

## The Project Organizer Is Your Online Personal Assistant

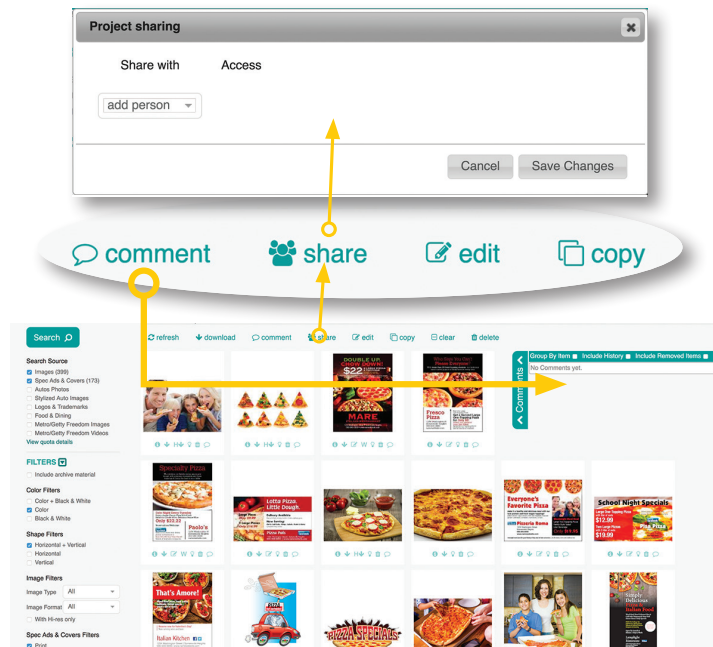
Have you incorporated the *Metro Creative Connection Project Organizer* into your daily workflow? It's your online staging area for planning, organizing, selecting and saving chosen content from any *MCC Library*. Your *Projects* can include images; photos; spec ads; covers; editorial material; logos and trademarks; auto photos; and ideas, marketing and training material from the *MCC Sales* area.

Making and working with a *Project* is simple:

- **Log in to any *MCC Library* to search content.** Clicking the folder icon below any thumbnail will prompt you to name a new *Project*. If you have already created a *Project*, you can select it before choosing any individual item for inclusion.
- **Click *View Project* to browse, download or delete items within the *Project*.** Other options let you rename your *Project* or delete it altogether.
- **You can also create a *Project* from your *Lightbox*.** Click the *Add All to Target Project* link to transfer *Lightbox* items into your *Project*.
- **Share your *Project* with others in your organization.** Set the capabilities of those you share with, allowing them to add or delete items if you wish.
- **Add comments within the *Project* through the *Comments* pop-up dialog box.**
- **Your *Projects* are accessible at any time**, by you and anyone you've shared them with, from any device with Internet access. There is no limit to the number of *Projects* you can create.
- **Automatically access *Projects* Metro creates** with items relevant to the sales tip ideas you receive from us. There are direct links within the emails to access the *Projects*, and clicking the *Metro Projects* tab when viewing any *Project* will allow you to see all available *Projects*.

Take a look at what *Projects* can do for you and your workflow. View a short video within *MCC* by selecting *Video Tutorials* from under the *Help* menu. Scroll down the list to the video about using the *Project Organizer*.

If you have any questions, remember Metro's Customer Service is available to you free of charge at 800-223-1600. M



View any *Project* for access to tools that allow you to comment, share, edit or copy your *Project*.