

# 1-Pager — on Adding Publications to BLOX —

Adding new publications for BLOX Total CMS for InDesign can be done in the InDesign settings interface.

## » ADDING A PUBLICATION

### Step 1

Select the BLOX Total CMS - Editorial / Assets drop-down menu.

### Step 2

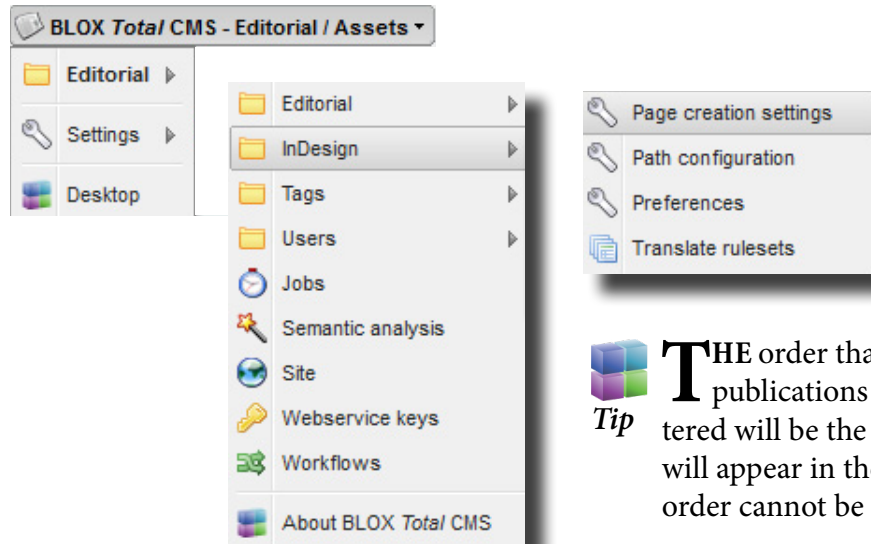
Click Settings.

### Step 3

Select InDesign.

### Step 4

Select Page Creation Settings.



**Tip** THE order that the publications are entered will be the order they will appear in the list. The order cannot be adjusted.

### Step 5

Click Add.

### Step 6

Type a two- or three-letter publication code in the Code field. The number of characters in the code must match the number of characters in the page naming convention.

### Step 7

Type a short description of the

publication in the Description field.

### Step 8

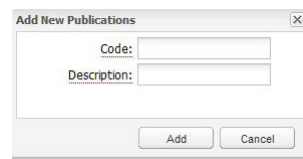
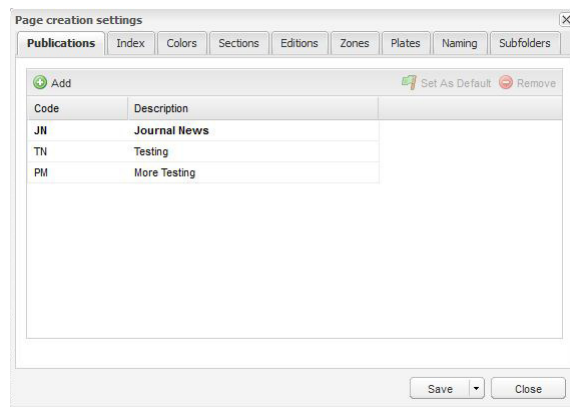
Click Add.

### Step 9

Add as many publications as you need by performing steps 5 through 8 as needed.

### Step 10

Click the Save drop-down menu and choose Save and Close.



**Tip** AT least one publication should be marked as the default publication.

## » REMOVING A PUBLICATION

### Step 1

Select the BLOX Total CMS - Editorial / Assets drop-down menu.

### Step 2

Click the Settings menu.

### Step 3

Select InDesign from the menu that slides out.

### Step 4

Select the publication you would like to remove.

### Step 5

Click Remove.