How To: AdShuttle Ad Submission

Please follow the following steps

Go to www.adshuttle.com and log on.

1. Click "Start" on the homepage
2. Enter Submission Details
   - From the Publication drop down, choose "Urban Land"
   - From the Issue drop down, choose which issue your ad will run
   - In the Advertiser space, please type your company name as you wish for it to appear in print
   - Click Continue
3. Enter your Material Details
   - Unit Headline – Company Name
   - Product – Keyword or Ad Campaign
   - Choose your ad size from the drop down menu
   - Choose your proof option
   - Enter Notes *(optional)*
   - (Leave the Ad ID blank)
   - Click Save/Upload
4. Upload your file
   - Click Browse to find ad
   - Choose colors (should be CMYK)
   - Click Continue

(If your ad fails preflight, you will not be able to continue)

5. If the ad passes all preflight requirements you will be able to click "next" to position the ad.
   - You can choose the positioning or click the "Center Image" button on the right
   - Click save
6. Once the ad is uploaded, you can approve or reject the ad
7. Once approved, you can view preflight results
   - If there are preflight warnings, you can approve with warnings or re-upload
8. Choose to deliver now or later.
9. Once you deliver your ad you should receive a confirmation ticket from AdShuttle@quadsystems.com with your ticket number and submission information.

Guides on ad creation, user information, precheck/preflight problems, and preset files are available at the top of the page once logged in to AdShuttle.

For Customer Service questions regarding AdShuttle, please call 866-774-5784. For all other questions contact Jessie Himmelrich (jhimmelrich@uli.org or 202-624-7005)