

Creating Copy Rotators

Make sure that you create all your individual pieces of Copy first.

Steps to create new COPY:

In Copy Manager or the Select Copy box:

1. Click on the “New” button.
2. In the “New Copy Information” screen enter the “cart”, “copy” or “source” number in the “Unique Copy” box. This number must match the number used in your automation system for that spot.
3. Fill in the rest of the information (ie. Length, usable dates, etc...) then click on the “Create” button. This will take you back to either Copy Manager or the Select Copy box.

Steps to create a ROTATOR:

1. Make sure all the copy you want to rotate has been created. (See previous steps.)
2. Create your Rotator In Copy Manager or the Select Copy box by:
 - a. Click on the “New” button
 - b. Click on the drop down on the “Copy Type” and select **ROTATOR**. (A rotator number will be created automatically.)
 - c. Fill in the rest of the information (ie. length, usable dates, etc...) then click on the “Create” button. This will take you back to either Copy Manager or the Select Copy box.
3. Edit the Rotator by clicking on the Edit button. This will open up the “Rotator Copy Information” box. Once inside this box you can insert the pieces of copy that you want to rotate following these steps:
 - a. Click on the **Append** button, this takes you to the “Select Copy” box where you can choose the piece of copy to put into your rotator.
 - b. Highlight the copy that you want and click the “**Use Copy**” button.
 - c. In the small edit box that opens you can enter the percentage that it can run then click on **Save**.
 - d. Repeat steps **a** through **c** until all the Copy ID’s to be played are in the rotator and the percentage total equals 100%. Then close the Rotator Information box.
4. Now that the Rotator has been created you can use it on your Orderline under the copy to be played section. Every time a spot logs from this orderline it will then pull from the Rotator.