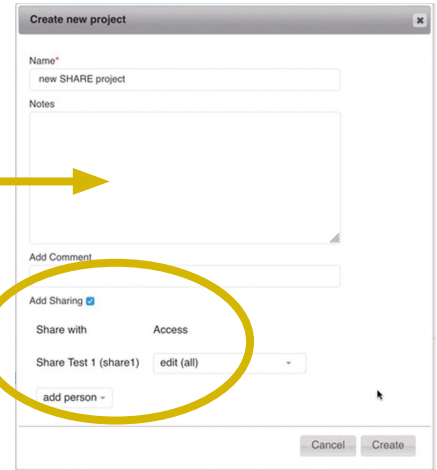


In *Metro Creative Connection*, choose collaborative functions from the *More Options* link below each thumbnail in your search results window.



Making Team Spirit Work for You

Better communications is the name of the game, whether working in-house, remotely, at a hub or outsourced. When the connection between Sales and Production is improved, everyone wins. Your Metro services provide several ways to improve the communication links between these departments with options for printing, emailing or uploading to an online ordering system. Use them to streamline your workflow and reduce duplication, composing times and common errors.

Collaborate With MCC

When you are searching in the *Metro Creative Connection Libraries*, there are collaborative functions available to anyone in any department, whether searching for spec ads, images or both. Once a search has been performed, click the *More Options* link below any thumbnail (three horizontal lines). There, you'll see options listed for that item. The three options that can be of particular interest for collaborative efforts are *Print Preview*, *E-mail File Link* and *Add to Project*.

In the *Print Preview* option, your chosen spec ad can be printed with a space for notes. This is great if you are taking it to a client for an in-person visit and have in-house ad production. You can write in the notes field while speaking with advertisers about their needs. When you return, the printed spec page has your notes and the Metro filename on the page. Attached to your order for your production staff, it gives them all the information they need to download the file from *MCC* and your instructions to customize it.

As the link label states, *E-mail File Link* will send a direct link to the item to the email recipient of your choosing. The pop-up menu for the link lets you choose among popular email servers, so the email is delivered in your name by your own email. The person receiving your email merely clicks on the link, logs into *MCC* with their own user name and password, and has immediate access to view and download the image or ad. The *E-mail File Link* can also be copied and pasted into an online order form system.

Likewise, *Add to Project* will allow you to add any item to an existing or new *Project*. For a collaborative measure, items can be added to *Shared Projects*. A click of the link will allow you to create

a new *Project*. In the resulting dialog, you can choose to *Share*, plus the level of *Access* you want to allow, from *View* to *Edit*. Under the *Share* choice, you can add a specific person in your organization to share in your *Project*. All registered user names for people in your organization will appear in the pop-up. Select the user name and sharing is granted.

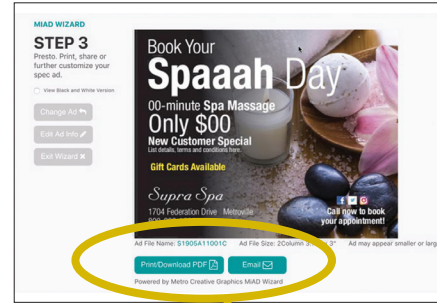
Sharing Spec Ads Using MiAD Wizard

If you are creating spec ads in *MiAD Wizard*, there are two functions you can use to streamline inter-departmental communications. Once a spec ad appears with your advertiser info inserted, there are two buttons below your ad visual: *Print/Download PDF* and *Email*.

The *Print/Download PDF* button gives you the same preview, filename, company info, size, notes field and your name on a page that the *MCC Print Preview* presents. Then the PDF can be saved to your own laptop or machine. That PDF can be placed into your internal work system or emailed to a specific member of your composing team. It can also be uploaded to an internal online order form. Or, you can print and carry it to your advertiser visit to add notes in person. Each page lists the exact *MCC* filename utilized in the *Wizard's* creation of the spec, so your Production Department has immediate access to the native InDesign® or Quark® ad to make any final adjustments or alterations required by the advertiser and specified in your notes.

The *Email* button gives you the same opportunities as the PDF button options, and includes the *MCC* filename, ad size, advertiser info and space to add notes. The email that is sent attaches the spec ad and added info as a JPEG file rather than a PDF. This function provides a seamless line of communication for people who work in teams. Plus, when you email a *Wizard* spec to a client, the application automatically blind-copies you so you have a copy that can be forwarded to a designer with your instructions.

Take a look at what your *MCC* services can provide for collaborative sharing, and incorporate them into your own team efforts. **M**



MiAD Wizard offers choices for sharing info and selected spec ads with other members of your sales or composing team.



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