

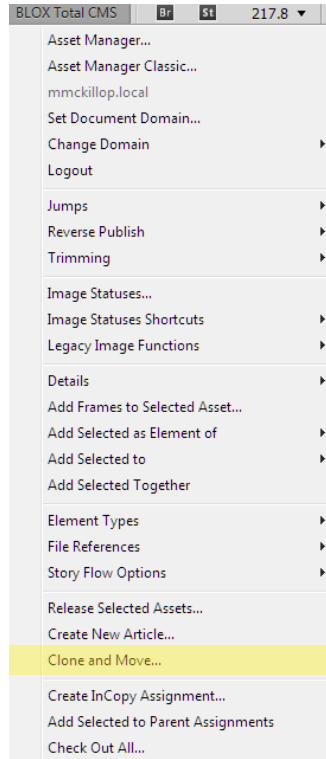
CLONE AND MOVE

BLOX Total CMS allows you to clone designed stories from the page for use in other publications

OVERVIEW

Cloning allows you to make an exact copy of a story, layout or page, and you can move that copy — or the original — to another page for a zoned edition of that publication or to another publication entirely.

The copied or original assets can be renamed, and certain data can be set on those assets.



WHAT CAN BE CLONED...

- 1. ASSET ITEMS:** Articles, images, captions, related content, jump lines, etc.
- 2. NON ASSET ITEMS:** Page furniture such as page headers, teasers and promos, UPC codes, and horizontal and vertical rules on the page.

WHAT CANNOT BE CLONED...

- 1. MASTER PAGE ITEMS:** Anything on a master page that has not been released, such as folios, possibly page headers, etc.
- 2. LOCKED LAYERS:** Anything on a locked layer, such as page labels set through the TCMS ad support.
- 3. ADS:** Ads that are tracked through TCMS.

» DOCUMENT SELECTION

Choose the documents from which and to which you are cloning. You can clone from and to any TCMS document in the same domain. However, the document cannot be in use by another user at the time of cloning.

Step 1

Select the BLOX Total CMS menu. Choose Clone and Move.

Step 3

In the Clone and Move

Document Selection dialog, select the Source Document in the top section and the Destination Document in the bottom section. The Source Document contains the content you want to clone. The Destination Document is where the content will be moved.

Step 4

Click OK.

DOCUMENT SELECTION

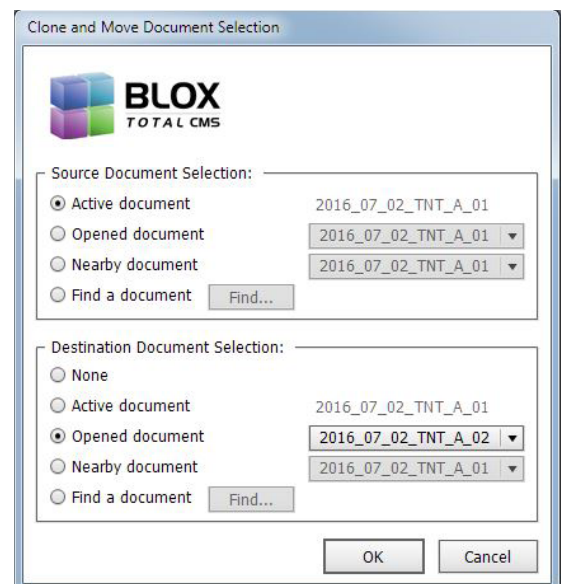
ACTIVE DOCUMENT: The document that is open and active on screen.

OPENED DOCUMENT: When selected, the drop-down menu is active and you can choose from any document you have open.

NEARBY DOCUMENT: When se-

lected, the drop-down menu is active and you can choose from any page near the one that is active.

FIND A DOCUMENT: When selected, the Find button is active. When clicked, you can navigate to a particular document.



» THE SOURCE

When you clone assets, you have the ability to alter the slug, add text to the print notes, set flags and set the workflow of the source asset.

SOURCE PAGES

SELECTED PAGE: When working with multi-page documents and cloning entire pages and not just selected assets, the Selected Page option will default to the active page. The user can use the drop-down menu to choose which page is cloned.

ALL PAGES: When working with multi-page documents, this option will clone and move all the assets from all pages in the source document to the destination document. The destination document must have at least the same number of pages, if not more. If the destination document has a different-sized work area, the user will be warned that the documents do not match. The user can cancel or continue. If the user continues, the location of the assets may require additional design work for spacing.

SOURCE SLUG CHANGES

DATES: The date in the slug of the asset can be changed to the destination page's date when the story is cloned if the following three conditions are met:

- 1: The date must be part of the slug.
- 2: The date format must match the date format in the Asset Manager preferences (pictured at right).
- 3: The dates of the source and destination pages must be different.

PUB CODE: The publication code in the slug of the asset can be changed to the destination page's publication code when the story is cloned if the following three conditions are met:

- 1: The pub code must be part of the slug.
- 2: The slug pub code must match the page pub code.
- 3: The pub code of the source and destination pages must be different.

EDITION CODE: The edition code in the slug of the asset can be changed to the destination page's edition code when the story is cloned if the following three conditions are met:

- 1: The edition code must be part of the slug.
- 2: The slug edition code must match the page edition code.
- 3: The edition code of the source and destination pages must be different.

ZONE SYMBOL: The zone symbol in the slug of the asset can be changed to the destination page's zone symbol code when the story is cloned if the following three conditions are met:

- 1: The pub code must be part of the slug.
- 2: The slug pub code must match the page pub code.

Number of Search Results: 20

Auto Search

Advanced Search:

Default %%pubdate%%: Today +1 day

%%pubdate%% Format: Y... MM DD

%%pubdate%% Separator: /

Number of Search Options: 14

Image Place Order: CMS CMYK -> CMS Grayscale...

Cancel Reset

Clone and Move...

BLOX TOTAL CMS

Source Options Destination

Source Pages:

Document Name: 2016_07_02_TNT_A_01 Domain: mmmkillop.local

All Pages Selected Page 2016_07_02_TNT_A_01

Source Slug Changes:

Dates 20160702 20160706

Pub Code

Edition Code

Zone Symbol

Text [] > []

Add Suffix [] copy ##

Preface Source Asset's Print Notes:

Set Source Asset's Flags:

Contributed Web only

Set Source Workflow:

Set Workflow Set Do Not Publish

Reset OK Cancel

3: The pub code of the source and destination pages must be different.

TEXT: The text option functions as a find and replace function. The first field is something currently in the slug of the asset while the second field replaces the text entered in the first field.

ADD SUFFIX: This option allows the user to append a suffix to the story. Two pound symbols (##) will put a two-digit incremental number after the copy. One pound symbol will not do anything. These numbers are important if you choose on the Options tab to create more than one copy of the asset. The default if the option is selected and nothing is entered in the text field is to add the word "copy" with a number at the end. If the asset is to be used in a different publication and the pub code is not part of the asset slug, using the pub code as the suffix may be ideal.

PREFACE SOURCE ASSET'S PRINT NOTES

NOTES: This allows the user to add text to the Print Notes section of the source assets when cloning.

SET SOURCE ASSET'S FLAGS

FLAGS: This allows the user to set a flag on the source assets when the items are cloned.

SET SOURCE WORKFLOW

WORKFLOW: This allows the user to set the workflow on the source asset

» THE DESTINATION

When you clone assets, you have the ability to alter the slug, add text to the print notes, set flags and set the workflow of the source asset.

DESTINATION PAGES

SELECTED PAGE: When working with multi-page documents and cloning entire pages, the Selected Page option will default to an opened page. The user can use the drop-down menu to choose to which page content is cloned.

ALL PAGES: When working with multi-page documents, this option will clone and move all the assets from all pages in the source document to the same page numbers in the destination document. The destination document must have at least the same number of pages, if not more. If the destination document has a different-sized work area, the user will be warned that the documents do not match. The user can cancel or continue. If the user continues, the location of the assets may require additional design work for spacing.

DESTINATION SLUG CHANGES

DATES: The date in the slug of the asset can be changed to the destination page's date when the story is cloned if the following three conditions are met:

- 1: The date must be part of the slug.
- 2: The date format must match the date format in the Asset Manager preferences (pictured at right).
- 3: The dates of the source and destination pages must be different.

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ADD SUFFIX: This option allows the user to append a suffix to the destination story. Two pound symbols (##) will put a two-digit incremental number after the copy. One pound symbol will not do anything. These numbers are important if you choose on the Options tab to create more than one copy of the asset. The default if the option is selected and nothing is entered in the text field is to add the word "copy" with a number at the end. If the asset is to be used in a different publication and the pub code is not part of the asset slug, using the pub code as the suffix may be ideal.

PREFACE DESTINATION ASSET'S PRINT NOTES

NOTES: This allows the user to add text to the Print Notes section of the source assets when cloning.

SET DESTINATION ASSET'S FLAGS

FLAGS: This allows the user to set a flag on the destination assets when the items are cloned.

SET DESTINATION WORKFLOW

WORKFLOW: This allows the user to set the workflow on the destination asset.

SET DO NOT PUBLISH: This checks the Do Not Publish option in the asset, preventing it from appearing online.

» THE OPTIONS

CONFIGURATION

SAVED OPTIONS: After you set all the options on the Source, Options and Destinations tabs, that configuration can be saved so you — or anyone at your site — can use that same configuration again. The configurations are stored in a central location and will appear in the drop-down menu for all page designers. To save your configuration, select the options on all three tabs and click the Save button. Give your configuration a name that is somewhat descriptive. Click OK.

CLONE OR MOVE WHAT

ALL ITEMS: Clones and moves all items in the selected page or document.

ALL ASSET ITEMS: Clones and moves all assets in the selected page or document. This does not include page furniture, images manually placed from a file server, horizontal and vertical rules, logos and such stored as snippets. Basically, it disregards anything that is not placed through the Asset Manager.

ALL NON-ASSET ITEMS: Clones and moves all non-assets in the selected page or document. This includes page furniture, images manually placed from a file server, horizontal and vertical rules, logos and such stored as snippets. Basically, it clones and moves anything that was not placed through the Asset Manager.

ALL SELECTED ITEMS: Clones and moves all items on the page that you have selected.

SELECTED ASSET ITEMS: Clones and moves all asset items on the page that you have selected. This does not include page furniture, images manually placed from a file server, horizontal and vertical rules, logos and such stored as snippets.

SELECTED NON-ASSET ITEMS: Clones and moves all non-asset items on the page that you have selected. This includes page furniture, images manually placed from a file server, horizontal and vertical rules, logos and such stored as snippets.

MAIN OPTIONS: RELEASE TO SOURCE

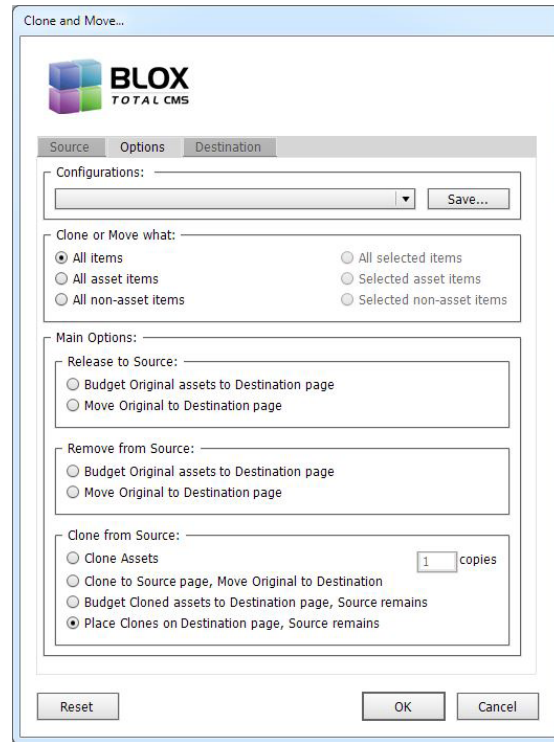
BUDGET ORIGINAL ASSETS TO DESTINATION PAGE: Takes the original assets from the source page and budgets them for the destination page — but does not place them. A released — not connected to TCMS — copy of each cloned asset will remain on the source page.

MOVE ORIGINAL TO DESTINATION PAGE: Moves the original assets from the source page to the destination page. A released cloned copy — not connected to TCMS



Tip

Items can be checked in or out when cloning occurs.



— of each cloned item will remain on the source page.

MAIN OPTIONS: REMOVE FROM SOURCE

BUDGET ORIGINAL ASSETS TO DESTINATION PAGE: Budgets the original asset for the destination page and removes the asset from the source page.

MOVE ORIGINAL TO DESTINATION PAGE: Clones and moves the asset from the source page to the destination page. It removes the asset from the source page.

MAIN OPTIONS: CLONE FROM SOURCE

CLONE ASSETS: Allows the user to make cloned copies of assets for use in the future or for training purposes. You can choose the number of cloned copies by entering a number in the Copies text field.

CLONED TO SOURCE PAGE, MOVE ORIGINAL TO DESTINATION: Creates a cloned copy on the source page and moves the original asset to the destination page.

BUDGET CLONED ASSETS TO DESTINATION PAGE, SOURCE REMAINS: Budgets the cloned assets to the destination page and the original versions remain on the source page.

PLACE CLONES ON DESTINATION PAGE, SOURCE REMAINS: Places the cloned copies on the destination page and the original versions remain on the source page.

» **TIPS**

CHECK IN OR OUT: Items can be checked in our out when cloning.

CONFIGURATIONS: Anyone can created a saved configuration. Those saved configurations will be available to anyone logged in to BLOX Total CMS in InDesign. To replace or edit a saved configuration, choose the options you like and save it with the same name as the existing saved configuration. It will ask you if you would like to replace the saved version. Choose Yes.

Do Not Publish: Do Not Publish prevents assets from appearing online. However, if the asset is later promoted to a workflow where Web Ready is set, the Do Not Publish option will become unchecked.

PAGE SIZES: You can clone and move assets from a broadsheet document to a tab document. However, you will be warned that the dimensions differ for the work area of the page (warning at right). You can choose to cancel or continue. If you continue the assets will appear on the destination page, but likely will not fit the page properly.

RESET: The Reset button sets all options on all tabs to their default setting.

