



USER GUIDE



*Published by
TownNews.com*

*Version 7
Updated November 20, 2017*

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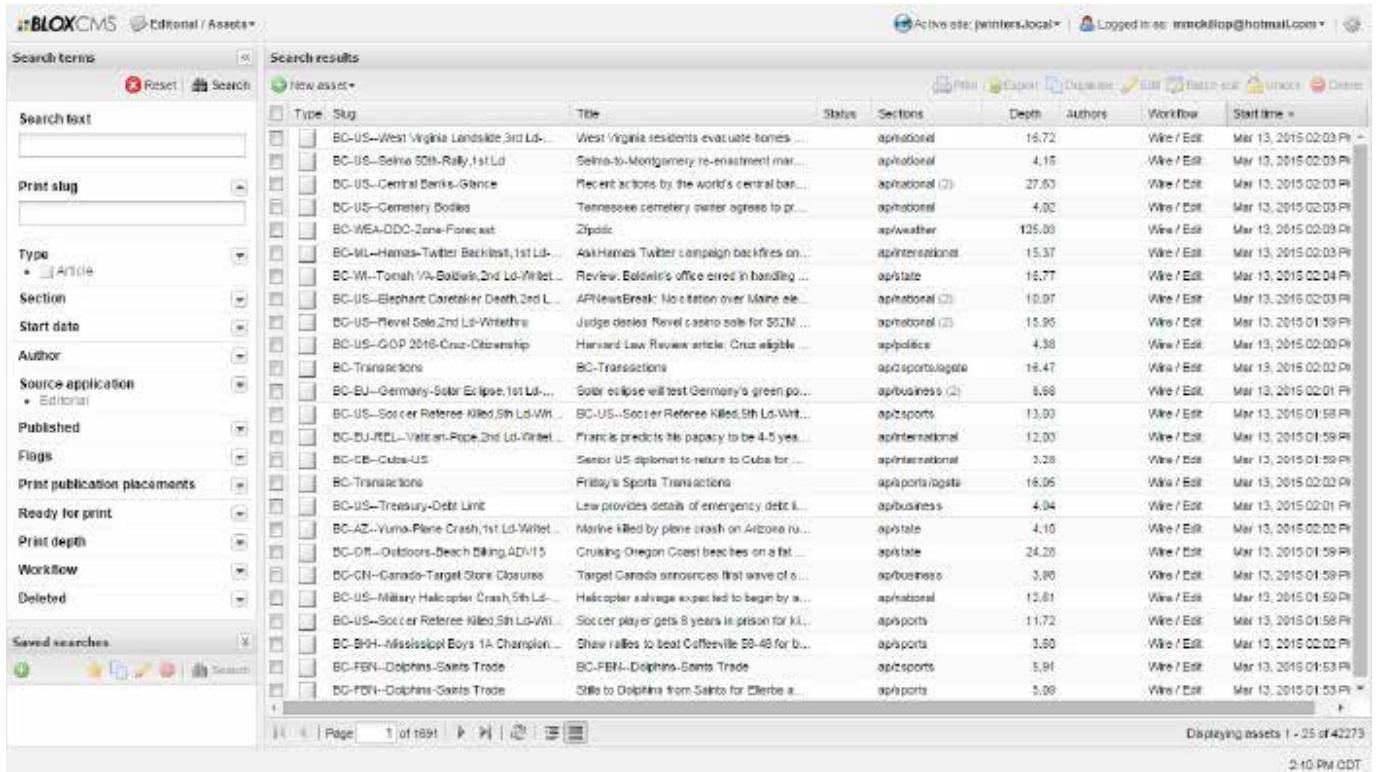
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THE BASICS OF BLOX TOTAL CMS

Knowing what button does what is half the battle

» THE USER INTERFACE



SEARCH: This initializes a search of the assets based on the criteria the user entered in the Search tcms section.

RESET: This resets the search criteria in the Search tcms section. This must be done before any search where the criteria is changing.

NEW ASSET: This creates any type of new asset.

SAVED SEARCHES: This section allows the user to save the search criteria just entered to be used for later searches.

PAGES: Assets are displayed in pages of 25 entries. This area displays what page the user is viewing and how many pages of assets your current search contains.

EDIT: Select an existing asset and click the Edit button to edit an asset. It performs the same function as double-clicking an asset.

BATCH EDIT: Multi-select assets by putting checks in several boxes to the left of existing assets, and then click the Batch Edit button. This will not allow you to edit the text of more than one asset, but it will allow you to change on multiple assets different characteristics, such as the workflow, flags, start date, etc.

DUPLICATE: This allows the user to duplicate an asset. However, this action will clear the workflow and check the Do Not publish option of the duplicate.

UNLOCK: There are times when an asset may be locked and a user needs to open it for editing. For instance, if a user is editing an asset and the power goes out. When the user logs back into the system, it will be seen as an open asset.

DELETE: Check the box or boxes to the

left of assets you would like to delete and then select the Delete button to delete the items. The item or items can be retrieved using different search criteria.

PRINT: This allows the user to print the asset, which also includes the information of any child or sibling assets associated with it.

DISPLAYING ASSETS: Shows how many assets are listed on the page and how many total assets exist with the search criteria the user has entered.

SHOW SUMMARIES: This button next to the Refresh button along the bottom of the window enables the user to see more details about each asset.

HIDE SUMMARIES: This button next to the Show Summaries button hides the summaries of assets in the search results window.

START DATE: When an asset is created, it is tagged with a Start Date. That Start Date can be changed. You can search under that Start Date, but often you would combine that criteria with another.

PUBLISHED: Assets can be set to never publish to a website by checking the Do Not Publish option in the Other tab. You can search for assets based on that option. The example to the right shows 15 stories with the Do Not Publish option checked.

PRINT DEPTH: You can search for an asset of a particular length. This can be valuable if you are looking for a story to fit a particular hole. Type the minimum and maximum length, and then click Search.

FLAGS: Assets can be tagged with flags that will help users search for stories and can help stories get formatted when placed on an InDesign page. Flags also are used online in templates that are associated with styles. Assets can be tagged with more than one flag. To search for an asset based on a flag, check the box next to a flag and choose Search. The number in parenthesis next to the flag is the number of assets that have that flag checked.

AUTHOR: When you create a story, you can specify an author or it can be specified by default for the person who is logged in. To search for an asset based on the Author, select the Author search field, click the Search icon, select the author from the list, and click the Search User button.

READY FOR PRINT: Assets can be marked Ready for Print under the Print tab of an asset. Check the Ready for Print Search option and select Search to find all the assets marked Ready for Print. This can be the only criteria you search under, but often you will use other criteria in addition to this to narrow down your search.

WORKFLOW: Assets can be assigned a workflow by default or the workflow can be added at anytime. Check the box next to a workflow option and click Search to find stories tagged with that workflow.

» SEARCHING FOR ASSETS

When you first open BLOX Total CMS, you will see the Desktop, which will include information about TownNews, the status of the system and site-specific information. You must then open the asset manager.

Step 1

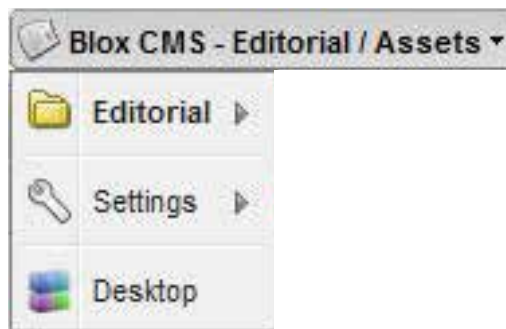
Click BLOX Total CMS - Editorial / Assets.

Step 2

Select Editorial

Step 3

Choose Assets



» SEARCH CRITERIA

There are many ways to find a particular asset. The most common method is a print slug search. However, you can also base a search

on the text of an asset, the type of asset, flags associated with an asset, the section in which the asset will appear and several other

search criteria. You can also combine several different search criteria to narrow down search results to find just what you are looking for.

SEARCH TEXT: Enter text that you would expect to find in the body or keywords of the document and then select the Search button. Search Text is not case sensitive. Search text generally ignores spaces.

Search text

TYPE: Choose the type of asset for which you are searching and then select the Search button. You can multi-select and search for more than one type of asset. This can be the only criteria you search under, but typically you will use other criteria in addition to this to narrow down your search.

Type

- Article (111776)
- Image (34)
- Collection (0)
- Audio (0)
- Flash (0)
- HTML (0)
- Link (0)
- PDF (4)
- Poll (0)
- VMIX (0)
- Video (0)
- YouTube (0)
- ZIP (0)

SECTION: This is one of the most common criteria used to search for an asset. All AP wire stories are tagged with a Section listed under AP. Tagging assets with sections will enable you to find things much easier and will help the asset find a home on your website. Assets can be marked with more than one section.

Section

- Uncategorized (165)
- announcements (0)
- ap (0)
 - ara (0)
 - arts_and_entertainment (0)
- blogs (0)
- buchanan (0)
- business (0)
- calendar (0)
- classifieds (0)
- death_notices (0)
- football (1)
- gallery (0)
- in-depth_series (0)
- life (0)
- marketplace (0)
- marquee (0)
- multimedia (0)
- nation_world (0)
- news (0)
- obituaries (0)
- online_features (0)
- opinion (0)
- services (0)
- site (0)
 - special_features (0)
 - sports (1)
 - subscription_services (0)
 - weather (0)
 - wrapper (0)

DELETED: By default, Not Deleted is selected. If you need to search for a deleted item, select Deleted Assets Only, combine it with another search criteria and select Search.



PRINT PUBLICATION PLACEMENT: When an asset is placed on a page, it gets tagged with the publication information with which the page is associated. This is a valuable search option if you produce more than one publication. Select the publication and then choose Search. The letter codes are based on each site's specifications.



PRINT SLUG: This is the most common and most powerful way to search for an asset. A slug search is case sensitive and performs better using the asterisk wild card character. For example, searching for an AP wire story with the slug "BC-US-Iraq soldiers" could be done this way. All wire stories begin with BC. So you could enter BC*Iraq*. That will find any wire story with Iraq in the slug. You could



narrow it down more by using BC-US*Iraq*. You will not find the story if you use bc-US*Iraq* because bc is not capitalized in your search criteria.



Tip **SELECT** Reset to reset your search returns before running another search. This will clear anything you have selected in your search criteria.

» CREATING AN ASSET

Some assets are created automatically, such as AP wire content or assets brought in through an import process. However, you most often will create assets manually with the New Asset button.

Step 1

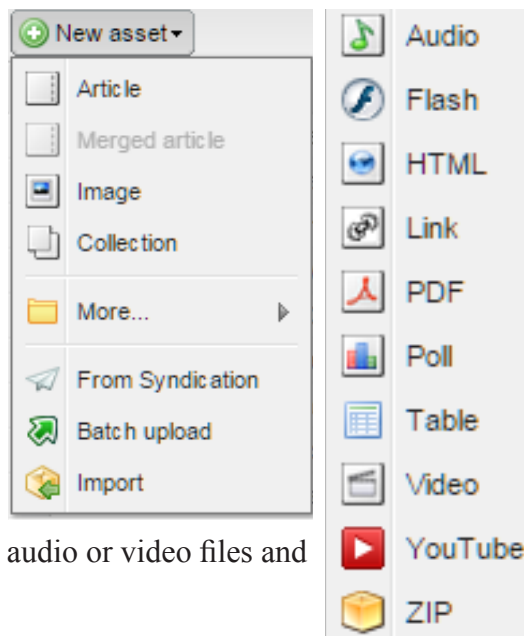
Click the New Asset button.

Step 2

Select the type of asset to be created. Typically this will be an article, but you can also create Images, PDFs, audio or video files and other types of assets.

Step 3

If you create an Article, you must fill in the Title field. If you create an Image, Collection or one of the other types of assets, you must fill in the Title field. This field label is underlined with a dotted red line to denote it is mandatory.



TYPES

ARTICLE: This is a basic text story.

MERGED ARTICLE: If you have more than one asset selected in your search results, you can select this to create a new asset to with the selected assets merged into it.

IMAGE: Most images will enter the system through a hot folder. However, you can use this to manually import the image.

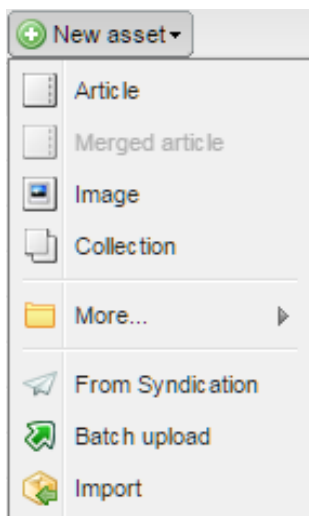
COLLECTIONS: Select this to manually import several images to be used on your website in a collection.

MORE: Select this to create a number of other less-common assets that can be attached to assets as siblings or children.



Tip **MANY** of the options under "More" are only for websites. They will never flow to an InDesign page.

» BATCH UPLOAD



The Batch Upload function allows users to upload multiple media files as assets. These files can include image files, audio files, PDFs, Flash video files, MP4 video files and ZIP files.

Step 1

Click New Asset.

Step 2

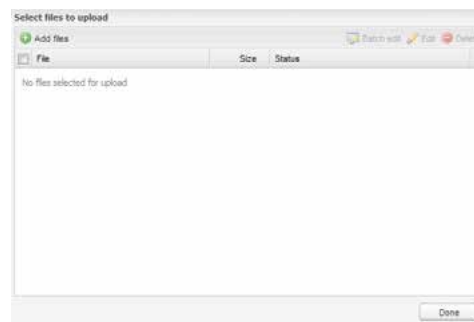
Click Batch Upload.

Step 3

Choose the Add Files button.

Step 4

Navigate to and add the files you



want to upload into BLOX Total CMS.

Step 5

Click Done.

 **T**EXT documents cannot be uploaded into BLOX Total CMS using Batch Upload.

Tip

» IMPORT

The Import function allows users to export assets from one BLOX domain and import those assets into another BLOX domain.

Step 1

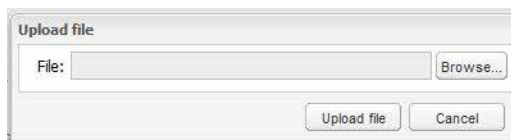
Click New Asset.

Step 2

Select Import.

Step 3

Choose Browse, navigate to and



select the file you would like to import, and click Open.

Step 4

Click Upload File.

WRITING, EDITING, PRINTING ASSETS

Preparing a story for print or Web publication can be simple or detailed

» FILLING IN THE BLANKS

SUMMARY: A website often will give you a headline and first paragraph of a story. Sometimes the first paragraph is not adequate for giving a synopsis of the story. The summary allows the user to write a synopsis or copy and paste a more appropriate paragraph from the story.

FORMAT: Users can format text using several preset options. These format options can be styled on the page and written back to TCMS for proper formatting on the website.

TAGLINE: Instead of putting a tagline at the end of a story where it would alter the inch count, it should be put under the tagline tab. This also allows the system to style the tagline text when it is placed on an InDesign page.

WEB HEADLINE: Every article must have a Web headline.

BODY COPY: This is where the text of the article goes.

BYLINE: The byline is the person who is credited with writing story.

START DATE/TIME: This is the time when the asset will be viewable on a website provided the Site Tag has been added.

DISPLAY PRIORITY: Some websites have been designed to allow users to give a priority to assets so they will have a higher ranking on the website.

SUGGESTED METADATA: Sites can sign up with third-party vendor to provide metadata based on the contents of the story. This is used once the story is completed.

PRESENTATION: User can choose between Long Form and Personality templates for website.

SAVE: Click to save the story. The arrow initializes a drop-down menu that gives more choices, such as Save and Close, Promote and Demote.



Tip The byline and the author can be different. For example, someone may create a file for a contributing columnist.

TEASER: User can upload an image to be used as a preview image for the story. This is for online only.

AUTHOR: This is the person who created the asset.

PREVIEW: User can preview what the text will look like in print or on the Web.

FIND: Find and replace words in the text.

BOLD: Bolds text.

INLINE NOTES: Creates nonprinting notes within the text

TRIM FROM PRINT: Trims text from print publication.

LINKS: Converts text to hyperlink and removes link.

PARAGRAPH FORMATTING: Aligns text to the left, center and right — includes block quote.

RULE: Inserts horizontal rule in text.

MEDIA: Inserts media such as video in text.



PASTE AS PLAIN TEXT: Copying text from your clipboard directly into the text editor will cause problems when placed on an InDesign page. Instead, click this button, paste the text into the box that appears and then click Insert.

ITALICS: Italicizes text.

UNDERLINE: Underlines text.

LISTS: Puts paragraphs in numbered or bulleted lists

INSERT PAGE BREAK: Adds page break for online purposes only.

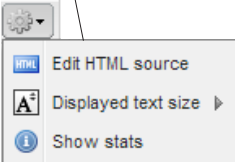
TABLE: Creates table.

SYMBOLS: Can be used to put emdash in text.

FULL SCREEN: Toggles between full screen and partial screen.



Tip Do not paste from your clipboard directly into BLOX Total CMS. Use the Paste as Plain Text option. The steps for this method depends on the Web browser you use. Internet Explorer pastes directly into the body. Firefox pastes into a pop-up window.



EDIT HTML SOURCE: Shows the html code of the asset.
DISPLAYED TEXT SIZE: Allows the user to change the display text size.
SHOW STATS: Shows word and character count.

» FORMATTING TEXT



Aside from bold, italics and underlining, users can choose from six formatting options. Normal text is the default body text. Each of the headings offer a different sized headline using <h> tags. The heading formatting options can be

used for brief headlines, intext subheads and other formatting within the body copy area. Each of the headings also can be used in print if your site's template master has made the proper adjustments to the site's rulesets and template.

» PRINTING ASSETS

Reporters and editors typically print out copies of stories or budgets to go over in meetings. Once a story has content and has been saved, the Print button will appear at the bottom of the editing window.

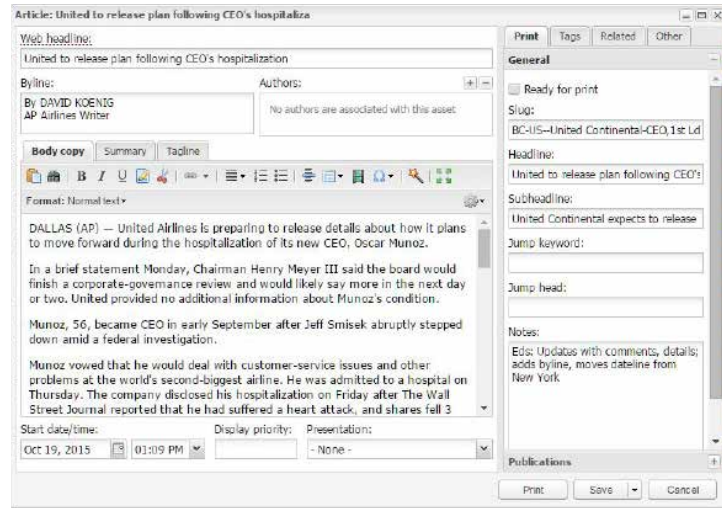
When you select Print, a new tab in your Web browser will open with the print details listed. You will be asked to choose the printer you would like to use. Select the printer and click OK.



Tip

YOU cannot print a document until it has been saved at least one time.

WHILE there is no read-only option for stories, many people find the print option works well for this purpose.



United to release plan following CEO's hospitalization

Subheadline: United Continental expects to release details on plan following CEO's hospitalization
Slug: BC-US--United Continental-CEO.1st Ld-Writelun
Print depth: 17.47 (3355 characters)
Start date/time: Oct 19, 2015 01:09 PM
Section tags: ap/national, ap/business
Byline: By DAVID KOENIG, AP Airlines Writer

Content

DALLAS (AP) — United Airlines is preparing to release details about how it plans to move forward during the hospitalization of its new CEO, Oscar Munoz.

In a brief statement Monday, Chairman Henry Meyer III said the board would finish a corporate-governance review and would likely say more in the next day or two. United provided no additional information about Munoz's condition.

Munoz, 56, became CEO in early September after Jeff Smisek abruptly stepped down amid a federal investigation.

Munoz vowed that he would deal with customer-service issues and other problems at the world's second-biggest airline. He was admitted to a hospital on Thursday. The company disclosed his hospitalization on Friday after The Wall Street Journal reported that he had suffered a heart attack, and shares fell 3 percent.

PRINT INFORMATION

The Print tab holds valuable information for a print publication

» GENERAL

The General section of the Print tab contains a lot of information that can be used to search under, communicate with, provide asset information and create portions of a paginated page.

Ready for Print

Assets can be marked ready for print by checking the box under the Print tab. This then becomes something easy to search under and lets paginators know the asset is ready to be placed on a page for pagination. Ready for Print can be checked automatically as a story makes its way through a workflow.

Slug

All assets should include a slug, though it is not mandatory in the system. Newsroom guidelines should be followed. There is no character limit, but slugs should be short and adequately describe the story. Each site should develop a slug naming convention that includes a date — including the year — and avoid hyphens.

Headline

The print headline is for the print product. The headline at

the top of the asset editor is a Web headline. They can be the same, but that is not required. On AP wire stories, BLOX propagates both headline fields with the same headline. The print headline is used when the story is placed on the page. The Web headline will be used on the InDesign page if no print headline is specified.

Subheadline

This is an optional field that will be placed on the page automatically in a separate text frame.

Jump Keyword

If an asset jumps from one page to another, the jump keyword, which is in the jumpline, will be listed here.

Jump Head

If an asset jumps from one page to another, the jump head, which is the headline over the jumped portion, will be listed here.


Notes

Reporters and editors can share notes about the story. These notes are not published. This field also can be used for photo assets to communicate how it will be sized and toned.

The screenshot shows a web-based interface for editing an asset. At the top, there are four tabs: 'Print', 'Tags', 'Related', and 'Other'. The 'Print' tab is selected. Below the tabs is a 'General' section with a minus sign icon. It contains the following elements:

- A checkbox labeled 'Ready for print'.
- A text input field labeled 'Slug:'.
- A text input field labeled 'Headline:'.
- A text input field labeled 'Subheadline:'.
- A text input field labeled 'Jump keyword:'.
- A text input field labeled 'Jump head:'.
- A large text area labeled 'Notes:'.

At the bottom of the interface, there is a 'Publications' section with a plus sign icon.

Tip  **A**N alert note will pop up for page designers when they place a story if that story has a note that begins with Alert: For example, Alert: Mugshots are available if needed.

» PUBLICATIONS

The Publications section of the Print tab holds information related to the print page that the asset has been placed on or will be placed on. You would rarely need to manually adjust publication information unless your site doesn't write-back placement information but you want an NITF export of the asset.

Adding a publication

When assets are placed on a page, they are automatically stamped with the information from that page. It will know what publication, edition, zone, section, page and publication date, and it will know that it has been placed.

You can, however, manually add a publication to an asset and fill in the necessary information. To do this, click the Add button and fill in the Edit Print Publication dialog.

You can edit the Print Publication information by clicking the Edit button.

You can remove the Print Publication information by selecting the Print publication information and selecting Remove.

TAGS INFORMATION

Tags help the story get to the correct place on the website and can control appearance on the printed page

» SECTIONS

Sections are added so that the asset will have a home on the website. You can add more than one section if you want it to appear in more than one area of your website.

Step 1

Click Add

Step 2

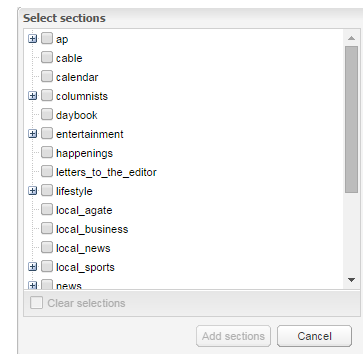
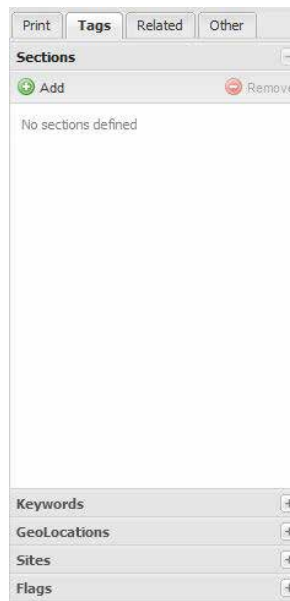
Select the checkbox of the website section where you want the story to appear. You can select more than one checkbox. When you open the Tags tab, the last tags you applied will be selected. To remove those tags, click the Clear Sections option.

Step 3

Click the Add Sections button.

Step 4

If necessary, to remove a section that you have added, select it from your list and choose Remove.



Tip

THE list of sections should match the sections of your website. However, additional section tags can be added to force formatting on the print page.



Tip

THE section tags applied to the prior asset will automatically be checked the next time you try to apply tags. To deselect them quickly, click “Clear Sections” at the bottom of the dialog box.

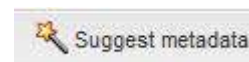
» KEYWORDS

Keywords are used to help readers using Internet search engines find the story. Your story should be tagged with several keywords so that it will get prominent placement in Web searches. Each site should have standard practices for adding keywords.

There are two ways to add keywords: Through the Suggest metadata option, and through the Keywords area of the Tags tab.

Step 1

Select the Suggest metadata button near the bottom of the text editor.

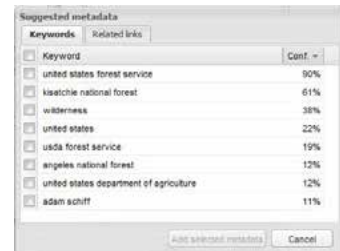


Step 2

Click the box next to the suggested keywords that best describe your story.

Step 3

Click Add suggested metadata.



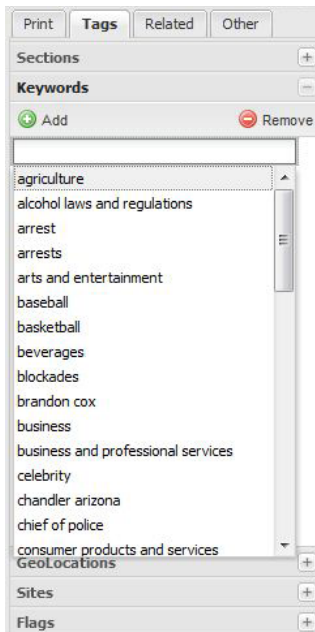
To manually add a keyword:

Step 1

Type the keyword of your choice into the blank text field.

Step 2

Press Enter.



To remove a keyword that you have added:

Step 1

Select the keyword you wish to remove.

Step 2

Click the Remove button.

» GEOLOCATION

GeoLocations adds tags for specific geographic locations around the world. This is used to give some geographical relevance to an asset, such as a city name or area.

To add a GeoLocation:

Step 1

Click Add

Step 2

Put a check next to a GeoLocation in the list if they exist.

Step 3

Click Add Locations

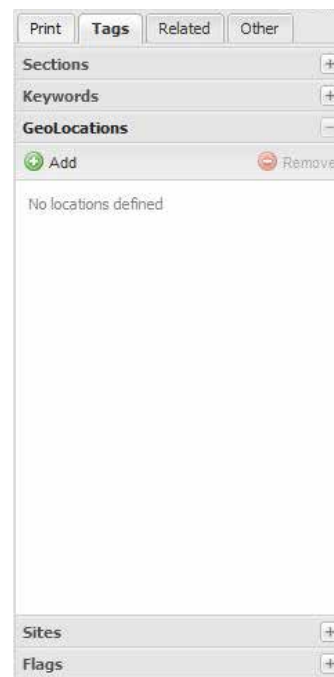
To Remove a GeoLocation:

Step 1

Click the GeoLocation you would like to remove.

Step 2

Click the Remove button.



Tip

A Geo locations list must be created by someone onsite. This is done in a similar process as sections tags are created.

» SITES

Site tags tell a story to which website it should post. You can post a story to one website or multiple websites. Site tags can be added manually or can be added through the workflow process of Promote, Save, and Close if the site's workflow is properly setup.

To add a site tag:

Step 1

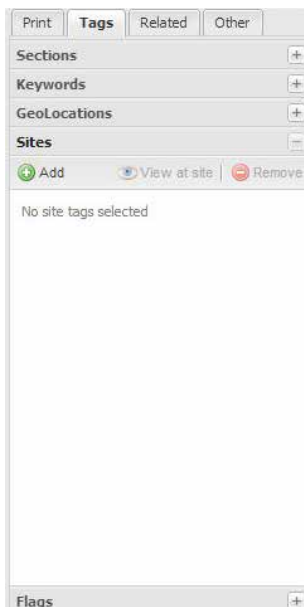
Click Add.

Step 2

Put a check mark in the box next to the site or sites where you would like the story to post.

Step 3

Click Add Site Tags



To remove a site tag:

Step 1

Remove the check mark from the box next to the site where you don't want the story to post.

Step 2

Click Remove.

Tip **R**EMOVING a site tag does not remove the story from a website. However, updates to the story will no longer be posted until the site tag is added again.

Tip **V**IEW at site will take you to the Web page where the story is displayed.

» FLAGS

Flags help users search for content, and they also can be useful in tagging content for a specific paragraph style or for byline information when the content is placed on an InDesign

page. The Agate flag is especially important for formatting agate in InDesign. Flags can also relate to website templates and style or format text differently when it is posted to the website.

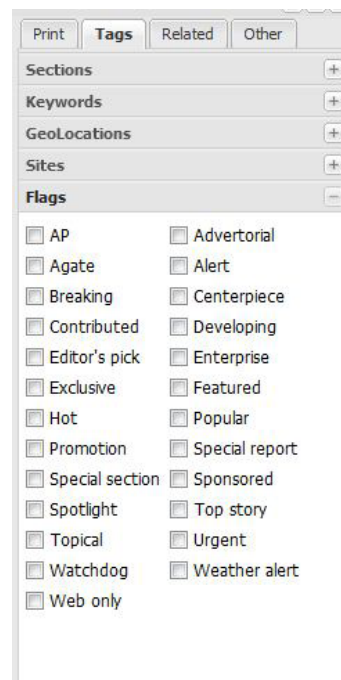
Tip **T**HE Agate flag must be set for agate to properly format on the Adobe InDesign page. The Web-only flag monitors things that are for the website but not the printed page.

To add a flag:

Put a check mark in the box next to the flag you would like to add to the story.

To remove a flag:

Remove a check mark from the box next to a flag you would like to remove from the story.



RELATED MATERIAL

Some assets have related content that will ride along with the asset to the website and the printed page

» ADDING CHILD ASSETS

Child assets are assets that go with another asset and cannot stand alone. An example of a child asset would be a photo, a graphic or a sidebar story that needs to be with the main story.

Child assets can be created from within a story or can be created separately and then later associated with the story.

To add a child asset by creating one while editing an asset:

Step 1

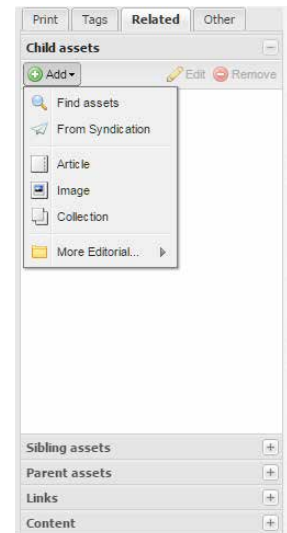
Click Add.

Step 2

Select the type of child you would like to create — article, image, collection or other media type.

Step 3

Proceed as if it were any other new asset. Enter your content in the editor and save it appropriately.



Tip

CCHILD assets will appear on the website when the parent asset it is associated with is posted.

To add an existing asset as a child asset:

Step 1

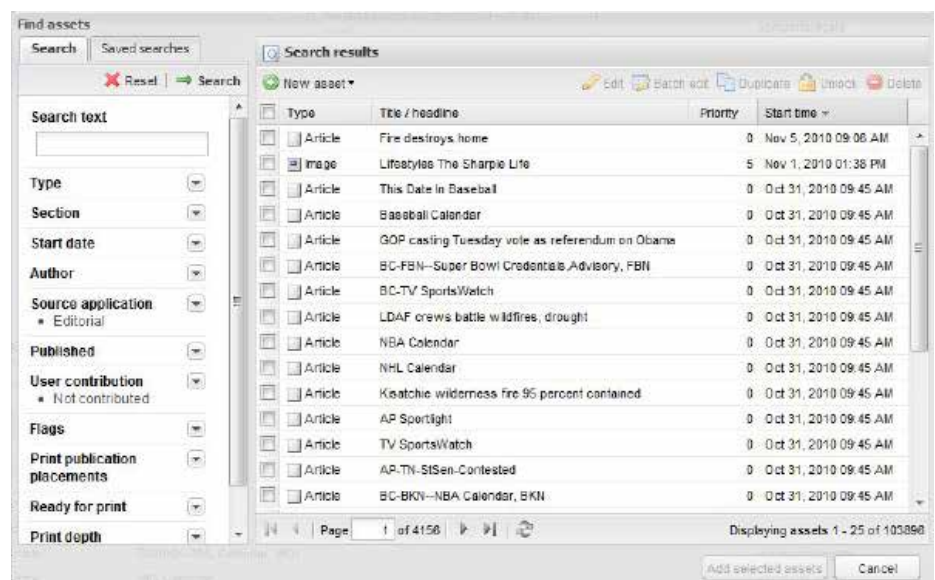
Click Add.

Step 2

Select Find Asset

Step 3

The Find Assets dialog window will open. Search for the asset or assets you would like to add. Select the asset and click Add Selected Assets.



» REMOVING OR EDITING CHILD ASSETS

To edit a child asset that is associated with an asset:

Step 1

Select the child asset you would like to edit.

Step 2

Click the Edit button.

Step 3

The asset editor will open. If it is an image, you can edit the metadata and cutline. If it is an article, you can edit it like any other asset.

To remove a child asset from being associated with an asset:

Step 1

Select the child asset from the list.

Step 2

Click the Remove button.



Tip

REMOVING a child asset does not remove the content from the website if it has already been posted. It just means it will not update on the website as the story is updated.

» SIBLING ASSETS

Sibling assets are assets that are related to an asset, but can stand alone and often already have been posted on the website.

Sibling assets can be created from within a story or can be created separate and then later associated with the story.

Sibling assets do not flow to the Adobe InDesign page, though they may have been placed on a page separately unrelated to any other story.

To add a sibling asset by creating one while editing an asset:

Step 1

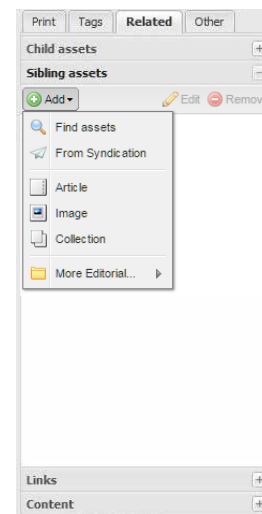
Click Add.

Step 2

Select the type of sibling you would like to create — article, image, collection or other media type.

Step 3

Proceed as if it were any other new asset. Enter your content in the editor and save it appropriately.



Tip

SIBLING assets do not inherit the site tag of the parent asset.

To add an existing asset as a sibling asset:

Step 1

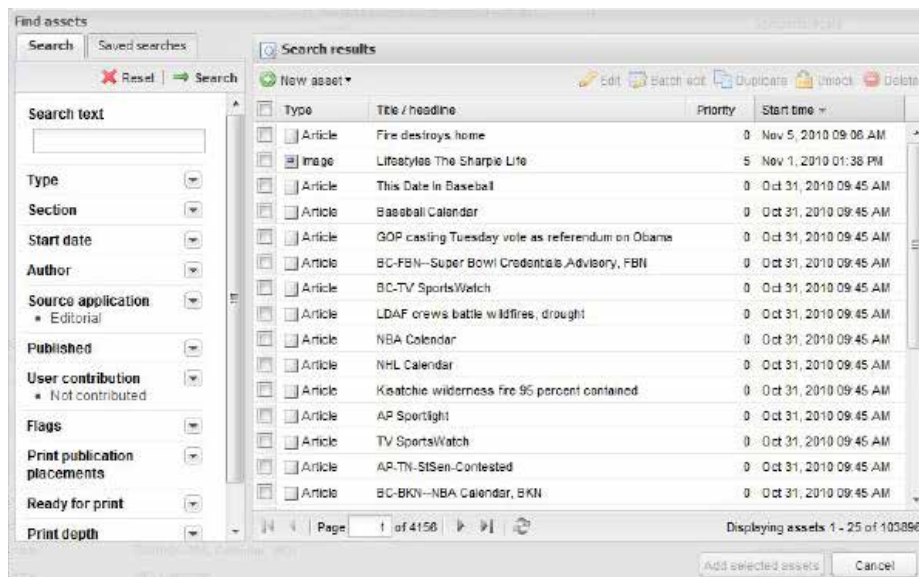
Click Add.

Step 2

Select Find Asset

Step 3

The Find Assets dialog window will open. Search for the asset or assets you would like to add. Select the asset and click Add Selected Assets.



» LINKS

Adding links to your story will aid Internet readers in finding sourcing documentation, related information and helpful websites. They are not passed along to the InDesign page or to Adobe InCopy.

To add a link from your story:

Step 1

Click Add.

Step 2

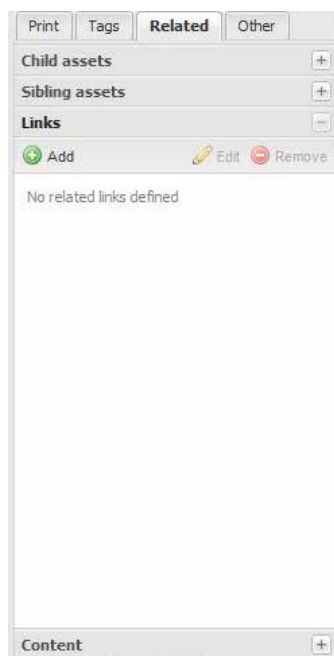
The Edit Related Link dialog box will appear. Enter the text you want to appear as the hyperlink in your story.

Step 3

Enter the full URL of the website. For example, `http://www.townnews.com`.

Step 4

Click OK.



To Edit a link:

Step 1

Select the link from the list of links

Step 2

Click Edit.

Step 3

Edit the link as appropriate

Step 4

Click OK.

To remove a link from an asset:

Step 1

Select the link from the list of links

Step 2

Click Remove.

HYPERLINKS within the text can be created using the hyperlinks icon in the Web browser toolbar. These addresses are passed to Adobe InDesign and Adobe InCopy.



LINKS also can be added as related content. As related content they can have both a Web presence and a print representation. This is the only way to get both.

» CONTENT

Related content includes information that is related to a story, but it is not a complete story. Examples of related content would be a pullquote, an FYI box, Web links, a digest or some kind

of info box. Related content gets placed on a page and can be styled based on the type of content it is. Related content also can travel with the story to a website and be styled based on templates.

To add related content to an asset:

Step 1

Click Add.

Step 2

Choose the style of related content you want to create.

Step 3

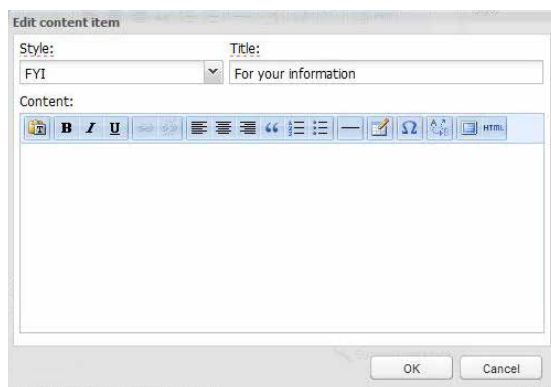
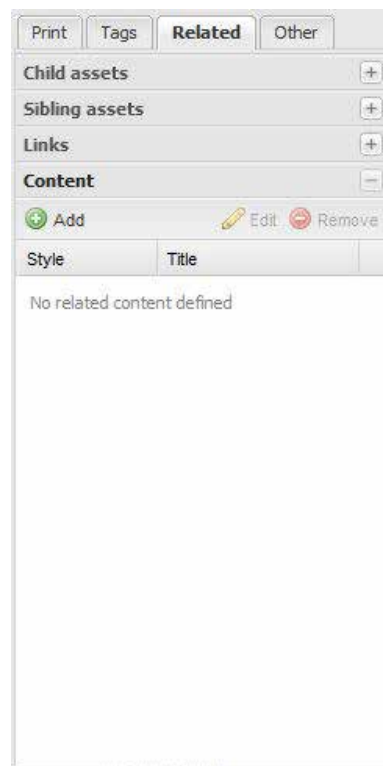
Give your related content a title.

Step 4

Enter the information for the related content in the text editor.

Step 5

Click OK.



To Remove related content from an asset:

Step 1

Select the related content that you want to remove.

Step 2

Click Remove.

To edit related content associated with a story:

Step 1

Select the related content from the list.

Step 2

Click the edit button.

Step 3

Edit the content appropriately.
Click OK.

THE name of the Style of the Related Content translates directly to the name of the Adobe InDesign Object Style that handles the formatting.



Tip

CHANGES to Related Content on the printed page do not write back to BLOX Total CMS.

RELATED Content will only show up in Adobe InCopy if it is part of an assignment. It is ignored in single frame and read-only modes.

OTHER INFORMATION

Asset workflow, public comments on stories and story revisions are key ingredients for newsrooms

» MISCELLANEOUS PROPERTIES

Miscellaneous properties contains information primarily used for website control. However, some information can be used for a print publication.

DO NOT PUBLISH: Check this so that the story will not be viewable to readers on the website. If a site tag is added to a story, the story will be sent to the website, but it will not be viewable if Do Not Publish is checked. For example, writers often create files with notes for stories. These note files should be checked Do Not Publish so that they cannot mistakenly post to the website.

DISALLOW USER COMMENTING: Check this so that readers on the Internet cannot make comments on the story through the website. Some stories can touch a nerve in the community. This option gives the publication the power to stop commenting from the outset or turn off commenting when it becomes volatile.

HAMMER: Your website may have a template that accepts a hammer to add another element to the website design. The Hammer always flow to the InDesign page unless the asset is merged on the page.

ARCHIVE DATE/TIME: Set a date and time for the asset to move to an archive section of your website. This may not be configured on your website.

DELETE DATE/TIME: Set a delete date and time for the asset to be deleted, or removed, from the website and BLOX Total CMS.

SOURCE APPLICATION: Assets can be posted from several applications. BLOX Total CMS is the Editorial application.

SUBHEADLINE: Your website may have a template that accepts a subheadline. This could be different from the subheadline under the Print tab. If the asset isn't being merged on the InDesign page, and if the asset doesn't have a subheadline in the Print tab, this subheadline will be used on the print page.

KICKER: Your website may have a template that accepts a kicker to add another element to the website design. The Kicker always flow to the InDesign page unless the asset is merged on the page.

» LOCATION

The Location section of the Other tab can generate an map for use online.

Enter an address and other location information for the place you want located in a map. When you have entered enough information to generate the map, the GeoCode button will become active. The map

is generated by Mapquest, and you can view the map by selecting the View button. The map is for online purposes only. It will not be placed on an InDesign page for the print publication.



Tip

CHECKING Do Not Publish prevents an asset from being seen by readers online, but it does not prevent the asset from syndicating.

» WORKFLOW

A workflow is a predefined path through the editing process. With each edit of an asset, the writer or editor can promote the asset to the next stage in the editing process. As the asset is promoted through the workflow, it can automatically receive the Ready for Print flag, a site tag and other preferences.

WORKFLOW: A site can have many workflows. There can be workflows for news, sports, features, breaking news, photos, wire and more. Each user can set a default workflow for any asset they create, or they can manually set the workflow through the Workflow section of the Other tab.

To set the workflow manually:

Step 1

Select the workflow from the Workflow drop-down menu.

Step 2

Select the process from the Process drop-down menu.

To change your default workflow:

Step 1

Click your login details at the top, right corner of your browser window.

Step 2

Highlight the Preferences option and choose Default Asset Workflow.

Step 3

Select the default work-

PROCESS: The process is a step in the workflow. A workflow may have several steps. For example, a story may be edited three times before it reaches the end of the workflow. Each time a story is promoted, the process will change to the next step.

flow from the drop-down menu.

Step 4

Click Save Changes.

PROMOTE: To promote an asset through the workflow, select the downward arrow next to Save, and click the promote option, save and close the asset.



Tip

THINGS can happen automatically in the background as part of the workflow. The Print Ready box can be checked and a site tag can be added.

» CUSTOM PROPERTIES

If your site uses custom properties for your website, you can add them in

BLOX Total CMS and have those properties travel up with the asset.

» REVISIONS

Revisions are previous versions of an asset. Any time you make a change to an asset and then save it, another revision is created. Users can view up to 25 previous versions or create new assets from previous versions.

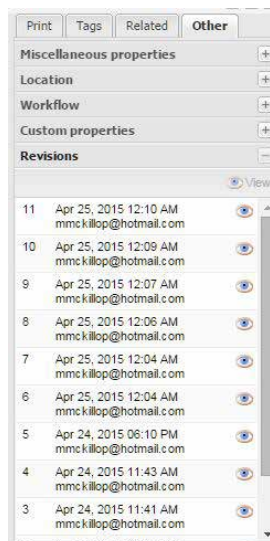
Viewing a revision:

Step 1

Select the revision you would like to view.

Step 2

Click the View button just above the revisions. The revision will open in an asset editor, but you will not be able to edit it. There is a message at the bottom of the editor that states that you cannot edit the file.

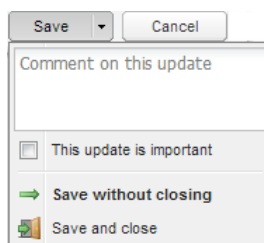


Tip

REVISIONS cannot be edited. However, you can save a revision as a new asset.

Saving a comment with a revision:

Every time you edit an asset you can save a comment with the revision. These comments can be seen by anyone who opens the revision. This can be helpful for editors who want to leave an editing note behind.



Marking Update as Important:

This options sends a flag to online version. It will add a label to the story, such as a label telling what time it was updated or a tag that just says “Updated.”

Reverting to an older revision by creating a new asset:

Step 1

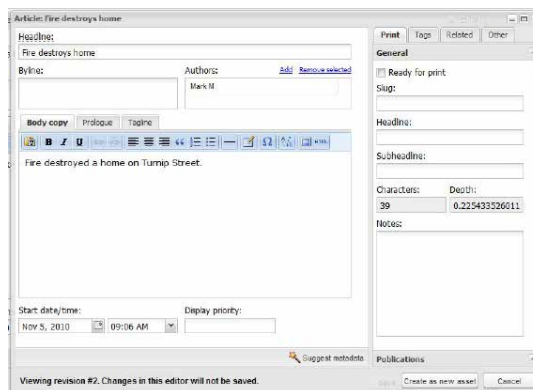
Click the revision you would like to revert to.

Step 2

Select the View button. You will see the revision open in an asset editor.

Step 3

Click Create as New Asset.



Tip

JUST as with duplicating, when you create a new asset from an old version, the workflow is removed and the Do Not Publish flag is checked.



Tip

ANY change made to an asset in BLOX Total CMS will cause the asset to be out of date on the Adobe InDesign page, and can then be updated on the page.

IMAGES

Change the properties on images inside of BLOX Total CMS

» EDITING PROPERTIES

Images have metadata embedded in them. The information includes a cutline, credit line, title and preview images. This information is valuable for the print and Web publications.

TITLE: Each photo must have a title. This can be searched under and all AP photos come with a title.

CHANGE: Allows you to import a new image.

SET CROP: Allows you to crop the image for online purposes.

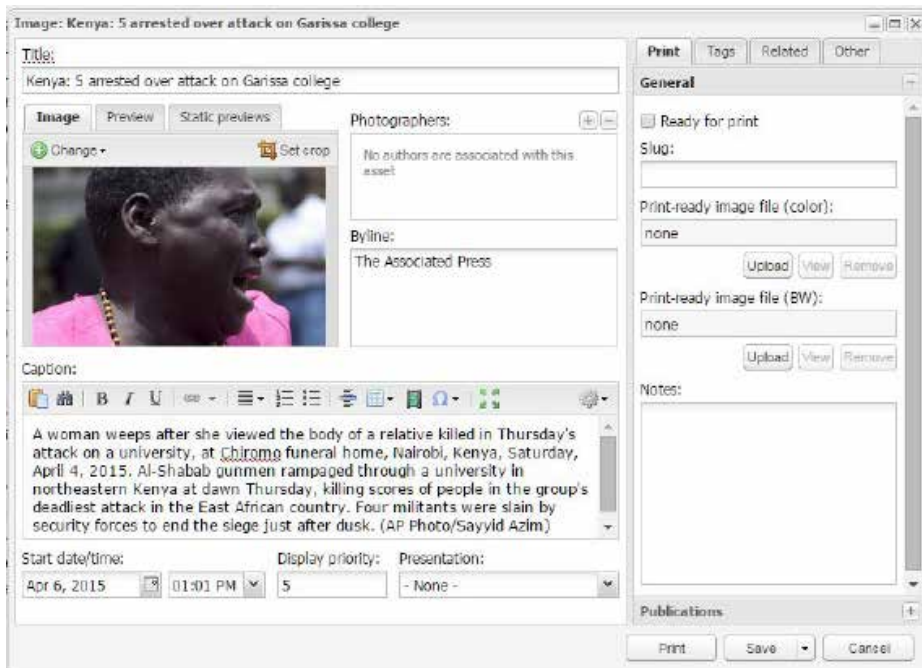
PHOTOGRAPHERS: This will add a link to the photographers name online. By clicking the link, readers will be able to find photos by the photographer.

SLUG: Allows you to name the image for searching purposes.

BYLINE: This is the credit line for the photo and will be placed on the page as the credit line.

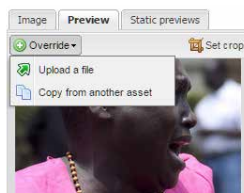
CAPTION: This is the cutline information. It can be edited here and should not contain the credit information.

START DATE/TIME: This is the time when the image can be seen on the website. However, when attached as a child, it is disabled.

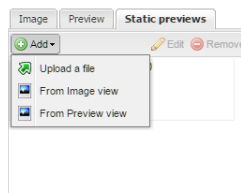


PRESENTATION: This allows you to choose a presentation mode for the website and for print. While all the modes may work on your website, only mugshot will make it publish differently than a regular photo in print.

PREVIEW: Shows the preview associated with the image on the website.



STATIC PREVIEW: Shows a preview automatically generated when the image was imported into TCMS.



PRINT-READY IMAGE FILE (COLOR): You can upload a CMYK version to be used for print. When the asset is placed, the RGB version will be replaced with the CMYK version.

PRINT-READY IMAGE FILE (BW): You can upload a black and white version to be used for print. When the asset is placed, the RGB version will be replaced with the BW version.

READY FOR PRINT: This is a flag that can be set for search purposes.

NOTES: Users can attach notes to the photo for details on toning, cropping or how it will be used.

SAVE: Allows you to save, save and close, and promote story in the workflow.

DISPLAY PRIORITY: You can set the hierarchy of an asset, but this is disabled with child assets.

» UPLOADING AN IMAGE

Many images will enter your BLOX Total CMS system using an automated process and a hot folder. However, that process does take a few minutes and you may decide to manually upload an image into the system.

Step 1

Click New Asset.

Step 2

Select Image.

Step 3

Add image file.

Step 4

Click Upload a file and browse to the file you want to upload.

Step 5

Select the file and click Upload File.

Step 6

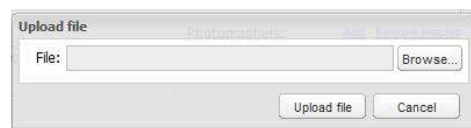
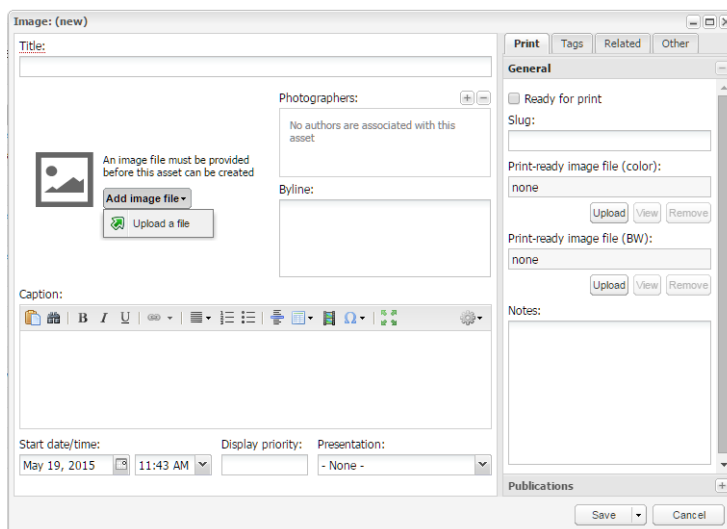
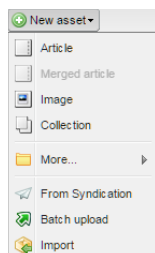
Give the image a Title.

Step 7

Fill in the Byline, Photographers, Caption and any other pertinent data.

Step 8

Click the downward arrow next to Save and select Save and Close.



» DOWNLOADING AP IMAGES

Downloading images is only done using AP Webfeeds wire, which is slowly being phased out. Wire through syndication is the new norm.

Step 1

Open the low-resolution image asset in BLOX Total CMS.

Step 2

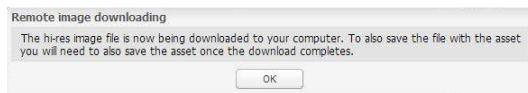
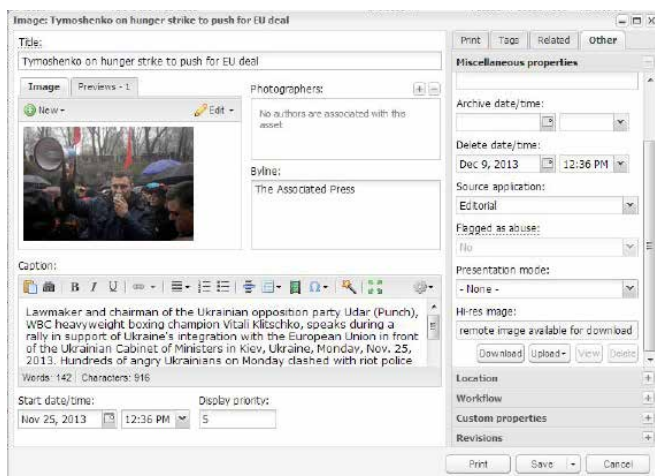
Select the Other tab.

Step 3

Click Download in the Hi-res Image section.

Step 4

Click OK.



THE image will download to the location of your Web browser preference, which can be changed at any time.



Tip

HIGH-RESOLUTION images are only available from AP for 72 hours. After that, you will need to download them from AP Newsroom.

SEARCHING FOR ASSETS

BLOX Total CMS has a powerful search tool that can find assets in different ways

» SLUG SEARCH

A slug search is the most common search by far. It will search all assets in the database based on the criteria you enter into the Print Slug field.

Step 1

Click Reset.

Step 2

Type your search criteria into the Print Slug field in the Search Terms navigation bar. Slug searches are case sensitive. Avoid spaces between words. Use an * in place of a space.

Step 3

Click Search. Your results will populate.



Tip

Click the Reset button before you search if you do not get the search results you expect. This clears the search criteria you used in your last search.

» TEXT SEARCH

A Text Search will search for the specified words in the slug, byline, tagline, keywords, headline and body of an asset.

Step 1

Click Reset.

Step 2

Type your search criteria into the Text Search field in the Search Terms navigation bar.

Step 3

Click Search.

» AUTHOR SEARCH

When you create a story, you can manually set the author of the story or you can have your preferences set it to you by default.

Step 1

Click Reset.

Step 2

Select the Author field.

Step 3

Click the magnifying glass.

Step 4

Select the author from the list or type the author's name in the Query field.

Step 5

Click Select User and choose Search.

To automatically set yourself as an author for assets that you create:

Step 1

Click the login details near the top right of the window.

Step 2

Mouse over Preferences.

Step 3

Mouse over Default Asset Author.

Step 4

Select Yes.

» SECTION SEARCH

You can search for assets based on the section with which they are associated. A common search would be for all AP National stories or all AP Food stories.

Step 1

Click Reset.

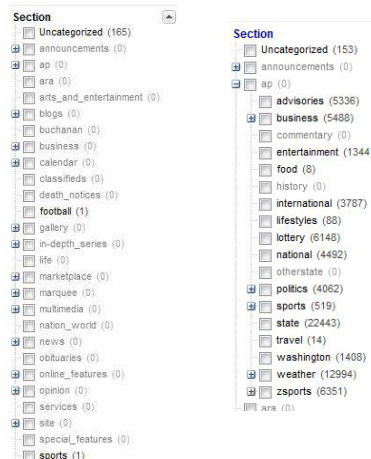
Step 2

Select the Section option in the Search Terms navigation window and

put a check mark next to the section for the type of assets for which you are looking.

Step 3

Click Search



» READY FOR PRINT SEARCH

During the editing process, a copy editor may mark as asset as Ready for Print. This also could be done as part of the asset's workflow. Searching for an asset based on the Ready for Print flag is a powerful and common search.

Step 1

Click Reset.

Step 2

Click the Ready for Print search criteria and check the box next to Ready.



Step 3

Click Search.



Tip

THE Ready for Print search is usually done in conjunction with another search criteria.

» DELETED SEARCH

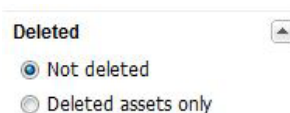
There are times when you or someone else might delete an asset and then decide that it is still needed. Assets are not purged from the system immediately when they are deleted. A search for a deleted asset is common.

Step 1

Click Reset.

Step 2

Click the Deleted search option in the Search Terms navigation bar and check Deleted Assets Only.



Step 3

Click Search



Tip

THE Deleted search is usually done in conjunction with another search criteria.

» START DATE

Step 1

Click Reset.

Step 2

Click the Start Date Search option.

Step 3

Enter a date range. You can also enter "Today," "Tomorrow," "-1 days."

» OTHER SEARCHES

There are many other types of searches that you can use to search for assets. Each can be run independently but often are more efficient if run in conjunction with other types of search criteria.

» WILD CARDS

Wild Cards are characters that give your search more power. They can be used to narrow down searches more quickly.

SEARCH TEXT

title: Using this in the Search Text field will only search the title field. The keywords and slug fields and the body of the story will be ignored in the search.

flags: You can use the Search Text field for searching for assets that have a particular flag. While there is a check box search for this in the search options, you can also do it in the Search Text field.

!flags: Users can search for assets while excluding specific flags in that search.

tag_section: Search assets based on section tag. This also has a drop-down search.

AND: A capitalized AND between two or more search words will find assets that include all the search words.

OR: A capitalized OR between two or more search words will

find assets that have any one of the search words but does not need to have all the search words.


?: Question mark will match one wild-card character.

~: Tilde will support fuzzy logic. Most search fields are case sensitive.

ESCAPING SPECIAL CHARACTERS: BLOX Total CMS Query supports escaping special characters that are part of the query syntax with “\”. The current lists of special characters are: +, -, &, |, !, (,), {, }, [,], ^, “, ~, *, ?, :, \.

PRINT SLUG

***:** An asterisk stands for any letter, number or string of either. It can be used at the beginning of a search string, in the middle or at the end. It can be used multiple times in the same search string.

 **T**HE wildcards — title: and flags: — must be in lowercase to perform an accurate search.

Tip

SLAG searches are case sensitive.



Tip

SEARCH TEXT EXAMPLES

Title: BC-US-Iraq

Will find all stories with BC-US-Iraq in the title and only the title.

flags: ap

Will find all assets with the flag of AP. So it will eliminate all local content from your search.

cowboys AND Romo

Will find all assets that have the words cowboys and Romo in the title, slug or body of the asset.

cowboys OR Romo

Will find all assets that have either cowboys or Romo in the title, slug or body of the asset.

tag_section: ap/zsports/agate

Will find all assets that have the section of ap/zsports/agate.

PRINT SLUG EXAMPLES

BC*Iraq*

Will find all AP assets with Iraq in the slug because all AP asset slugs begin with BC.

Iraq

Will find any asset with Iraq anywhere in the slug.

House*

Will find any asset that begins with House and is followed with anything else. For example, House Fire erupts, or House Fire Kills Couple would be found.

» SAVED SEARCHES

You will use many of the same searches over and over again. For instance, you may often search for all AP sports

stories, AP national stories or assets that you created and are listed as the author. You can save those searches



Tip

YOU do not need to reset your search before selecting a saved search.

To create a saved search:

Step 1

Click Reset

Step 2

Enter your search criteria and perform the search you want to save.

Step 3

Click the Add button.

Step 4

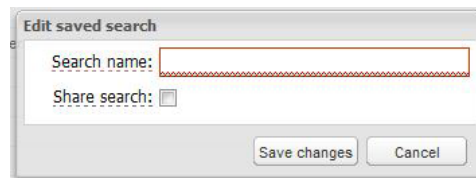
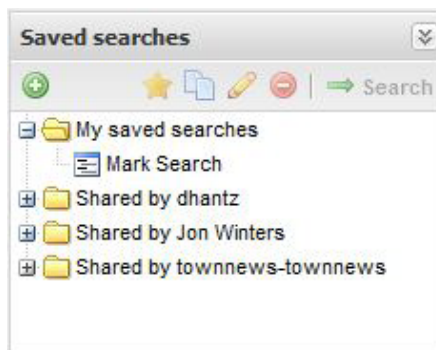
Type a name for your saved search

Step 5

If you want to share the search with other users, check the box next to Share Search.

Step 6

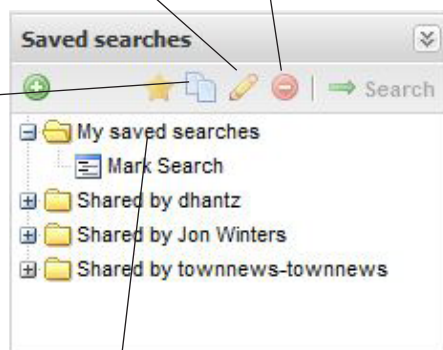
Click Save Changes.



EDIT: To edit the name or share a search, click Edit, make change and then save it.

REMOVE: To remove a search from your saved searches, select the search and click Remove. Saved searches can only be removed by the person who created them.

DUPLICATE: If someone shares searches with you and you want to move it into your Saved Searches folder and delete the shared searches, select the search you want, click Duplicate, rename it and then save it.



SEARCH: To use a saved search, select the saved search and then click Search.

DEFAULT SEARCH: If you select a saved search and choose the Default Search button, each time BLOX Total CMS launches, that search will load automatically.



Tip

SAVED Searches are stored in alphabetical order.

To Update a Saved Search:

Step 1

Perform the search you would like to save.

Step 2

Click the saved search you would like to replace.

Step 3

Click the Edit button. Because you selected the saved search in the previous step, the name of the search will appear.

Step 4

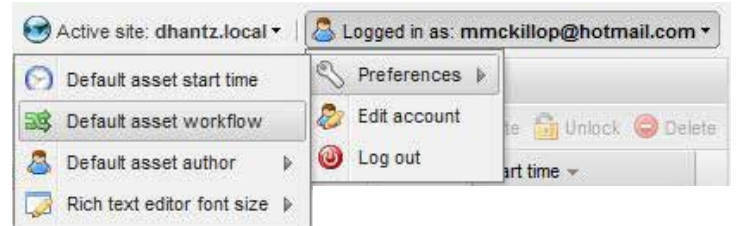
Click Save Changes.

USER PREFERENCES

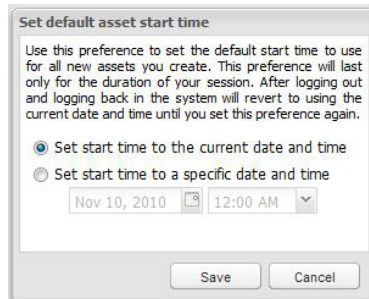
Users can set certain preference such as workflow, author, start time and editor font size by default

» DEFAULT ASSET START TIME

When you create a story, it has a default asset time of the time it was created. This asset time is the time when it can be seen on the website if the story is posted with a site tag.



- Step 1**
Click the User Preferences option.
- Step 2**
Select Default Asset Start Time.
- Step 3**
Choose the current date and time, or set a new date and time.
- Step 4**
Click Save.



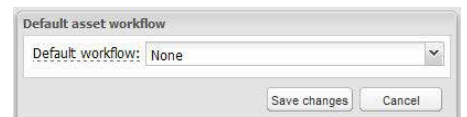
Tip

MOST user preferences will remain with the user from session to session. However, a Default Asset Start Time must be set each time the user logs in if you want it to be something other than the current time.

» DEFAULT ASSET WORKFLOW

An asset can be associated with a workflow by default depending on the user's preferences.

- Step 1**
Click the User Preferences option.
- Step 2**
Select Default Asset Workflow.
- Step 3**
Choose the workflow you would like as the default from the drop-down menu.

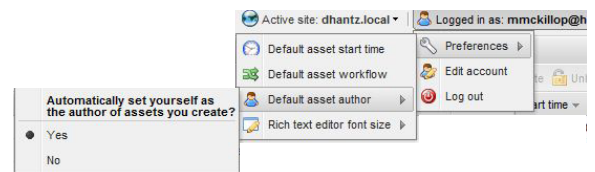


- Step 4**
Click Save Changes.

» DEFAULT ASSET AUTHOR

You can set your preferences so that every asset you create will automatically have you as the author.

- Step 1**
Click the User Preferences option.
- Step 2**
Select Default Asset Author.
- Step 3**
Select Yes.



» RICH TEXT EDITOR FONT SIZE

The font size of the text in the Rich Text Editor in which users can view stories can be adjusted based on user preferences.



Tip

NO Preferences are permanently saved until you click the browser refresh or press Ctrl+F5.

Step 1

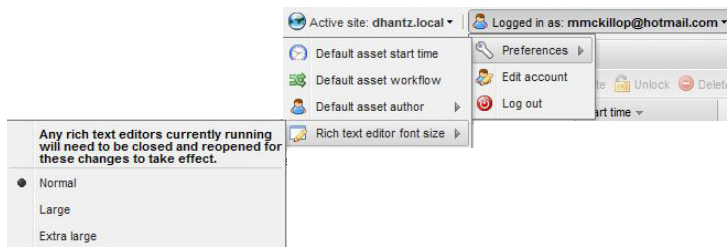
Click the User Preferences option.

Step 2

Select Rich Text Editor Font Size.

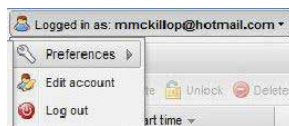
Step 3

Choose Normal, Large or Extra Large.



» USER IDENTITY

Users should enter their personal information on the hosted side rather than in BLOX Total CMS.



Step 1

Click Edit Account under the user logon details.

Step 2

Click the Identity tab.

Step 3

Fill in the form.

Step 4

Click Save.

» DEFAULT BYLINE AND TAGLINE

Users can have their byline and tagline added by default to every story they create.

Step 1

Click Account under the user logon details options.

Step 2

Click the Content tab.

Step 3

Type your byline into the Byline field and your tagline into the Tagline field.

Step 4

Click Save.

» CHANGE PASSWORD

Users can change their password anytime they like by editing it in the Account information.

Step 1

Click Account under the user logon details.

Step 2

Click the Authentication tab.

Step 3

Fill in the password information.

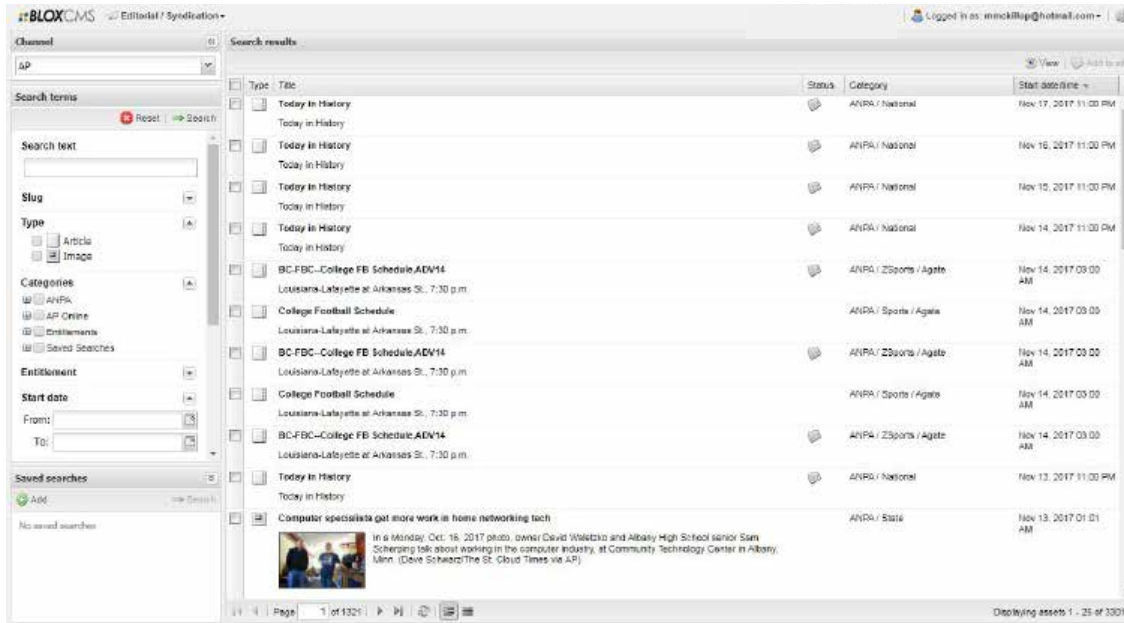
Step 4

Click Save.

SYNDICATION

TCMS can gather assets from websites and wire services through syndication.

» AP WIRE



Tip
Assets will remain in a syndication channel for 72 hours

Step 1
Search for the wire story. The best search usually involves the proper AP category. To choose a category, click the plus sign [+] next to ANPA and choose the AP category in which the story would move. Add other search criteria and then click the Search button.

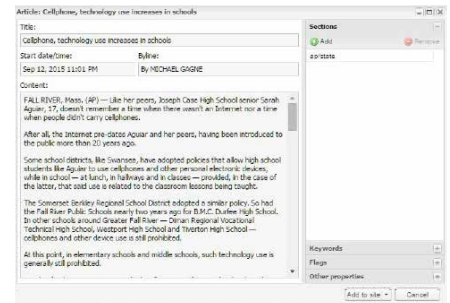


Step 2
Double-click a story. This will allow you to view the story and read it.

Step 3
Click Add to Site if you want to use it in print.

Step 4
Edit the story and prepare it for print. For example, budget the story, edit the text, rewrite the headline, etc.

Step 5
Click the downward arrow on Save and choose Save and close.



Tip
When you click Add to Site, a newspaper icon will appear next to the story in the Status column.

» UPDATING A WIRE STORY

The Associated Press periodically updates stories. If they are syndicated with the same unique name, a user will see a red icon in the status column.



Step 1

If the story has been placed already and you would like to update it, check the story in on the page. (In InDesign, click the story, then right-click the

story, hover over InCopy and select Check In.)

Step 2

Go back to Syndication in the Web browser and click the story one time.

Step 3

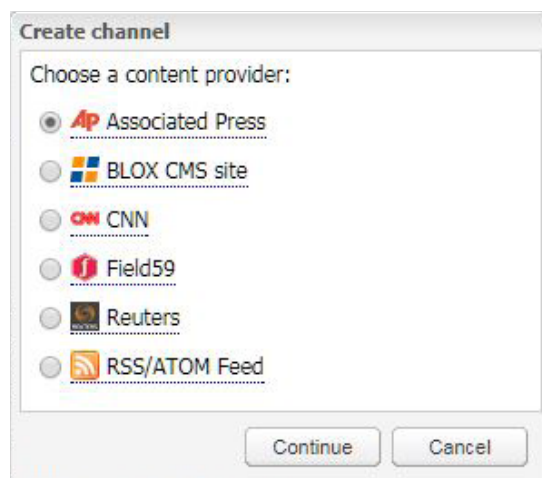
Click Add to Site near the top-right corner of the window.

Step 4

A dialog box will open. Click Add to Site again.

» SYNDICATE OTHER WIRE SERVICES

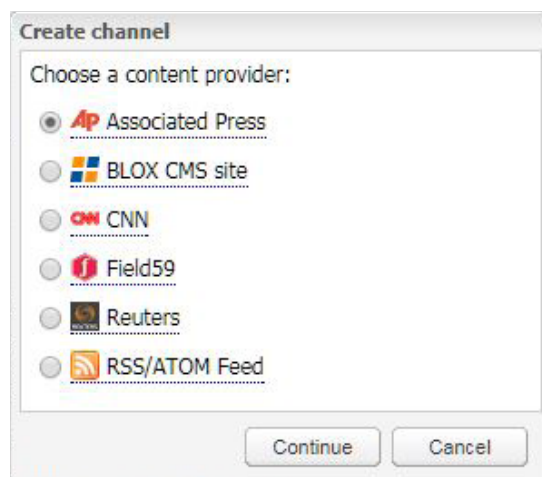
Other wire services can be syndicated into TCMS. Aside from the Associated Press, there is built-in support for CNN, Field59 and Reuters. You can also create a RSS/ATOM Feed for other services.



» SYNDICATE FROM A TOWNNEWS HOSTED SITE

A channel can be created to syndicate content from your hosted BLOX CMS site down into TCMS. This can allow content to be posted online first and then syndicated down for print.

This also allows sites to syndicate content from a BLOX CMS site within the same company or from a site with which they have agreed to share content.



» SYNDICATION SEARCHING TIPS

SLUG SEARCH IS NOT CASE-SENSITIVE:

While the slug search in the browser asset manager and the Asset Manager in InDesign is case-sensitive, the slug search in Syndication is not.

FUTURE START DATE: Assets with a Start Date that is in the future are embargoed by the wire service. Examples of this would be select feature stories and columns and regular items like Today in History.

ENTITLEMENT SEARCH: If you cannot find a story when using AP categories as part of your search criteria, find out under what entitlement the content

moved and search by Entitlement. The wire service can tell you what entitlement under which content moves.

AP ONLINE: This is the abbreviated Associated Press feed that is meant for online purposes.

MODIFICATION DATE: Use this option to find assets that have come into the system and that may have been updated by AP since they entered the system.

SAVED SEARCHES: The saved searches in the Syndication area are independent of the saved searches in the asset manager.

- Entitlements
 - AL & NL Streaks (30959)
 - AP Alabama - Sports only (40772)
 - AP Alabama - Weather only (30024)
 - AP Alabama State News - No Weat
 - AP Alaska - Sports only (40773)
 - AP Alaska - Weather only (30026)
 - AP Alaska State News - No Weathe
 - AP Arizona - Sports only (40774)
 - AP Arizona - Weather only (30028)
 - AP Arizona State News - No Weath
 - AP Arkansas - Sports only (40775)
 - AP Arkansas - Weather only (30030)
 - AP Arkansas State News - No Weat
 - AP Business News (F Wire) (30597)
 - AP California - Sports only (40776)
 - AP California - Weather only (30032)

INDESIGN & BLOX

BLOX Total CMS integrates well with Adobe InDesign

» THE BLOX MENU

The BLOX Total CMS drop-down menu provides the integration between BLOX Total CMS and Adobe InDesign. There are many functions, including creating templates and pages, saving and retrieving snippets, preventing assets from saving back into BLOX Total CMS, and placing stories.

ASSET MANAGER: The interface that is used to find and place assets from BLOX Total CMS onto the InDesign page.

LOGOUT: Used to logout of BLOX Total CMS in InDesign.

JUMPS: Allows users to jump stories from one page to another and automates the turnlines and jump heads.

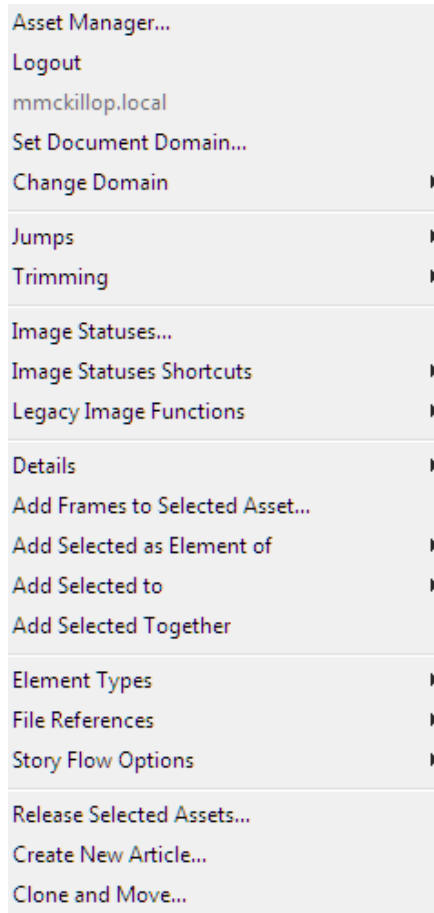
TRIMMING: Gives the users the ability to trim stories for print but keep them intact for publication on a website.

LEGACY IMAGE FUNCTION: This option allows the user to export a selected RGB photo to a CMYK or Grayscale folder for toning. It also includes the function to import the toned version to replace the RGB version on the page.

DETAILS: Gives the users information about the frame and what has been placed in it.

ADD FRAMES: The four options for adding frames gives the user the ability to create frames on the page and add them to InCopy Assignments, and in some case back to the story asset..

STORY FLOW OPTIONS: Allows you to tag a frame with options that help maintain its dimensions and styles no matter what content is placed into it. For instance, you can set the frame to maintain its dimensions no matter how long the asset is.



CREATE NEW ARTICLE: Gives users the ability to create a new article from a text frame on the InDesign page.

SET DOCUMENT DOMAIN: If your site uses more than one domain, can move that document to a different domain.

CHANGE DOMAIN: If your site uses more than one domain, you can switch between domains within InDesign. Your current domain is listed in the menu above the Change Domain option.

IMAGE STATUSES: Gives the users the ability to export RGB images from the page to a specific folder for toning. Also contains the option to import toned photos to replace the RGB images.

IMAGE STATUSES SHORTCUTS: This option goes to the same dialog box as Image Statuses, but it selects which specific function in that dialog that you are performing.

ELEMENT TYPES: Labels the text frame for a specific type of content, such as pullquote, byline, child or headline.

FILE REFERENCES: Labels a text frame as a placeholder box or shows its BLOX Total CMS UUID number.

RELEASE SELECT ASSETS: Breaks the connection between TCMS and the text frame.

CLONE AND MOVE: Allows you to clone the layout while duplicating all the assets — or selected assets — for use on another document or publication. NOTE: Available with Creative Cloud.

CREATE INCOPY ASSIGNMENT:

Gives users the ability to create InCopy assignment files from an asset already on the page.

CHECK OUT ALL: Checks out all assets on the page.

DOCUMENTS: This allow you to create and open existing pages. There are also functions for printing documents, combining documents together and splitting a multi-page document into individual pages.

PAGE CONTENT TYPES: This can be used to label pages to apply snippets automatically upon creation. Requires some initial setup.

ABOUT: This will give you copy-right and version information about BLOX Total CMS.

DOCUMENTATION: Gives the user access to all BLOX Total CMS documentation in PDF format.

OPTIONS: These are development functions and will not be used by a typical user.

Create InCopy Assignment...

Add Selected to Parent Assignments

Check Out All...

Remove InCopy Assignment...

Update InCopy Assignments

Documents ▶

Page Content Types ▶

Place Page Design Snippet ▶

Place Design Element Snippet ▶

Export Snippet...

About...

Documentation ▶

Options ▶

Utilities ▶

Development ▶

DEVELOPMENT: This gives template masters a few utilities that help them with rulesets and template setup. This must be turned on with a password.

ADD SELECTED TO PARENT AS-

SIGNMENT: Gives users the ability add a frame to a parent InCopy Assignment.

REMOVE INCOPY ASSIGNMENT:

Removes the InCopy Assignment association with an asset.

UPDATE INCOPY ASSIGNMENT:

Updates the InCopy Assignment association with an asset.

PLACE PAGE DESIGN SNIPPETS:

This is a listing of all available full-page snippets – snippets that are placed according to X and Y coordinates on the page.

PLACE DESIGN ELEMENT SNIP-

PETS: This is a listing of all available element snippets snippets, or furniture. For example, mug shots, pullquotes, info boxes.

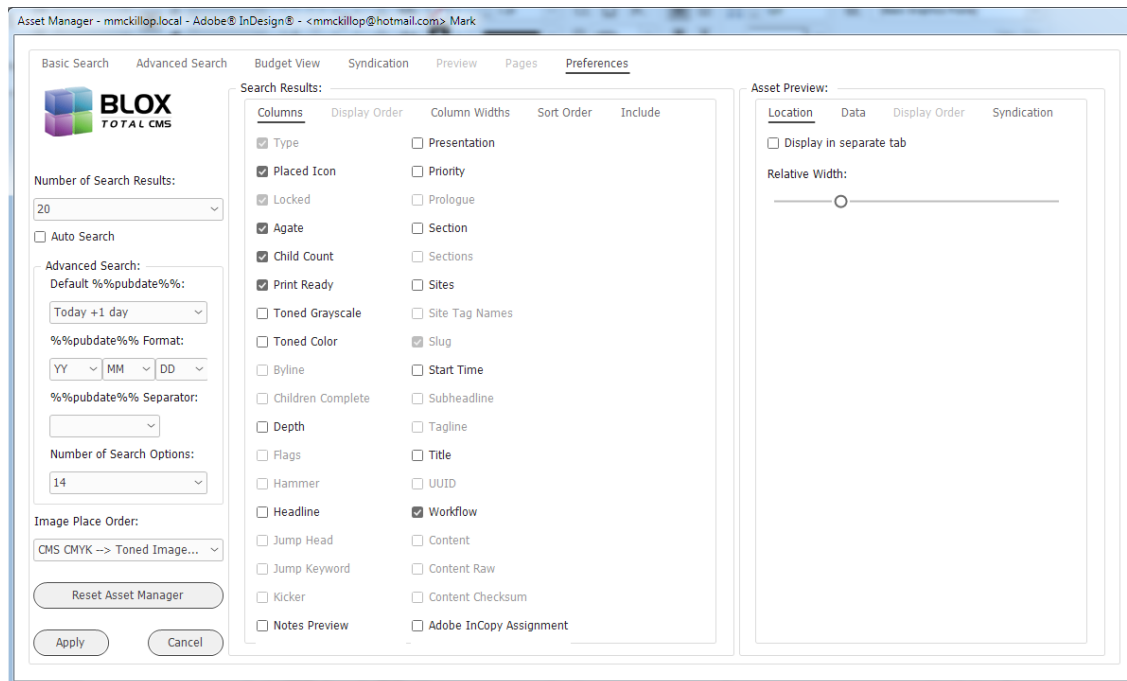
EXPORT SNIPPETS: Allows you to save a snippet from your page to a central location.

UTILITIES: These are functions that most often will be used by developers but can be used by certain users.

THE ASSET MANAGER

Placing stories on an InDesign Page through the Asset Manager

» PREFERENCES



Tip

The escape key on your keyboard will close the Asset Manager.

NUMBER OF SEARCH RESULTS: The number of results that will appear on each page of search results.

AUTO SEARCH: The Auto Search option allows the Basic Search to populate the Search results with the last used search each time you switch to the Basic Search panel, including by just opening the Asset Manager. Without Auto Search selected, the prior search results are cached.

ADVANCED SEARCH — PUBDATE: Pubdate determines its date from the date of a properly named publication. If a publication isn't open — for example for InCopy users — this option will not produce the desired search.

ADVANCED SEARCH — PUBDATE FORMAT: The format of the pub date can be customized to match the slug naming convention at a site. Any order of year (two or four digit), month or day can be used. And you can skip fields if you want.

ADVANCED SEARCH — PUBDATE SEPARATOR: The separator used in the date

of an asset: a hyphen, underscore, space or nothing.

ADVANCED SEARCH — NUMBER OF OPTIONS: The number of search options that can be entered into an advanced search in the Advanced Search tab.

IMAGE PLACE ORDER: The order of locations where BLOX Total CMS will check for high-resolution images to replace low-resolution images.

RESET ASSET MANAGER: Returns preferences to the BLOX Total CMS default values.

SEARCH RESULTS — COLUMNS: Allows the user to choose what columns show in the Search Results area. With all option deselected, the order in which these are selected is the order they will be in the asset manager from left to right.

SEARCH RESULTS — DISPLAY ORDER: Allows the user to choose in what order the columns appear in the Search Results area. (Disabled)

SEARCH RESULTS — SORT ORDER: Allows the user to choose how the results

are ordered — by Start Time, Slug, etc. in ascending or descending order.

SEARCH RESULTS — INCLUDE: Allows the user to choose whether to include children or related content in the search result.

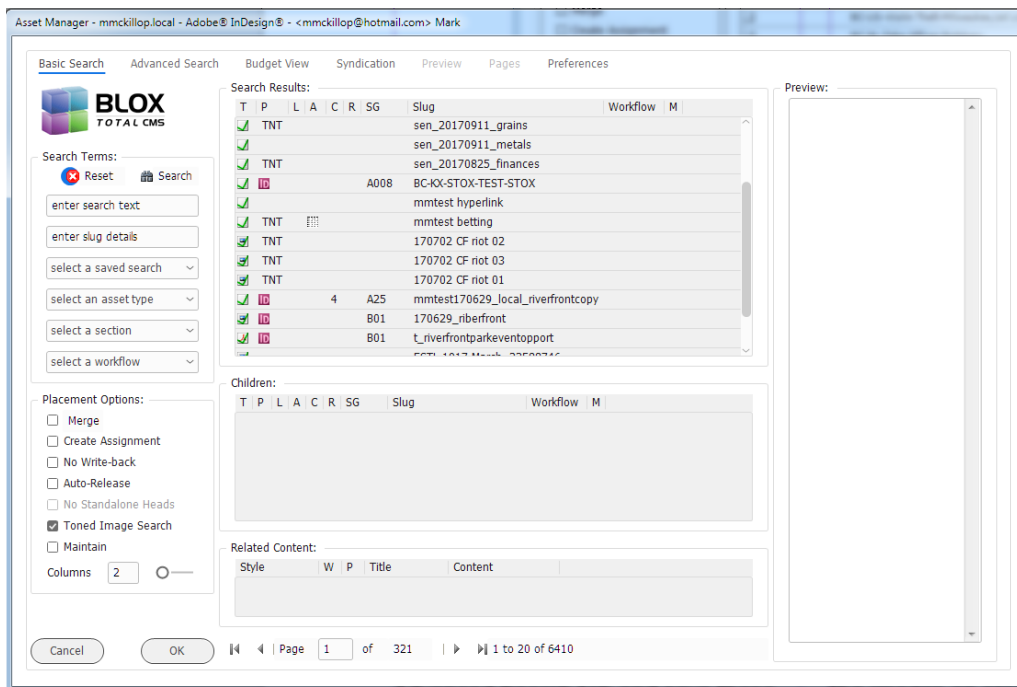
ASSET PREVIEW — LOCATION: Allows the user to see the preview of assets to the right in the Asset Manager or in a separate Preview tab, and to determine how wide the preview pane is when part of the Basic Search window.

ASSET PREVIEW — DATA: Allows the user to decide what information — workflow, depth, notes, etc. — will appear in the preview.

ASSET PREVIEW — DISPLAY ORDER: Allows the user to choose in what order the information is displayed in the preview pane. (Disabled)

ASSET PREVIEW — SYNDICATION: Allows the user to import assets from syndication just by clicking them. Users can also have asset marked with the placed icon.

» BASIC SEARCH



SEARCH TERMS — RESET: Removes all search criteria from the search fields.

SEARCH TERMS — SEARCH: Performs the search based on the criteria entered.

SEARCH TERMS — SEARCH TEXT: User can search for text in the body of an asset, the slug, the byline, or the title.

SEARCH TERMS — SLUG: User can search for specific slug or slug variations.

SEARCH TERMS — SAVED SEARCH: Searches created in the BLOX Total CMS Web editor will show up here. Also, users who create searches in the Advanced Search tab and save those can find them located here.

SEARCH TERMS — ASSET TYPE: Allows users to narrow searches to specific asset types, such as articles, images, PDFs, etc.

SEARCH TERMS — SECTION: Users can narrow searches based on section tags.

SEARCH TERMS — WORKFLOW: Users can narrow searches to specific workflows and workflow stages.

PLACEMENT OPTIONS — MERGE: Allows users to place more than one text asset in a single text frame.

PLACEMENT OPTIONS — CREATE ASSIGNMENT: Allows users to create an InCopy assignment so users can edit in InCopy and see the design layout.

PLACEMENT OPTIONS — NO WRITE-BACK: Prevents changes to the asset on the page from being written back to the database.

PLACEMENT OPTIONS — AUTO-RELEASE: Releases the asset as it is placed. No placement information will be recorded.

PLACEMENT OPTIONS — NO STAND-ALONE HEADS: Prevents headlines from being placed with Standalone images.

PLACEMENT OPTIONS — TONED IMAGE SEARCH: Tells BLOX Total CMS to search for a replacement image for the RGB image in the database and swap the images on placement.

PLACEMENT OPTIONS — MAINTAIN: This option will keep maintain the frame size when placing an asset. When not selected, the frame will adjust in size to fit the text of the asset. This can also be achieved through the rulesets.

PLACEMENT OPTIONS — COLUMNS: Allows the user to choose the number of columns for the text frame on the page. This will be filled with a suggested number based on the size of the text frame and the number of columns on the page it is covering.

SEARCH RESULTS: Shows the results of the performed search.

PREVIEW: Shows the preview of assets that are selected in the Search Results area.

SEARCH RESULTS COLUMNS

T: Type of asset, such as whether it is an article, image, PDF, etc.

P: Whether the asset has been placed. If it has been placed, you will see the InDesign icon in the column.

L: This column shows if the asset is locked. A lock will appear in the column if the story is open in Web editor or if it has been placed on a page and is checked out.

A: This column shows if the asset has an agate flag. Common types of agate include sports, business and politics.

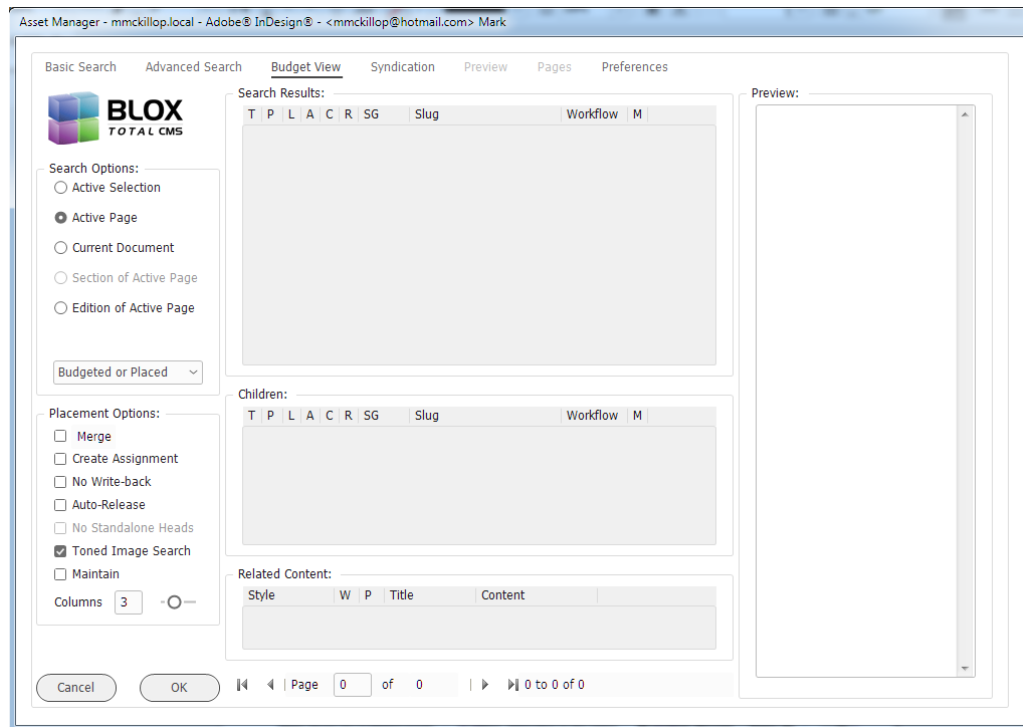
C: This column shows the number of child assets associated with an asset. If no child asset is associated with an asset, the column will be left blank.

R: This column will contain a green check mark if the asset as been marked as Print Ready.

SG: Shows the section and page where the asset was placed or for the page in which it was budgeted.

» **BUDGET SEARCH**

The Budget View tab will show assets that have been budgeted for the active page, the current document, the section of the active page, the edition of the active page. The search can be limited to placed assets, budgeted assets or both.

**SEARCH OPTIONS — ACTIVE**

SELECTION: Allows the user to click on a frame with a placed asset and find the asset quickly without searching. Helpful when reflowing an asset.

SEARCH OPTIONS — ACTIVE PAGE: Shows the budgeted assets for the InDesign page that is open.

SEARCH OPTIONS — CURRENT DOCUMENT: Shows the budgeted assets for any page in the open InDesign document.

SEARCH OPTIONS — SECTION OF ACTIVE PAGE: Shows the budget assets for any page within the same section as the open page.

SEARCH OPTIONS — EDITION OF ACTIVE PAGE: Shows the budgeted assets for any page in the same edition of the open page.

SEARCH OPTIONS — BUDGETED OR PLACED: Shows all the budgeted or placed assets for either the page, document, section or edition,

depending on the option chosen.

SEARCH OPTIONS — BUDGETED: Shows all the budgeted assets for either the page, document, section or edition, depending on the option chosen.

SEARCH OPTIONS — PLACED: Shows all the placed assets for either the page, document, section or edition, depending on the option chosen.

PLACEMENT OPTIONS — MERGE: Allows placement of the budgeted text asset within a frame that already contains content.

PLACEMENT OPTIONS — CREATE ASSIGNMENT: Creates an InCopy assignment as the budgeted asset is placed.

PLACEMENT OPTIONS — NO WRITE-BACK: Disables write-back of changes from the placed budgeted asset.

PLACEMENT OPTIONS — AUTO-RELEASE: Releases the budgeted asset as it is placed so there will be no record of it even being placed

and there will be no write-back.

PLACEMENT OPTIONS — NO STANDALONE HEADS: Allows you to place a standalone image but without a headline. This option is only available if you have an image selected.

PLACEMENT OPTIONS — TONED IMAGE SEARCH: This option searches for a toned image to replace an RGB untoned image when the asset is placed.

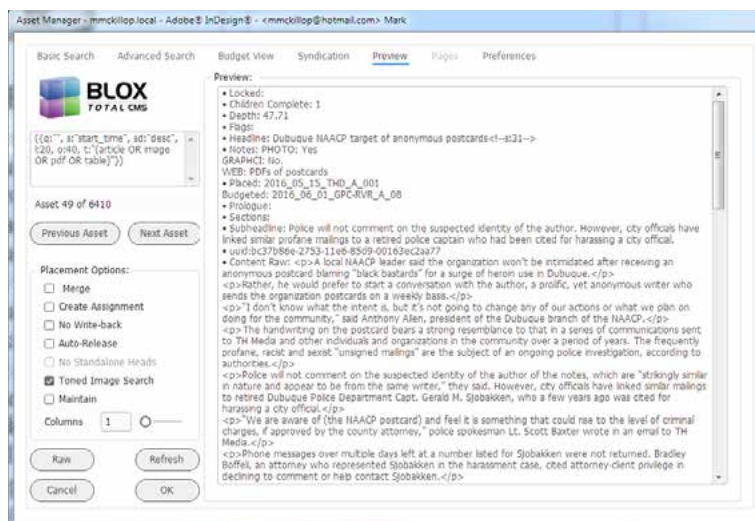
PLACEMENT OPTIONS — MAINTAIN: Allows you to place a budgeted asset into a frame, and the frame will maintain its size.

PLACEMENT OPTIONS — COLUMNS: Allows you to place the budgeted asset and set the number of columns in the frame. There will be a suggested column number that is based on the size of the frame and how many columns it is covering on the page.

» PREVIEW

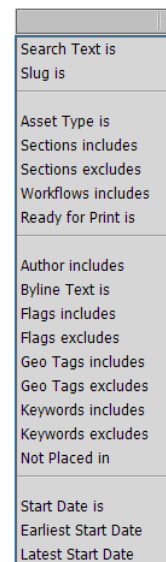
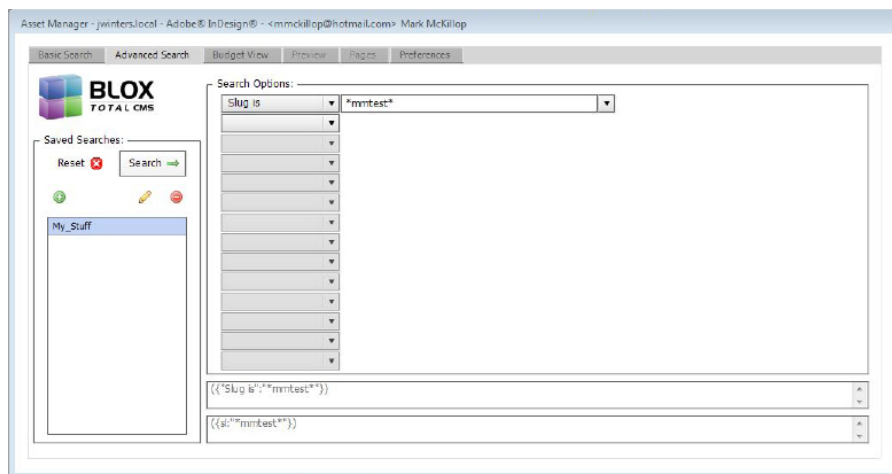
If you set your preference to preview assets in a separate tab, the Preview tab will be active. Select an asset in the Basic Search tab and click the Preview tab to view information about the asset. This information will include the body of the text and any information you have chosen in your preferences to include. Image previews also will be shown here.

Press OK to place the asset. Press Cancel to close the Asset Manager.



Tip WHILE you can view an asset's information and contents, you cannot edit it from the Asset Manager.

» PERFORMING AN ADVANCED SEARCH



Step 1
Select the Advanced Search tab.

Step 2
Select a Search Option drop-down menu.

Step 3
Choose one of the options. A list is shown in the graphic

above and to the right.

Step 4
Enter the search criteria next to the search option.

Step 5
Optional — Choose as many other search options as you would like by choosing

them in additional drop-down menus. Fill in the search criteria for each. The number of possible options can be limited in the Preferences tab.

Step 6
Click Search.

Tip TO search by pubdate, you must first set the pubdate preference in the preferences tab to match the date format in your asset naming convention.

» PLACING AN ASSET

Step 1

Select the frame where you would like the asset to flow.

Step 2

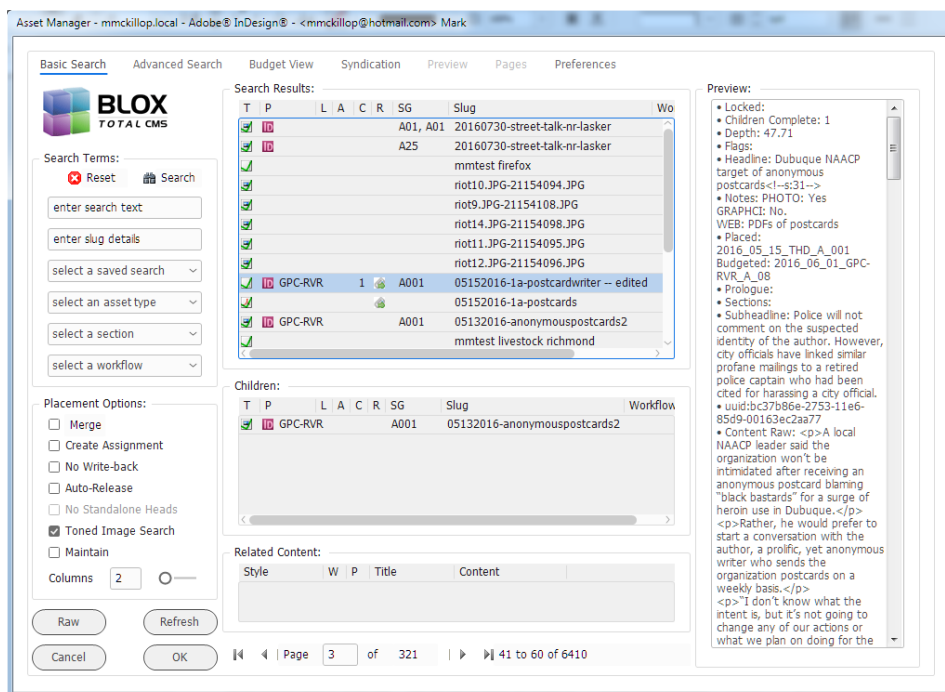
Click the BLOX Total CMS drop-down menu and select Asset Manager.

Step 3

Using the Search Options, search for an asset. The search options behave the same as in BLOX Total CMS.

Step 4 - Optional

If you have not set the number of columns for your text frame on the page, you can do it from the asset manager with the slider control or the box. This will automatically be populated with a suggested number based on the number of columns on the page and the chosen text frame



covering those columns.

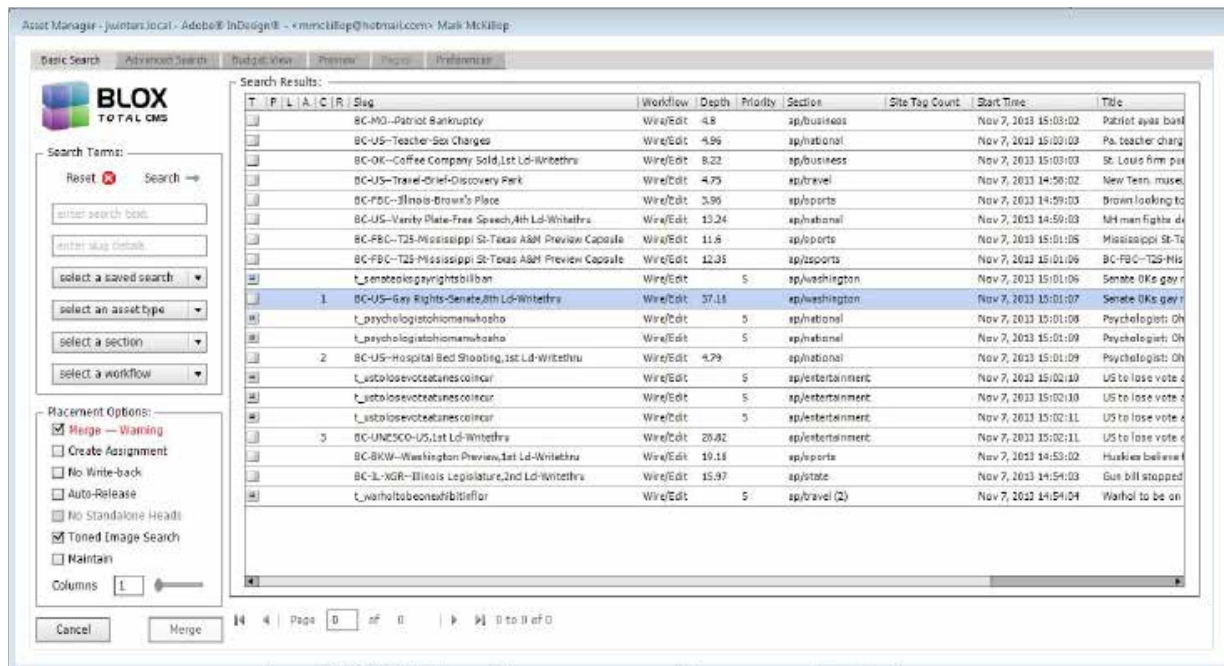
Step 5

Double-click the asset, or click it once and select OK to flow the asset into the selected frame on the InDesign page.



Tip

CLICKING Search with no search criteria entered will return all assets in the database.

» **MERGING ASSETS****MERGING ONE ASSET AT A TIME**

Step 1
Put your cursor in a text frame where you want to place an asset.

Step 2
Select the BLOX Total CMS menu and select Asset Manager.

Step 3
Perform a search

for the asset or assets you want to place.

Step 4
Select the Merge placement option on the left.

Step 5
Double-click the asset or select it once and click Merge.

MERGING MULTIPLE ASSETS AT A TIME

Step 1
Put your cursor in a text frame where you want to place an asset.

Step 2
Select the BLOX Total CMS menu and select Asset Manager.

Step 3
Perform a search for the asset or assets you want to place.

Step 4
Select the Merge placement option on the left.

Step 5
Select each asset you want to merge together by holding the Ctrl key when you select.

Step 6
Click Merge.

MERGING AND INCOPY

If you need to merge assets and they are to go online unmerged:

Step 1
Edit each asset in the Web browser before they are merged on the page.

Step 2
When placing the first asset as merged, select the Create As-

signment check box and name the asset that will contain the merged set in the print publication. This new asset should be entered into a workflow that does not go to the Web.

Tip **S**electing multiple assets in the Asset Manager is only possible when Merge is selected.

INSTANCES WHEN YOU WOULD USE MERGE:

AGATE: Even if agate is placed in separate text frames, merge must be selected to any headlines and to format the text correctly.

BRIEFS: If you are placing multiple briefs into a text frame to create a briefs rail, merge must be checked. Also, checking Merge will prevent separate headline frames to be placed with the asset.

OBITUARIES: If you are placing multiple obituaries into the same text frame, merge must be set.

THE INDESIGN BLOX MENU

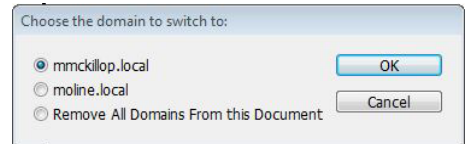
BLOX Total CMS integrates well with Adobe InDesign

» CHANGE DOMAIN » SET DOCUMENT DOMAIN

If your site has more than one domain, users can switch back and forth between domains.

Tip YOU can choose to remove all domains from a document so that it will not have any stored placement information.

If your site has more than one domain, when you create a page, it is stored in that domain's file structure. You can change the domain of the document.



- Step 1**
Open the Adobe InDesign document.
- Step 2**
Click the BLOX Total CMS menu and select Set Document

- Domain.
- Step 3**
Choose correct domain.
- Step 4**
Click OK.

» LOGOUT

This allows you to logout of BLOX Total CMS without closing InDesign. This may be necessary if there have been change in the BLOX environ-

ment that requires a refresh of the BLOX menu. For example, if pages are created or snippets added to the system, they will not be visible to users until the

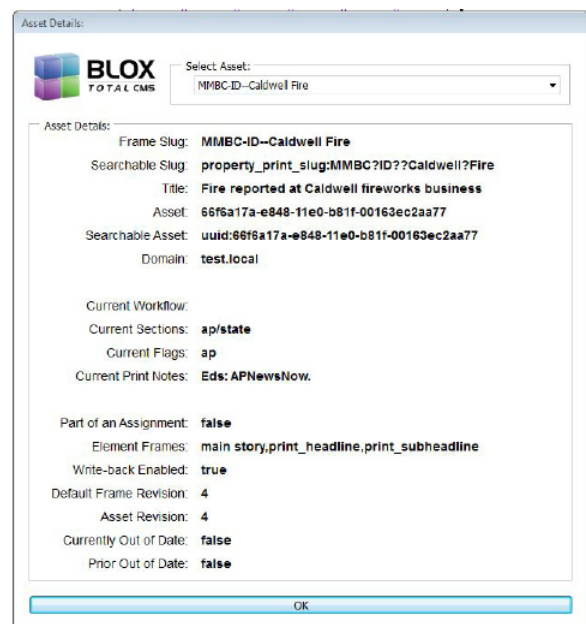
user logs out or unless the user closes InDesign and reopens it. You will not be able to logout if pages are open.

» DETAILS

Once an asset is placed, you can find details about the asset by selecting the frame the asset was placed into and then choosing Asset Details from the BLOX Total CMS drop-down menu.

The Asset Details di-

alog box includes such information as the asset slug, the asset workflow, the asset revision, whether writeback is enabled, whether it is associated with an InCopy assignment and the title or headline of the asset.



Tip THE Asset Details of an images gives slightly different information than an article. If the OK button is out of reach on your monitor, press Esc or Enter.

» TRIMMING

Trimming allows the user to trim story content on the InDesign page but have that content remain as part of the asset to be posted on a website. The user can also trim the story and cut the overset to a new BLOX Total CMS asset.

TO TRIM A STORY:

- Step 1**
Highlight the text in a story that has been placed.
- Step 2**
Click the BLOX Total CMS menu
- Step 3**
Select Trimming and choose Trim.

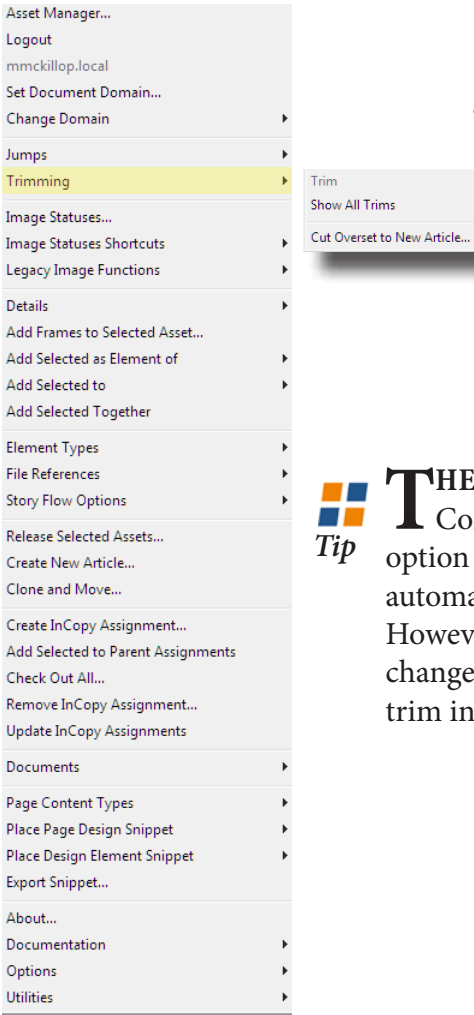
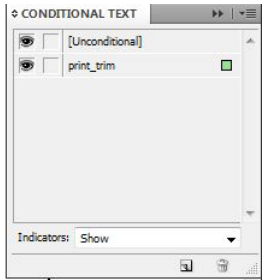
TO SHOW ALL TRIMS:

- Step 1**
Click the BLOX Total CMS menu
- Step 2**
Select Trimming and choose Show All Trims.

TO CUT OVERTSET TO NEW ASSET:

- Step 1**
Click the BLOX Total CMS menu
- Step 2**
Select Trimming and choose Cut Overset to New Asset.
- Step 3**
Give the new asset a title, slug, workflow and click OK.

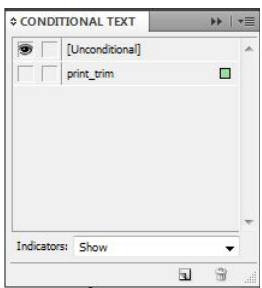
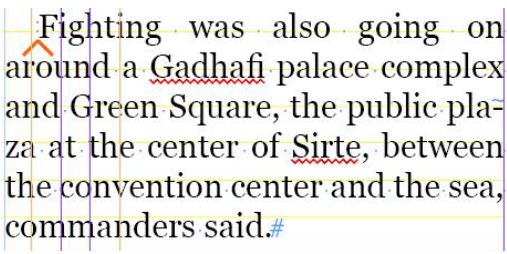
When Trims are hidden, the user will see a carrot icon in the text where the trim is located, and the eye icon next to the print_trim option in the Conditional Text panel will not be visible.



TRIMS can be shown or hidden using the Conditional Text panel. Click the eye next to print_trim to hide the text. When the eye is showing, the trims are showing.



THE print_trim Conditional Text option is created automatically. However, users can change the color of the trim in the template.



» IMAGE STATUSES/SHORTCUTS

Images that are posted online should be RGB images. Print publication images are typically CMYK. Every site reaches this goal differently. The easiest method of handling images is to have them toned, both RGB and CMYK, before they are entered into TCMS. This is not always possible, but is preferable.

DEFAULT FOLDER LOCATIONS

IMAGES FOLDER:

\\tcms_purged\{domain}\Images

HOT FOLDERS:

\\tcms_loca-data_feeds

» TONING IMAGES BEFORE BEING PLACED

MANUAL TONING

Step 1

Open the image in PhotoShop or whatever image-editing software you are using.

Step 2

Tone the image as you normally would. This is the RGB version.

Step 3

Click File, choose Save As and save the image anywhere you like using a naming convention approved by your site.

Step 4

With the image still open, convert it to a CMYK image and make any adjustments needed for that mode and your press.

Step 5

Click File, choose Save As and save the image anywhere you like. You must save it with the same base filename as

the RGB image. For example, if the RGB image was named 11172014_dog, the CMYK image must begin 11172014_dog. You can add something to signify that it is the CMYK version, such as 11172014_dog_cmyk, but you **cannot** name the RGB version 11172014_dog_rgb and the CMYK version 11172014_dog_cmyk.

Step 6

Manually import the RGB version by creating an Image asset, as described in Chapter 7.

You can also tone all your images and Batch Upload the images into TCMS or use a hotfolder. An image placed in a hotfolder will import into TCMS in minutes.

Step 7

Move the CMYK or grayscale image into the Images folder at \\tcms_purged\{domain}\Images.

AUTOMATED TONING SOFTWARE

Step 1

Place the image in the location where the software will find it. This is typically a hotfolder that is not connected with TCMS.

Step 2

The toning software should be set to tone two separate images — one RGB for the Web and one CMYK for print. They should be given the same name. For example, if the RGB image was named 11172014_dog, the CMYK image must begin 11172014_dog. You can add something to signify that it is the CMYK version, such as 11172014_

dog_cmyk, but you **cannot** name the RGB version 11172014_dog_rgb and the CMYK version 11172014_dog_cmyk.

Step 3

The automated toning software should be set to save the RGB image in a TCMS hotfolder. Images placed in these hotfolders will appear as an asset in TCMS in a matter of minutes.

Step 4

The automated toning software should save the CMYK image in the Images folder at: \\tcms_purged/{domain}/Images

SUFFIXES can be used in file naming if the suffix is defined in the toning preferences.



THE name of the CMYK version must begin with the name of the RGB version.

» TONING IMAGES AFTER PLACEMENT

The RGB image should be toned before it is entered into TCMS. In the case of an AP wire photo, the photo must be downloaded before it is placed.

Step 1

Tone the Image for your website. It should be an RGB Image.

Step 2

Save the image anywhere you like, using a file naming convention that is approved by your site.

Step 3

Manually import the photo by creating an Image asset, as described in Chapter 7. Make sure you give the photo a slug before you save and close.

You can also tone all your images at one time and Batch Upload the images into TCMS.

You can also use a hotfolder to import the image. The hotfolders are located in `tcms_local_data_feeds`. The names of the hotfolders vary by site.

Step 4

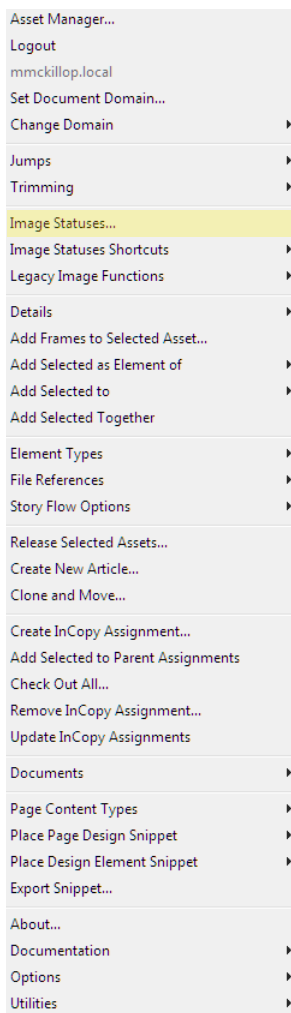
Place the image, either as a stand-alone image or as a child asset on a properly named BLOX document.

Step 5

Click the BLOX Total CMS menu, hover over Image Statuses Shortcuts and select Export for Toning.

Step 6

Untoned high-resolutions photos will be selected in the dialog box. If the photo you needed toned is not selected, double-click the photo in the list to select it. Select CMYK, Grayscale or one of your site's custom export options from the drop-down menu and click Export.

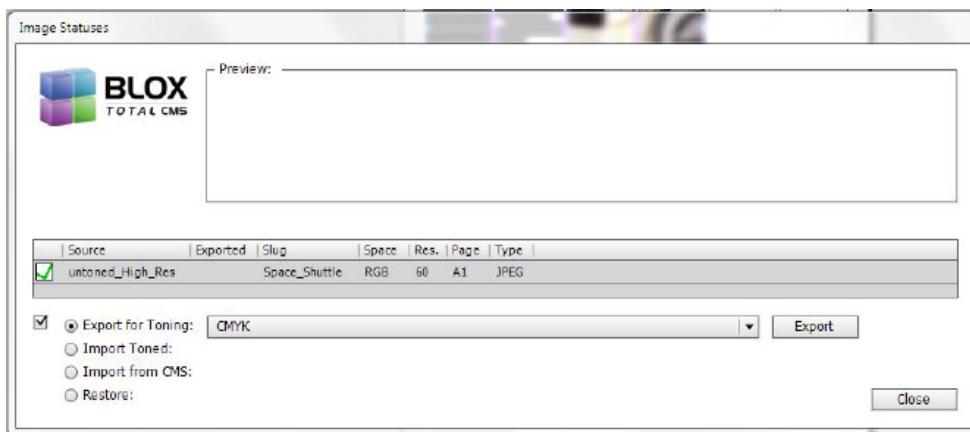


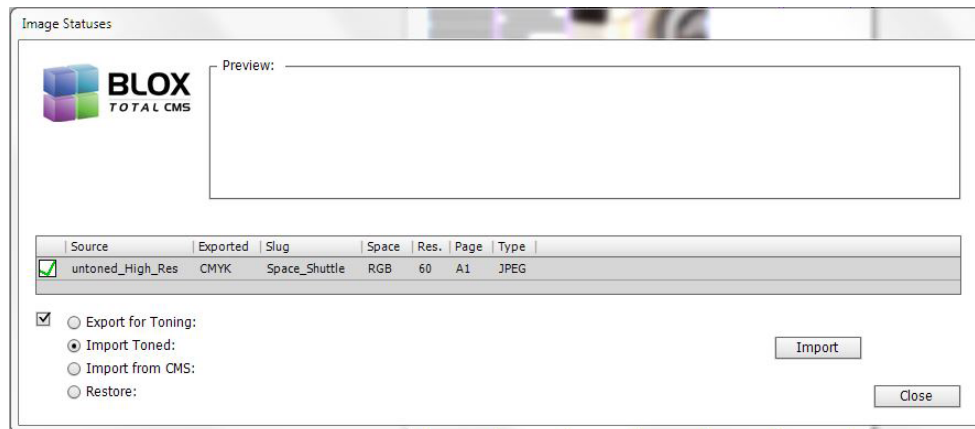
Export for Toning...
Import Toned...
Import from CMS...
Restore...



Tip

IMPORTING from CMS allows you to bring the image in again as it was when it was first placed on the page.





USERS can export all photos at one time or individually.

The untoned versions will be exported to a folder that is specified in the image toning preferences XML file. This file can be edited with the assistance of TownNew support staff.

The image should then be toned and moved into the Images folder.

Step 7

When you Export the Image(s), the dialog will immediately reopen. The Import

Toned option will be selected.

If you are using automated toning software, it may take only a few seconds to tone an image and put it in the correct place. You can then select the Import button to replace the untoned photo on the page with the toned version.

If you are not using automated toning software, click Close to close the dialog box.

Step 8

(Optional — If not using auto toning software) When the image is toned and moved into the Images folder, click the BLOX Total CMS menu, hover over Image Statuses Shortcuts and select Import Toned.

Make sure the image is checked and then click the Import button to replace the untoned version on the page with a toned version.

» RESTORING AN IMAGE

There are times when you export an image for CMYK toning and then you realize the image is on a black and white page and needs to be toned differently. You can restore the image as it was before it was exported.

Step 1

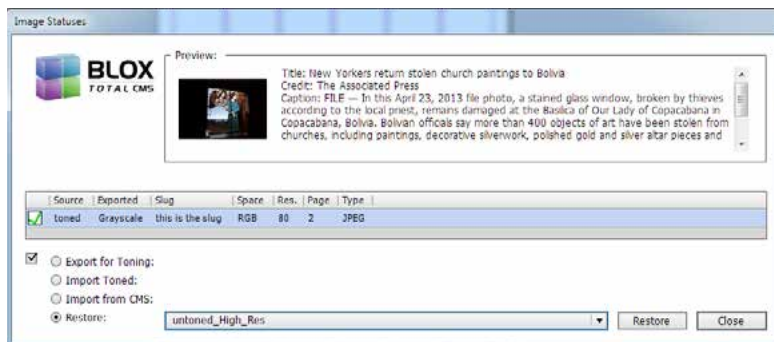
Click the BLOX Total CMS menu.

Step 2

Hover over Image Statuses Shortcuts and choose Restore.

Step 3

Make sure that only the image you want to restore is selected in the dialog box.



Step 4

Choose the correct option from the drop-down menu.

Step 5

Click the Restore button.

» IMAGE TONING PREFERENCES

FILE LOCATION

\\tcms_indesign\{domain}imagetoningpreferences

EXPORT FOLDER PATH: Location to where photos from the page are exported.

TONEDIMAGEFOLDER: Location from where where toned photos are pulled to replace untoned photos on the page.

DEFAULT: %%Images%%

TONED SUFFIXES: A simple suffix added to the filename of a toned photo.

SUGGESTION: _gs for grayscale

SUGGESTION: _cmyk for color

TONED EXTENSIONS: The possible file extensions that will be used for toned images. Keeping these extensions to a minimum will make the search and replace much faster. The period before the extension is mandatory.

SUGGESTION: .jpg

SUGGESTION: .pdf

SUGGESTION: .tif

SUBFOLDERS: Images can be exported to subfolders within the CMYK or Grayscale folders. When the image is exported, it will recognize the size of the photo frame on the page and export it to a folder for that size photo. This enables automated toning software or a person doing to toning to size the photo properly. The frame size is done in points.

NOTE: The FullPage option is required if subfolders are used.

```
<root>
  <defaults>
    <purpose>toning</purpose>
    <exportFolderPath>%%Images%%</exportFolderPath>
    <tonedImageFolder>%%Images%%</tonedImageFolder>
    <tonedSuffixes>
      <suffix>_gs</suffix>
      <suffix>_cmyk</suffix>
    </tonedSuffixes>
    <tonedExtensions>
      <extension>.jpg</extension>
      <extension>.pdf</extension>
    </tonedExtensions>
  </defaults>
  <menuItem>
    <menuName>CMYK</menuName>
    <subFolders>
      <subFolder>
        <maxWidth>250</maxWidth>
        <subFolderName>2cool_Color_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>360</maxWidth>
        <subFolderName>3cool_Color_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>475</maxWidth>
        <subFolderName>4cool_Color_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>600</maxWidth>
        <subFolderName>5cool_Color_slug</subFolderName>
      </subFolder>
      <subFolder>
        <subFolderName>FullPage</subFolderName>
      </subFolder>
    </subFolders>
  </menuItem>
  <menuItem>
    <menuName>Grayscale</menuName>
    <subFolders>
      <subFolder>
        <maxWidth>250</maxWidth>
        <subFolderName>2cool_Grayscale_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>360</maxWidth>
        <subFolderName>3cool_Grayscale_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>500</maxWidth>
        <subFolderName>4cool_Grayscale_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>600</maxWidth>
        <subFolderName>5cool_Grayscale_slug</subFolderName>
      </subFolder>
      <subFolder>
        <subFolderName>FullPage</subFolderName>
      </subFolder>
    </subFolders>
  </menuItem>
</root>
```

» LEGACY IMAGE FUNCTIONS – REPLACE IMAGE WITH

Images for the Web are always RGB images, but often that is not what is used when you output for print. When the RGB image is placed on the page, you can replace it with several options from the BLOX Total CMS or with a toned version in the Purged Images directory on the server.

Step 1

Select the image that you want to replace.

Step 2

Click the BLOX Total CMS menu.

Step 3

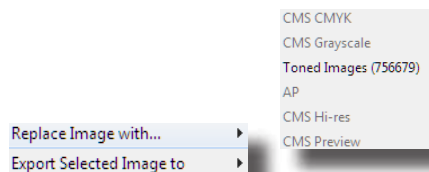
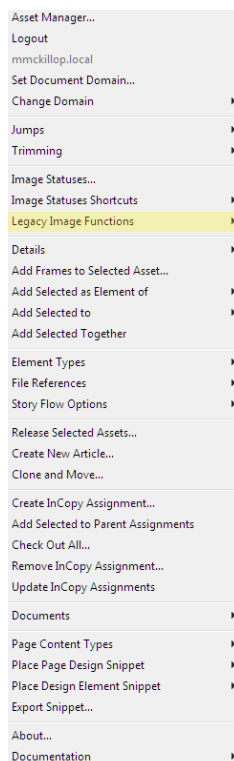
Select Replace Image With.

Step 4

Choose the option that meets your needs. A check mark next to an option shows where the source of the selected image. Grayed menu options indicate those sources are not available.

Step 5

If there is more than one image with the same name in the location, you will be prompted to choose the correct image.



CMS CMYK: This is a print-ready CMYK image uploaded into BLOX Total CMS.

CMS GRAYSCALE: This is a print-ready grayscale image uploaded into BLOX Total CMS.

TONED IMAGES: This is any image that you put in the Purged Images folder on the server.

AP: This is the image that AP sends with wire stories.

CMS HIRES: This is a high-resolution RGB image.

CMS PREVIEW: This is the preview image in BLOX Total CMS.



Tip If you mistakenly choose the wrong image, complete the process again and choose the correct image.

How it works: The Replace Image With function depends on the slug of the photo and the filename of the image being the same. If the slug of a photo in BLOX Total CMS is 20130125_indesign test, the image filename in the Images folder or other source folder must begin with that same name. It can include

more information, but it must begin with the slug of the image.

FOR EXAMPLE: If you have an image with 20130125_indesign test as the slug, the image in the Images folder could be called: 20130125_indesign test cymk.jpg 20130125_indesign test bw.jpg

20130125_indesign test 2.jpg 20130125_indesign test 3.jpg

If one of those examples exists, it will replace the RGB version on the page. If all four examples are in the Images folder, you will be given the option to choose which image to replace the RGB version with.

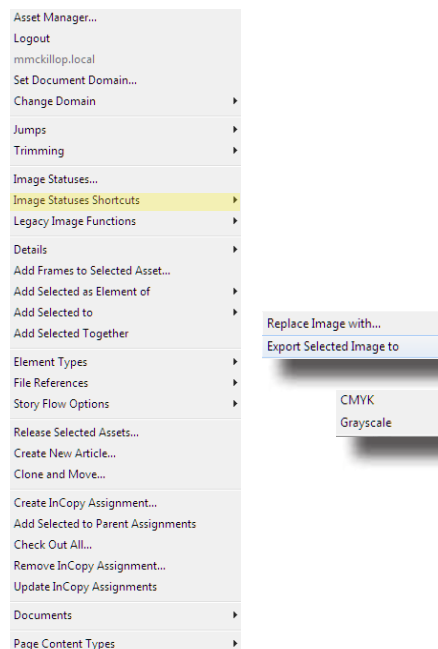


THE Replace Image With function only works with images placed through the Asset Manager.

» LEGACY IMAGE FUNCTIONS – EXPORT SELECTED IMAGES

This function allows users to export images directly from the page into a directory folder on the server, where they can be toned. These toned images can then replace the RGB images that were placed on the page.

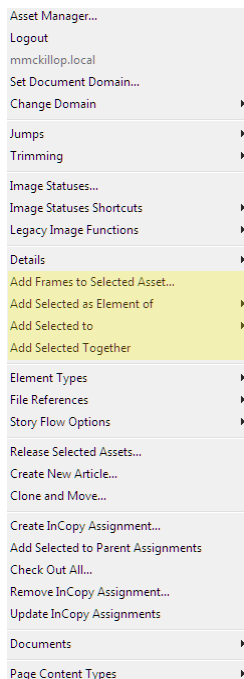
- Step 1**
Select the image.
- Step 2**
Click the BLOX Total CMS menu.
- Step 3**
Select Export Selected Image To.
- Step 4**
Choose CMYK or Grayscale.
- Step 5**
The image will be exported to their respective folders on the server.



Tip

THE UUID version of the export is used when there is no slug associated with the image and the export to the CMYK or Grayscale folders fails.

» ADD FRAMES TO SELECTED ASSET



Reporters or editors may not add all the necessary information that a page designers wants for a layout. They may forget to include a print subheadline, a kicker or a child

asset. Page designers can add them from the page. Some of them will writeback to the asset; all of them will show up in an InCopy assignment if they are using InCopy.

- Step 1**
Select the story.
- Step 2**
Select the BLOX Total CMS menu and choose Add Frames to Selected Asset.
- Step 3**
Choose the Element Type for the element you are adding, and select the Apply Object Style if you want to apply the object style with it.
- Step 4**
Click OK.



WHAT CONTENT WRITES BACK

Print Headline
Print Subheadline
Kicker
Hammer



Tip

SOME frames contain content that will not write back. Those frames, such as related content, images or captions, will appear in InCopy assignments for editing in InCopy.

» ADD FRAMES TO SELECTED ASSET

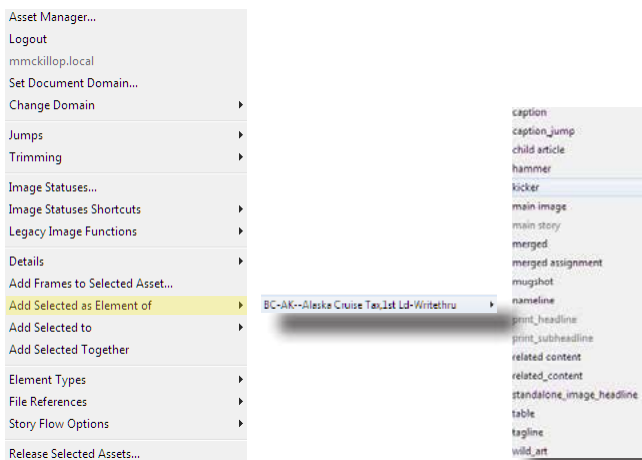
This option is used when you have already created the frame and styled the text and it needs to be added to an asset. For example, you would use this option if you were adding part of a snippet to an asset.

Step 1

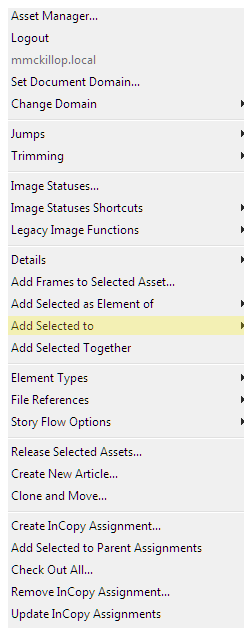
Select the frame that you would like to add to the asset.

Step 2

Select the BLOX Total CMS menu, choose Add Selected as Element of, choose the asset and choose the element type you would like the frame to take.



» ADD SELECTED TO



Step 1

Select the frame that you would like to add to the asset.

Step 2

Select the BLOX Total CMS menu, choose Add Selected to and click Add Selected to.

Step 3

From the dialog that appears, select the Add frame to drop-down menu.

Step 4

Choose the element type from the Element Type drop-down menu.

Step 5

Click the Apply Object Style checkbox if you want to style the text in the frame with the default style for that content.



Step 6

Select the Maintain checkbox if you want to maintain the frame's height and location.

Step 7

Select the All check box if you want to mark the frame to maintain all of its characteristics.

Step 8

Click OK.

» RELEASE SELECTED ASSETS

When an asset is placed on an InDesign page, changes made on the page are written back to the asset in BLOX Total CMS. Also, if the asset is checked out on the page, it will be locked and another user will be unable to edit it in BLOX Total CMS. However, this can be disabled if you select the asset and choose Release Selected Assets from the BLOX

Total CMS drop-down menu. Common reasons for releasing an asset include:

- Editing an asset without the changes saving back to BLOX Total CMS.
- Releasing an asset that is locked by someone who was editing the asset in the Web browser.
- Releasing an asset that has broken links.

» CREATE NEW ARTICLE

When there is excess text from one article and you want to make that a new article, or if you type or paste content onto the page and want to make a new article from it so it will flow to your website, you can create a new article from the page.

Step 1

Select the text frame that contains the text for the new article.

Step 2

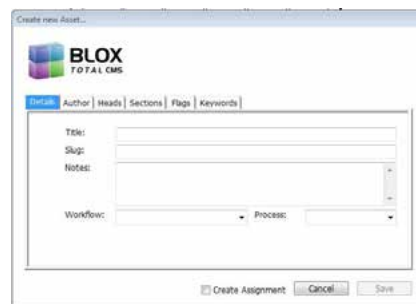
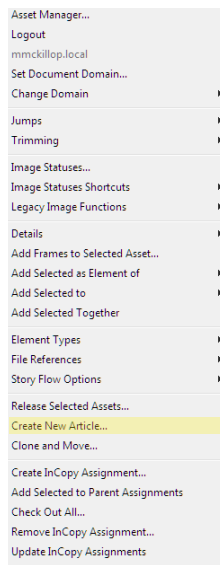
Click the BLOX Total CMS menu and choose Create New Article.

Step 3

Complete the necessary fields, such as Title, Slug, Workflow, etc.

Step 4

Click Save



» CLONE AND MOVE

The Clone and Move function is only available for sites using Adobe Creative Cloud versions. It is not available for sites using Adobe Creative Suite.

Clone and Move allows sites to clone the content and layout of that content from one page to another. Those pages can be — and often are — in different publications.

This function is ideal for pagination centers that share pages

among publications. It also benefits sites that produce second editions and sites that share daily content with weekly publications.

For details on how this function work, see the separate Clone and Move chapter in this user guide.

» STORY FLOW OPTIONS

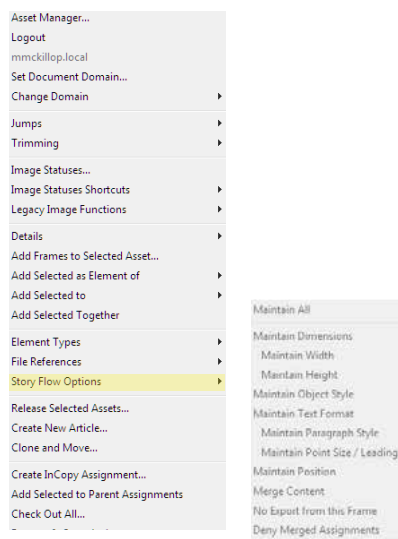
Users can control the dimensions or locations of frames. Typically, when an asset is flowed into a frame, the text frame adjusts to the length of the text, and the text formats according to translation table settings. The Story Flow Options tell the text to adjust to dimensions of the frames on the page and the styles applied on the page.

You can select Maintain

Position so that the headline and subheadline and text boxes do not adjust when the story is flowed.

You can select Maintain All for the design and styles to remain how they are set on the page before the asset is flowed, or you can choose any of the other options.

No Export from this frame means changes to the asset will not be written back to BLOX Total CMS.



» FILE REFERENCES

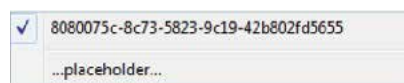
This option allows users to select a frame as a placeholder or it will list the unique UUID number of the asset in the BLOX system. Common uses for this function include:

— Preparing frames for snippets.

— Completely replacing one story with another, including children.

— Releasing selected assets when the Release Selected Assets does not work.

— Adding an element to an InCopy assignment.



» ELEMENT TYPES

When creating designs on the InDesign page or creating snippets for later use, users can specify what type of asset will flow into the frame. This is necessary when using snippets so that child assets will flow into the proper text frames.

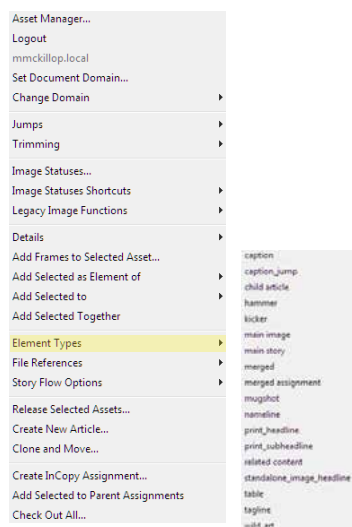
TO SPECIFY AN ELEMENT TYPE:

Step 1

Select the text frame.

Step 2

Click the BLOX Total CMS dropdown menu, select Element Types and choose the correct type for your frame.



Tip

THE caption_jump and wild_art element types are special in that they are set by default to not write back. They are designed to be used with sites using Adobe InCopy who need to add a frame to the page for an extra bit of text and still have the ability to edit it in Adobe InCopy.

» CREATE ASSIGNMENT

If you wish to edit assets in InCopy and see the actual page design, you must create an assignment in InDesign. This can be done as you are placing an asset on the page or after it already is on the page.

Step 1

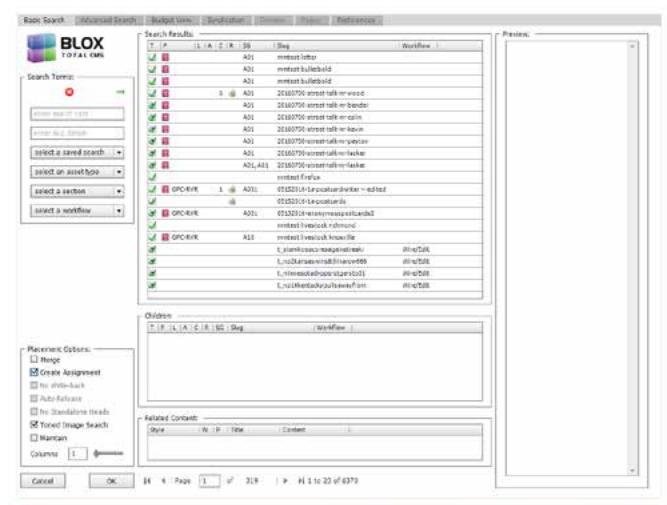
Search for the story you wish to place.

Step 2

Select the Create Assignment check box.

Step 3

Double-click the story or select the story and click OK.



Tip

CREATING the assignment when placing the asset will make placing the asset take a little longer.

Creating an Assignment From the Page

Step 1

Select the story you wish to make an assignment for.

Step 2

Click the BLOX Total CMS menu.

Step 3

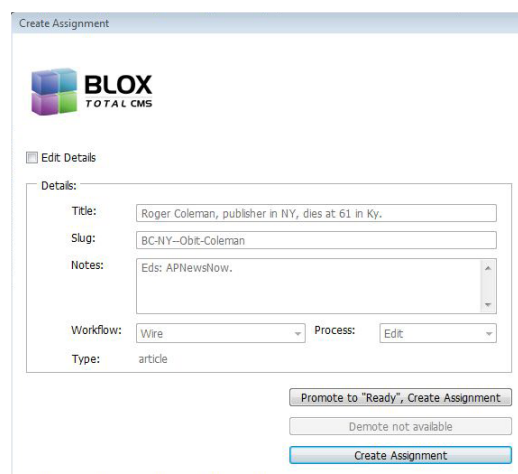
Click Create InCopy Assignment.

Step 4

Change any details you wish in the Create Assignment dialog box.

Step 5

Click Create Assignment.



» ADDING SELECTED TO PARENT ASSIGNMENTS

Adding to an Existing Assignment

Step 1

Create the frame for the element type.

Step 2

Select the frame, click the BLOX menu, choose Element Types and click the type.

Step 3

Select a piece of the

assignment in addition to the element you created, click the BLOX menu, select File References, and click the file reference number.

Step 4

Check the story in or out to force a change. You should see it become part of the assignment.

Adding to, Creating an Assignment

Step 1

Create the frame for the element type.

Step 2

Select the frame, click the BLOX menu, choose Element Types and click the type.

Step 3

Select a piece of the

assignment in addition to the element you created, click the BLOX menu, select File References, and click the long file reference number.

Step 4

Click the BLOX menu and select Create InCopy assignment.

» REMOVE INCOPY ASSIGNMENT

If your site uses Adobe InCopy along with Adobe InDesign, you must make assignments from InDesign so that

copy editors can then see the geometry of the page. This options allows users to remove an assignment.

» CHECK OUT ALL

Rather than checking out each individual asset on a page, users can use this to check out all assets at the same time. It also allows users to avoid any reflow from TCMS.

Step 1

Open the InDesign document.

Step 2

Click the BLOX Total CMS menu and select Check Out All.



Step 3

Choose from the drop-down menu where to reflow the asset from — the CMS or InCopy.

Step 4

Click OK.

» DOCUMENTS

The Documents option allows users to create documents using the site's standard naming convention and to open existing documents already in the system.

To create a new document from a template:

Step 1

Click the BLOX Total CMS drop-down menu, select Documents and select New from Template.

Step 2

Choose the template. You may have a several different broadsheet tem-

plates or tab templates.

Step 3

A dialog box will open and the user will have to fill in the particulars. Enter the publication, year, month, day, section letter, page number and edition. The information can be entered with the keyboard or using the drop-down menus with the mouse.

Step 4

Click OK.



To open an existing document:

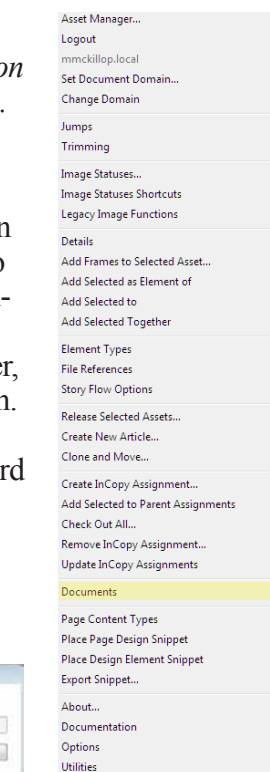
OPEN FROM BLOX TOTAL CMS: Users will be able to open the document by navigating through each publication, date and section.

OPEN NEARBY: This will allow users to open a document that is nearby — date and section — a document that they currently have open.

OPEN: This will bring users to a folder structure where pages are stored on the server. The user can navigate through the folder structure to find the document.

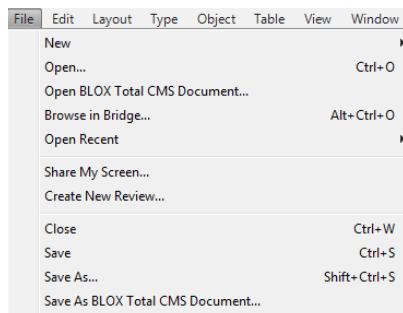
File Menu

OPEN BLOX TOTAL CMS DOCUMENT: This will bring users to a folder structure where pages are stored on the server. The user can navigate through the folder



Tip

WHEN hovering over the Open from BLOX Total CMS menu option, you can choose Update this Menu to see pages created since you launched InDesign.



structure to find the document.

OPEN RECENT: Users will see a list of the documents they recently opened and can select and open them again from the list.

» **SAVE AS**

Choose the BLOX Total CMS drop-down menu, select Documents and choose Save As to save a copy of your document into the system. It will force you to use the site naming convention.



Tip

Do not use the Save As option under the File drop-down menu. Doing so will save the document outside of the system.

» **COMBINE WITH**

A daily template for a publication typically has a dozen or more pages in one document. However, those pages are then split into individual pages before pagination work begins. Sometimes users will want to combine two pages for jump purposes, so the jump to a linked text frame will be dynamic.

Step 1

Open one of the pages you want to combine.

Step 2

Click the BLOX Total CMS drop-down menu, select Documents and choose Combine With.

Step 3

Navigate to the second page you wish to combine.

Step 4

Click Yes to confirm that you want to combine the pages.

» **DISABLE EXPORT**

This function prevents the asset from writing back changes made on the InDesign page to BLOX Total CMS Total CMS. However, it behaves differently depending on what frame is selected. If the main story frame has this selected, the story and all assets associated with it will not write back. If it is any other frame, such as the kicker, has this selected, just that frame doesn't write back. For images, a caption is the same as main story and will cause the entire asset to not write back from the page.

» **OUTPUT**

Printing is done through the Output option whether you are printing to a network printer in the newsroom, making a PDF or printing to a CTP system.

» **AD STATUSES**

This shows the status of tracked ads on the InDesign page. See the separate documentation for this function.

» **ADVERTISING**

The functions listed here are usually performed by the person who dummies the publication, and that person is usually in the advertising department.

CREATE EDITION FROM

EDITION FILE: Creates a publication based on a particular ad info file

CREATE PAGES: Creates pages based on an edition file. This is a faster method to create the pages and it will allow for cross-platform sites.

SPLIT DOCUMENT: Allows the user to take a multi-page document and split each page into its own document.

UPDATE/CREATE .ADINFO FROM LAYOUT FILE: Creates

or updates the system's ad info file so that ads can be altered or changed once the publication has been dummied.

LIVE EDITION TAGGING: This allows the Advertiser ID to be checked, edited or replaced with a new one. The Advertiser ID will eventually be used as a cross reference in the Business Directory to provide a way to link the ads in the Live e-Edition with the business that placed those ads.

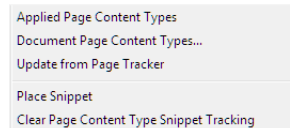
OVERRIDE ADINFO FILES: If you move an ad to a different location or add an ad, this option will allow you to override the ad instructions so it will not reposition through Ad Statuses.

ENHANCED MODE: Toggles the availability of other options, such as the Create Pages option.

RESET LEARNED ADVERTISING PREFERENCES: Resets any preferences that were set while creating publications.

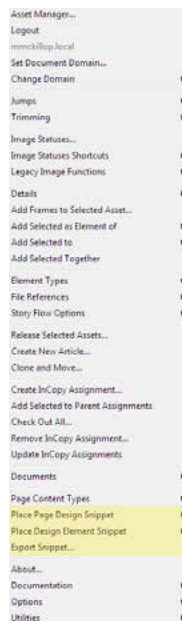
» PAGE CONTENT TYPES

Content Types can be added to pages. This can be used to group information together in an eEdition and can be used to apply snippets as pages are created or after they are created. Work with a TownNews support person to setup this process.



» PLACING SNIPPETS

InDesign has the ability to create libraries. However, snippets offer additional functions and benefits. Snippets are pre-drawn design elements or complete page templates. While libraries only allow one user at a time to open them, snippets can be accessed by an unlimited number of people at the same time. Snippets are typically created by the site's template master, but can be created by any user and approved and relocated by the template master.



To place a full-page template snippet:

- Step 1** Click the BLOX Total CMS drop-down menu and select Place Page Design Snippet.
- Step 2** Click the specific snippet you want to place. Snippets are stored with the correct X and Y coordinates and will land on the page in the correct location.

To place a design element:

- Step 1** Click the BLOX Total CMS drop-down menu and select Place Design Element Snippet.
- Step 2** Click the snippet you wish to place.
- Step 3** Drag the snippet to the location where you want it placed.

Tip SOME page design snippets will be automatically placed on the page if the snippet is placed in a folder with the pub code and if the snippet is named to match the Advertising Page Type?

Tip SNIPPETS can be organized into categorized folders by the site's template master.

» CREATING SNIPPETS

Creating a snippet is as simple as designing an element with text, images and graphics. A snippet can be as simple as empty text frames to be used for placement, or as intricate as a full page of elements that may include various furniture such as weather graphics, a rail and a UPC code. Once your design is created, you must export it as a snippet.

To export a snippet:

- Step 1** Click the BLOX Total CMS drop-down menu. Select Export Snippet.
- Step 2** Choose Page Design or Design Element.
- Step 3** Give the snippet a name. Consider this carefully — snippets are listed in alphabetical order.
- Step 4** Click OK. The OK button will be a Replace button if a snippet by that name already exists.



SNIPPETS will export to the Recently Added folder in the correct snippets directory. **Tip**

SNIPPETS can be saved by selecting all elements of the snippet, choosing the File drop-down menu, selecting Export. Under the file type menu, choose InDesign Snippet.

» **ABOUT**

This option gives the user information about BLOX Total CMS. It will give you the version number and release date of the BLOX InDesign fileset and copyright information for the software.

» **OPTIONS**

SET PRE-PLACED ASSET POLICY: Sets the policy of what happens when you try to place a story that already has been placed.

RESET ASSET MANAGER: Sets the Asset Manager preferences to default.

ALWAYS PROMPT FOR SINGLE CHILDREN: When checked, page designer will get prompted whether to place a child asset, even if there is only one.

HIDE NON-PRINTABLE CHILDREN: Hides video, audio — all nonprintable assets — in the Asset Manager.

LIMIT PLACEMENT OF PREVIOUSLY PLACED CHILDREN: When selected, a previously placed child asset will automatically be unchecked in the Select Child Assets to Place dialog. If a user needs to place it again, they can, but by default, it will not place.

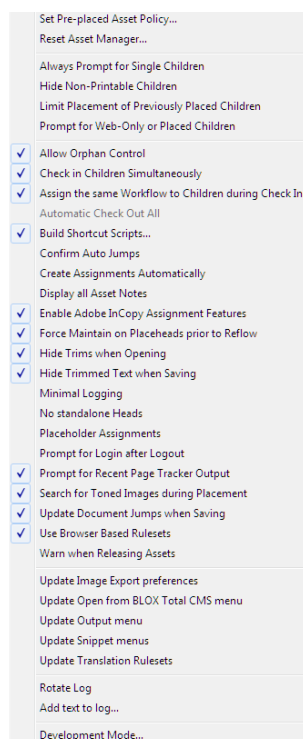
PROMPT TO WEB-ONLY OR PLACED CHILDREN: When de-selected the Select Child Assets to Place dialog will not be displayed if all child assets are either set to Web-Only or previously placed.

ALLOW ORPHAN CONTROL: Prompts the user to decide how to handle frames that are not part of an asset.

ASSIGN THE SAME WORKFLOW TO CHILDREN: Assigns the workflow of the parent to any of its child assets.

AUTOMATIC CHECK OUT ALL: All assets on the page will check out when the page is opened.

BUILD SHORTCUT



SCRIPTS: Creates the scripts that give the user the ability to create keyboard shortcuts.

CONFIRM AUTO JUMPS: Generates a confirmation dialog box when jumping a story. It asks the user whether or not to create jumplines as part of the jump process.

CREATE ASSIGNMENTS AUTOMATICALLY: Creates InCopy assignments when the story is placed.

DISPLAY ALL ASSET NOTES: Displays any note in the TCMS Notes field as the asset is being placed on the page.

HIDE TRIMS WHEN OPENING: Hides all trims when the page is opened.

HIDE TRIMMED TEXT WHEN SAVING: Hides trimmed

text when saving a page.

MINIMAL LOGGING: Reduces behind-the-scenes logging.

NO STANDALONE HEADS: Checks the No Standalone Heads placement option by default in the Asset Manager.

PLACEHOLDER ASSIGNMENTS: Not functional. Eventually this will show only the jump portion of an asset in the InCopy assignment. Removing all other asset information around it will make the file smaller and improve bandwidth.

PROMPT FOR LOGIN AFTER LOGOUT: When you logout of TCMS using the BLOX menu option in InDesign, you will immediately be prompted to log back in.

SEARCH FOR TONED IMAGES DURING PLACEMENT: This will swap out the RGB image in TCMS with a toned version put in the correct location.

UPDATE DOCUMENT JUMPS WHEN SAVING: This will automatically update Document Jump content when you save the page.

USE BROWSER-BASED RULESETS: This is the standard for TCMS systems and should not be changed.

WARN WHEN RELEASING ASSETS: When selecting Release Selected Assets from the BLOX Total CMS menu, you will be warned that it cannot be undone.

UPDATE IMAGE EXPORT PREFERENCES: Updates the XML preferences used for exporting images from and importing im-

» **DOCUMENTATION**

This option allows the user to pull up PDF versions of BLOX user guides, such as this user guide, and other documentation.



Tip

ALL the update menu options also can be done by logging out of TCMS in InDesign and then back in, or by closing InDesign and relaunching it.

ages to the page.

UPDATE OPEN FROM BLOX TOTAL CMS

MENU: This will update the menu so that pages created since you launched InDesign can be found.

UPDATE OUTPUT MENU: If the output options have been altered, you can select this to update them for the user.

UPDATE SNIPPET MENU: If snippets have been added since you launched InDesign, selecting this will allow you to see them.

UPDATE TRANSLATION RULESETS: If your template master has made changes to the rulesets, selecting this option will update them for the user.

ROTATE LOG: Takes the current translate.log file and makes it the translate.bu file while creating a new translate.log file.

ADD TEXT TO LOG: Not used by designers. This allows you to enter a phrase or word — a bread crumb — to find in a translate.log.

DEVELOPMENT MODE: This is used by template masters and gives them options to assist them. It requires a password.

» ALERT NOTE

When importing an asset onto the page, if a print note for the parent asset includes the word “alert” at the beginning of a paragraph, it will always be shown to the user.

» DISPLAY ALL ASSET NOTES

Users can select the BLOX Total CMS drop-down menu and choose Options > Display all Asset Notes to display the contents of the Print Notes for all parent asset.

This will show you all notes of assets even if “Alert” is not in the note.

» INDESIGN NOTES

When placing an asset in Adobe InDesign that has text in the Print Notes field, the note will be inserted as an Adobe InDesign-based note. For regular asset it is located before the first character of the third paragraph — the normal position of the first non-byline paragraph. For a standalone image, it is placed before the first character of the cutline.

» UTILITIES

This is primarily for development purposes and Translation adjustments. Aside from users who paginate sports agate, this option will not be used by general paginators. Not every site will have all the same utilities.

INDD AUTOMATIC TAB STOPS: Sometimes agate is placed on a page and the text frame is set up with column widths that will not support the number of tab sets in the agate being placed. Paginators can adjust the size of the column and choose the Automatic Tab Stops option and it will recalculate and readjust the agate text to fit the column.

TMPL8 LIST PAGE STYLES: This will list all the paragraph and character styles associated with the document.

LOAD INDD PDF PRESETS: If PDF presets exist in the tcms_in-design > Output Preferences > Presets folder, this option will load them into the InDesign preferences for the user.

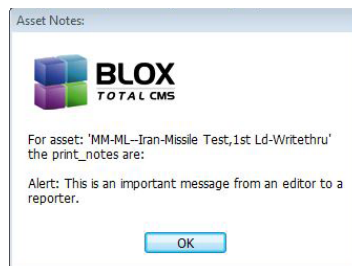
LOAD INDD PRINT PRESETS: If print presets exist in the tcms_in-design > Output Preferences > Presets folder, this option will load them into the InDesign preferences for the user.

xDEVL _ RELINKALL: Attempts to link TCMS assets that have dropped their links.

TRANSLATE EXISTING TEXT: This is used by TownNews and the site’s template master to create translations or rulesets for content that does not come from TCMS.

SUPRT X OVERWRITE BAD DOCUMENT: When a page is behaving oddly, this will do a little cleanup on the file and save it over the previous version.

SUPRT X ULTIMATEATTEMPT: If a document continues to crash, log out of TCMS and open the document outside of TCMS and run this utility. It will clean it up and save over it.



Tip

ALL notes can now be seen in the Asset Manager in the Preview pane.

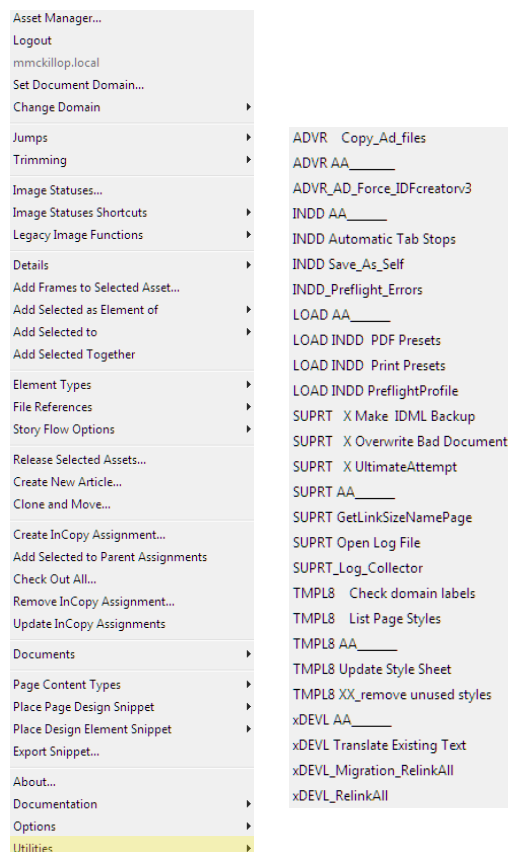
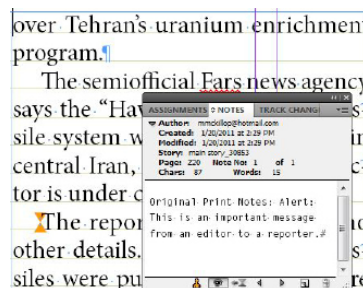


IMAGE TONING WORKFLOW

Print-ready images can be toned before or after they are put on an InDesign page.

Images that are posted online should be RGB images. Print publication images are typically CMYK. Every site reaches this goal differently. The easiest method of handling images is to have them toned, both RGB and CMYK, before they are entered into TCMS. This is not always possible, but is preferable.

FOLDER LOCATIONS

IMAGES FOLDER:
 \\tcms_purged/{domain}/Images
HOT FOLDERS:
 \\tcms_loca-data_feeds

» TONING IMAGES BEFORE BEING PLACED

MANUAL TONING

Step 1

Open the image in PhotoShop or whatever image-editing software you are using.

Step 2

Tone the image as you normally would. This is the RGB version.

Step 3

Click File, choose Save As and save the image anywhere you like using a naming convention approved by your site.

Step 4

Move that image to the Images folder at: \\tcms_purged/{domain}/Images

Step 5

With the image still open, convert it to a CMYK image and make any adjustments needed for that mode and your press.

Step 6

Click File, choose Save As and save the image anywhere you like. You must save it with the same base filename as the RGB image. For example, if the RGB image was named 11172014_dog, the CMYK image must begin 11172014_dog. You can add something to signify that it is the CMYK version, such as 11172014_dog_cmyk, but you **cannot** name the RGB version 11172014_dog_rgb and the CMYK version 11172014_dog_cmyk.

Step 7

Manually import the photo by creating an Image asset, as described in Chapter 7.

You can also tone all your images and Batch Upload the images into TCMS or use a hotfolder. An image placed in a hotfolder will import into TCMS in minutes.



Tip

THE name of the CMYK version must begin with the name of the RGB version.

AUTOMATED TONING SOFTWARE

Step 1

Place the image in the location where the software will find it. This is typically a hotfolder that is not connected with TCMS.

Step 2

The toning software should be set to tone two separate images — one RGB for the Web and one CMYK for print. They should be given the same name. For example, if the RGB image was named 11172014_dog, the CMYK image must begin 11172014_dog. You can add something to signify that

it is the CMYK version, such as 11172014_dog_cmyk, but you **cannot** name the RGB version 11172014_dog_rgb and the CMYK version 11172014_dog_cmyk.

Step 3

The automated toning software should be set to save the RGB image in a TCMS hotfolder. Images placed in these hotfolders will appear as an asset in TCMS in a matter of minutes.

Step 4

The automated toning software should save the CMYK image in the Images folder at: \\tcms_purged/{domain}/Images

» TONING IMAGES AFTER PLACEMENT

The RGB image should be toned before it is entered into TCMS. In the case of an AP wire photo, the photo must be downloaded before it is placed.

Step 1

Tone the Image for your website. It should be an RGB Image.

Step 2

Save the image anywhere you like, using a file naming convention that is approved by your site.

Step 3

Manually import the photo by creating an Image asset, as described in Chapter 7.

You can also tone all your images at one time and Batch Upload the images into TCMS.

You can also use a hotfolder to import the image. The hotfolders are located in `tcms_local_data_feeds`. The names of the hotfolders vary by site.

Step 4

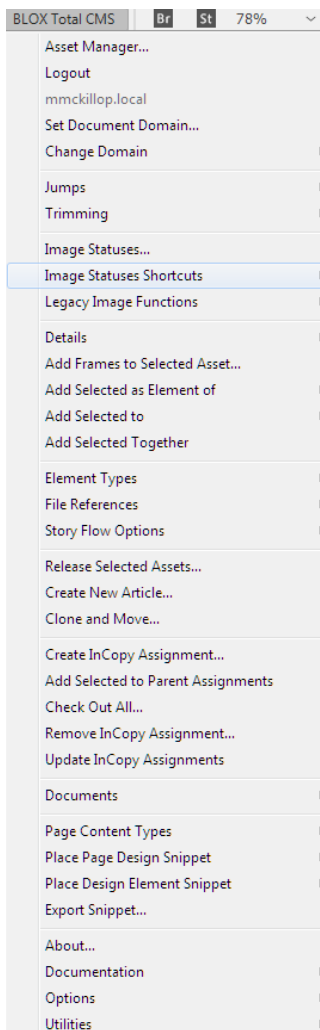
Place the image, either as a stand-alone image or as a child asset.

Step 5

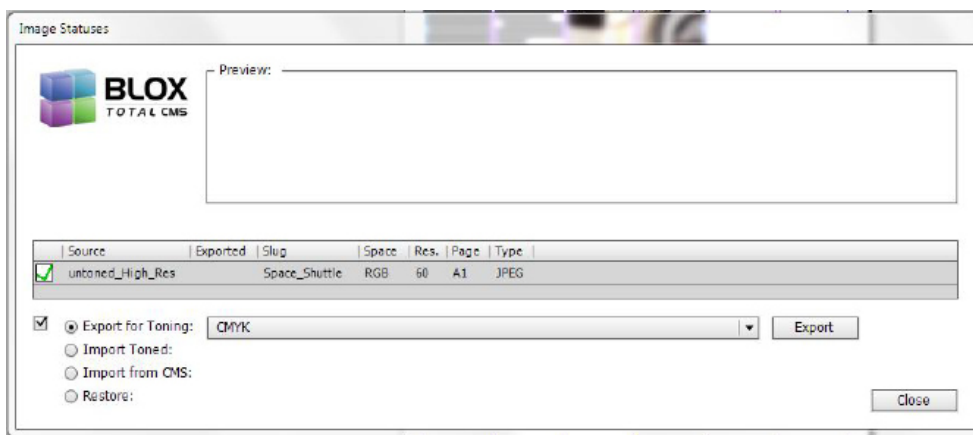
Click the BLOX Total CMS menu, hover over Image Statuses Shortcuts and select Export for Toning.

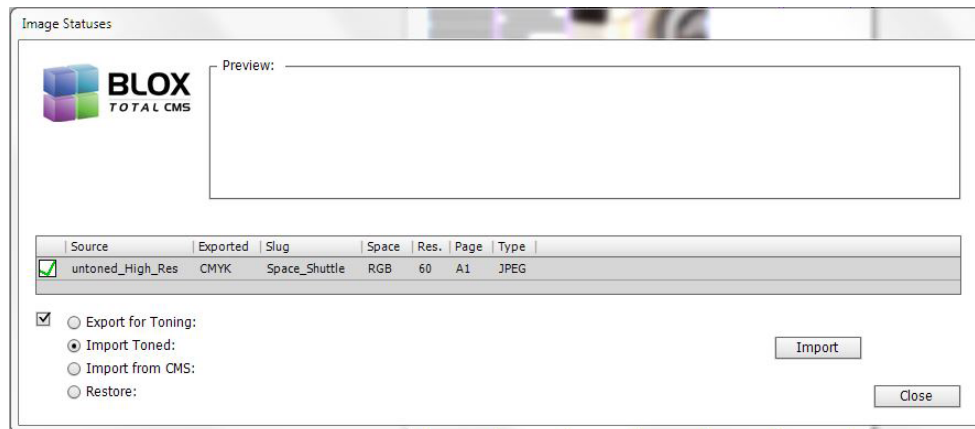
Step 6

Untoned high-resolutions photos will be selected in the dialog box. If the photo you needed toned is not selected, double-click the photo in the list to select it. Select CMYK or Grayscale from the drop-down menu and click Export.



Export for Toning...
Import Toned...
Import from CMS...
Restore...





Tip

USERS can export all photos at one time or individually.

The untoned versions will be exported to a folder that is specified in the image toning preferences XML file. This file can be edited with the assistance of TownNew support staff.

The image should then be toned and moved into the Images folder.

Step 7

When you Export the Image(s), the dialog will im-

mediately reopen. The Import Toned option will be selected.

If you are using automated toning software, it may take only a few seconds to tone an image and put it in the correct place. You can then select the Import button to replace the untoned photo on the page with the toned version.

If you are not using automated toning software, click Close to close the dialog box.

Step 8

(Optional — If not using automated toning software) When the image is toned and moved into the Images folder, click the BLOX Total CMS menu, hover over Image Statuses Shortcuts and select Import Toned.

Make sure the image is checked and then click the Import button to replace the untoned version on the page with a toned version..

» IMAGE TONING PREFERENCES

FILE LOCATION

\\tcms_indesign\imagetoningpreferences

EXPORT FOLDER PATH: Location to where photos from the page are exported.

DEFAULT: %%Images%%

TONED IMAGE FOLDER: Location from where where toned photos are pulled to replace untoned photos on the page.

DEFAULT: %%Images%%

TONED SUFFIXES: A simple suffix added to the filename of a toned photo.

SUGGESTION: _gs for grayscale

SUGGESTION: _cmyk for color

TONED EXTENSIONS: The possible file extensions that will be used for toned images. Keeping these extensions to a minimum will make the search and replace much faster. The period before the extension is mandatory.

SUGGESTION: .jpg

SUGGESTION: .pdf

SUGGESTION: .tif

SUBFOLDERS: Images can be exported to subfolders within the CMYK or Grayscale folders. When the image is exported, it will recognize the size of the photo frame on the page and export it to a folder for that size photo. This enables automated toning software or a person doing to toning to size the photo properly. The frame size is done in points.

NOTE: The FullPage option is required if subfolders are used.

```
<root>
  <defaults>
    <purpose>toning</purpose>
    <exportFolderPath>%%Images%%</exportFolderPath>
    <tonedImageFolder>%%Images%%</tonedImageFolder>
    <tonedSuffixes>
      <suffix>_gs</suffix>
      <suffix>_cmyk</suffix>
    </tonedSuffixes>
    <tonedExtensions>
      <extension>.jpg</extension>
      <extension>.pdf</extension>
    </tonedExtensions>
  </defaults>
  <menuItem>
    <menuName>CMYK</menuName>
    <subFolders>
      <subFolder>
        <maxWidth>250</maxWidth>
        <subFolderName>2cool_Color_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>360</maxWidth>
        <subFolderName>3cool_Color_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>475</maxWidth>
        <subFolderName>4cool_Color_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>600</maxWidth>
        <subFolderName>5cool_Color_slug</subFolderName>
      </subFolder>
      <subFolder>
        <subFolderName>FullPage</subFolderName>
      </subFolder>
    </subFolders>
  </menuItem>
  <menuItem>
    <menuName>Grayscale</menuName>
    <subFolders>
      <subFolder>
        <maxWidth>250</maxWidth>
        <subFolderName>2cool_Grayscale_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>360</maxWidth>
        <subFolderName>3cool_Grayscale_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>500</maxWidth>
        <subFolderName>4cool_Grayscale_slug</subFolderName>
      </subFolder>
      <subFolder>
        <maxWidth>600</maxWidth>
        <subFolderName>5cool_Grayscale_slug</subFolderName>
      </subFolder>
      <subFolder>
        <subFolderName>FullPage</subFolderName>
      </subFolder>
    </subFolders>
  </menuItem>
</root>
```

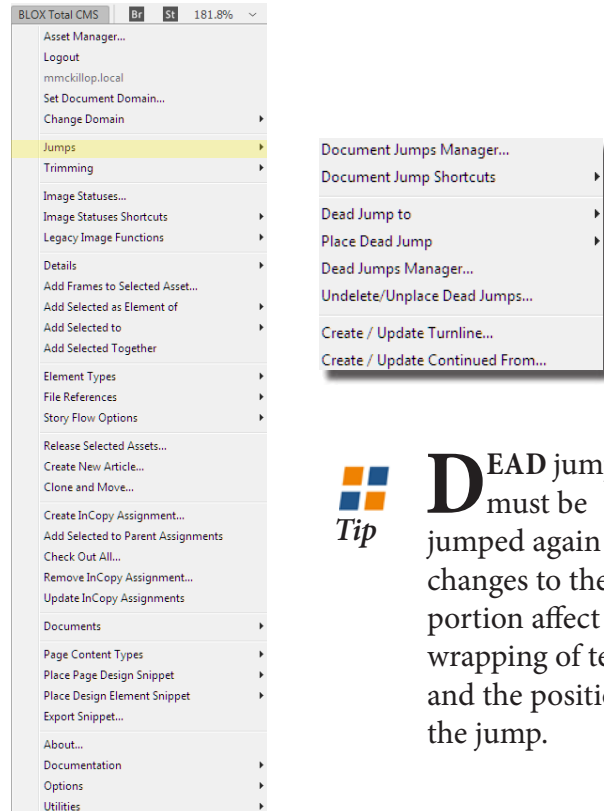
JUMPING A STORY

BLOX Total CMS supports both dynamic jumps and dead jumps

» DYNAMIC JUMPS Vs DEAD JUMPS Vs DOCUMENT JUMPS

BLOX supports three methods of jumping stories: dynamic jumps of stories to pages in the same document, dead jumps to separate documents and dynamic jumps to separate documents. With a dynamic jump, when the front portion of the jump is edited, forcing a change in the wrapping of text, the jumped portion will adjust.

Dead jumps are not linked. The jumped portion of the story is copied and scheduled for a page. When that page is opened, the designer is notified that there is a jump for that page. Changes made to the front portion of the story do not cause a reflow of the story. Designers will have to jump the story again if there are changes that affect the wrapping of text and the position of the jump.



Tip

Dead jumps must be jumped again if changes to the front portion affect the wrapping of text and the position of the jump.

» CREATING A DYNAMIC JUMP IN A MULTI-PAGE DOCUMENT

Step 1

With the Selection tool, click the text frame that contains overset text.

Step 2

Select the red overset text output box in the bottom right corner of the text frame.

Step 3

With the overflow on your cursor, select a frame where you want the jump to flow, or drag your mouse to create a new frame.



Step 4

Type a keyword in the Keyword dialog box.

Step 4

Click OK.



Step 5

Type a jump headline in the Jump Head dialog box.

Step 6

Click OK.

» CREATING A DEAD JUMP

Step 1

Select the frame of the story you want to jump.

Step 2

Click the BLOX Total CMS menu.

Step 3

Click Jumps.

Step 4

Click Dead Jump to.

Step 5

Select the page that you

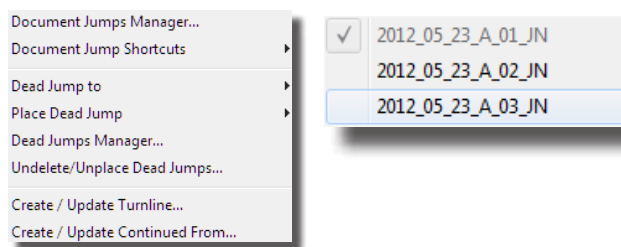
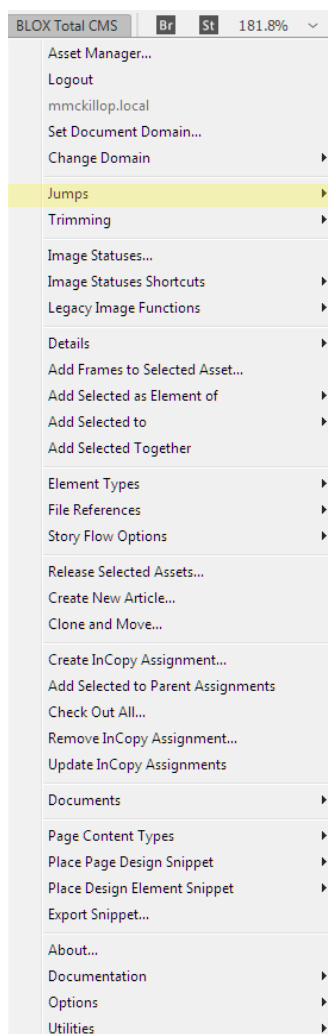
want to jump the story to.

Step 6

Type a keyword for the turnline.

Step 7

Click OK.

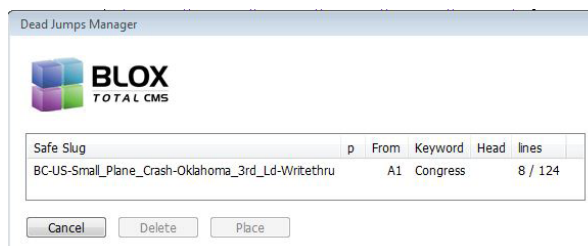


» PLACING A DEAD JUMP

Step 1

Open the page where the dead jump will be placed. The Jump Manager will appear if there are any jumps for the page.

If the page is already open and a dead jump is created, click the BLOX Total CMS menu, select Jumps, choose Place Dead Jump and select the dead jump you would like to



place.

Step 2

Select the jump you would like to place and click Place.

Step 3

With the jump on your cursor, drag your mouse to create

the jump text frame. You can also just select an existing text frame.

Step 4

Type a headline for the jump headline.

Step 5

Click OK.

» UPDATING JUMPLINES

If you have accidentally deleted or need to create new turnlines or Continued From lines, you can do that through the BLOX Total CMS menu.

Step 1

Select the frame of the story that you would like to update the turnline.

Step 2

Click the BLOX

Total CMS menu.

Step 3

Select Jumps.

Step 4

Choose Create/Update Turnline.

Step 5

Type a new turnline.

Step 6

Click OK.

» UNPLACING A DEAD JUMP

Unplacing a dead jump is necessary if a jump is scheduled for one page, but then later it is determined that it needs to go on another page. Also, if changes to the layout of the front part of the story will cause changes to the jump, the jump must be unplaced. A user will need to unplace the jump and then delete it from the Jump Manager.



- | | | |
|---|---|--|
| <p>Step 1
Click the BLOX Total CMS menu.</p> <p>Step 2
Select Jump.</p> | <p>Step 3
Select Unplace Jump.</p> <p>Step 4
Choose the jump you would like to unplace.</p> | <p>Step 5
Select Unplace.</p> |
|---|---|--|

» CREATING A DOCUMENT JUMP

Step 1
With the Selection tool, click the text frame that contains overset text.

Step 2
Click the BLOX Total CMS menu.

Step 3
Hover over the Jumps option, hover over Document Jumps Shortcuts, hover over Import Page for Document Jump and select the correct page from the list that appears. This will create an additional page in the document for the sole purpose of jumping the story.

Step 4
Select the red overset text box in the bottom right corner of the text frame.

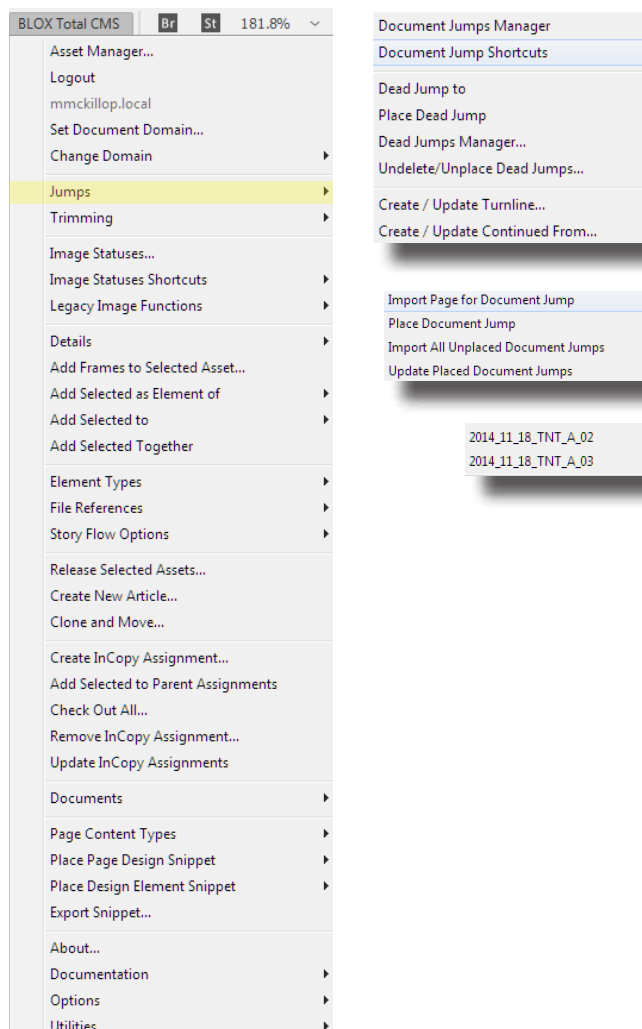
Step 5
With the overflow on your cursor, scroll down to the newly added page and select the frame where you want the jump to flow, or click and drag your mouse to create a new frame.

Step 6
Type a keyword in the Keyword dialog box.

Step 7
Click OK.

Step 8
If prompted, type a jump headline in the Jump Head dialog box.

Step 9
Click OK.



» PLACING AND UPDATING DOCUMENT JUMPS

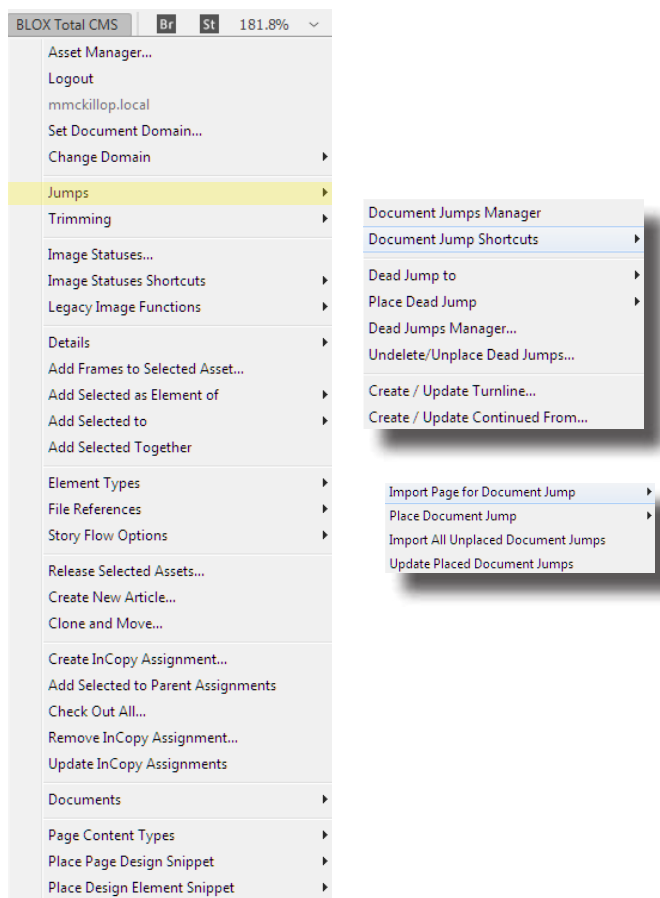
Document jumps are updated automatically unless the site decides to disable that function to improve speed performance. Disabling the function can be done by contacting a member of the TCMS support team.

If a site chooses to disable the automatic updating function, there are several menu items that must be used with the Document Jump.

PLACE DOCUMENT JUMP: This is used on the actual page where the document is scheduled to jump. For example, if you are jumping a story from A1 to A3, when you open A3 after jumping the story (described on the previous page) select Place Document Jump from the Jump options and select which jump, if there are more than one.

IMPORT UNPLACED DOCUMENT JUMPS: This is similar to Place Document Jump. However, Place Document Jump is used to import one specific jumped story at a time, while Import Unplaced Document Jumps will import at one time all jumped stories scheduled for that page.

UPDATE PLACED DOCUMENT JUMPS: This is used after a jump has been imported. Each time a jump is adjusted on the initiating page of the jumped story, this must be selected to update the jump page.



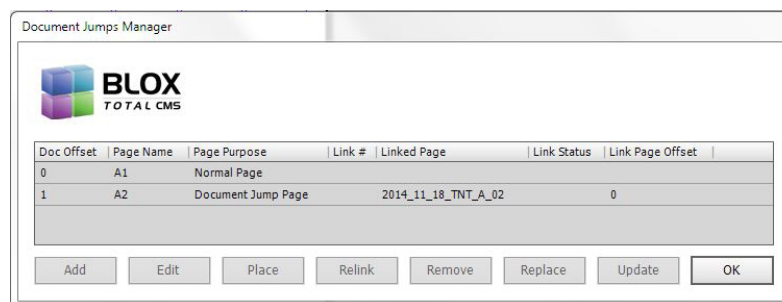
» DOCUMENT JUMP MANGER

ADD: Adds a Document Jump page to the current document. When selected, you will be prompted to choose which page to be imported.

EDIT: Opens the page selected in the Jumps Manager. In the example to the right, a user would select the second page in the list and click Edit. It will open the page for editing.

PLACE: If the user opens the jump page using the Edit button in the Document Jump Manager, the jump will not be visible on the jump page. The user can then select the Place button to place the jump. The Place button also can be used if a jump is removed and then needs to be re-placed.

RELINK: Allows the user to relink a



jump page to the initiating document.

REMOVE: Removes a document jump page from the initiating document.

REPLACE: Removes any linked

pages and displays all jumps that were jumped to the page the user is removing.

UPDATE: Updates all jumps on the current page.

OK: Closes the dialog box.

EDITING IN INCOPY

InCopy allows users without InDesign to see the paginated design and edit to fit

» OPENING AN ASSET

Editing in Adobe InCopy rather than in the BLOX Web editor allows users to see the layout of the story and allows them to edit to fit the design. Users also will be able to apply styles, write headlines and subheads to fit and benefit from other InCopy functions.

» EDIT IN ONE FRAME

This allows the user to edit all elements of an asset in one frame in InCopy. The headline, byline, caption and story can be edited in one frame.

Step 1

Click the BLOX Total CMS drop-down menu and select Asset Manager.

Step 2

Search for the asset you wish to open.

Step 3

Select the asset and choose OK. The Adobe InCopy Open Method dialog box will open.

Step 4

Choose Edit in One Frame.

Step 5

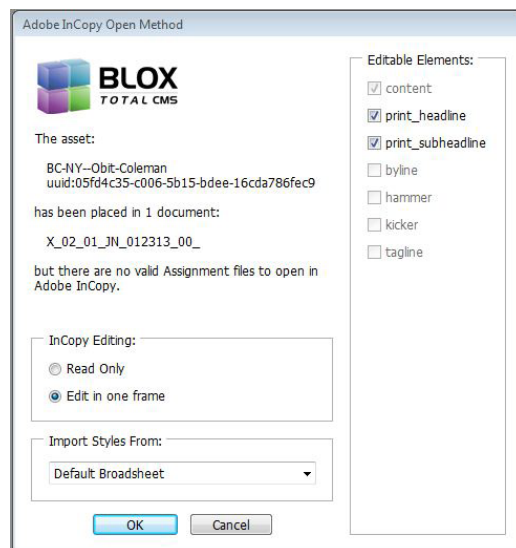
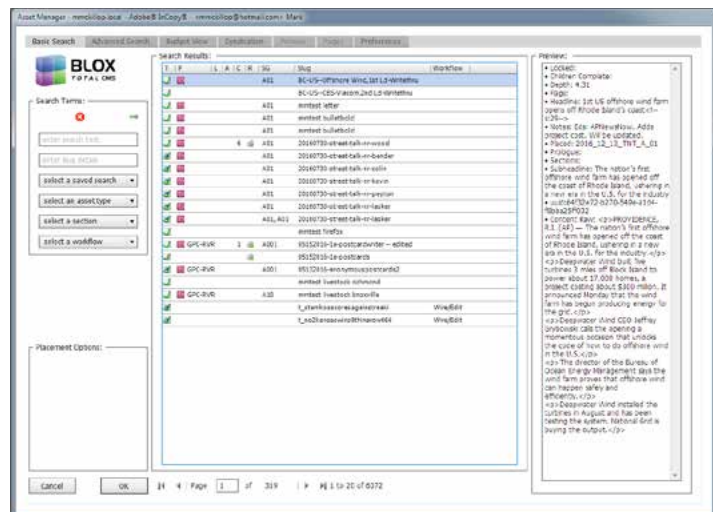
Using the drop-down Import Styles From menu, choose a template from which to import styles.

Step 6

Select which elements you wish to edit. You can choose all of the elements, if they are available, or just a few.

Step 7

Click OK.



» OPEN READ ONLY

This allows users to open an asset in a read-only state. Writers and editors can use this to check what changes have been made to the asset and can verify where it is in the editing process.

Step 1

Click the BLOX Total CMS drop-down menu and select Asset Manager.

Step 2

Search for the asset you wish to open.

Step 3

Select the asset and

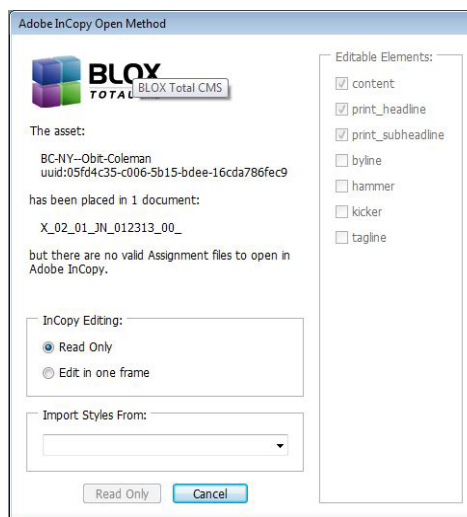
choose OK. The Adobe InCopy Open Method dialog box will open.

Step 4

Choose Read Only.

Step 5

Click Read Only.

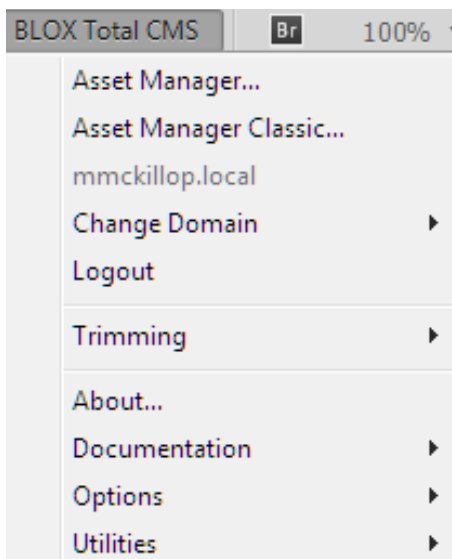


» BLOX TOTAL CMS MENU

CHANGE DOMAINS: Some sites have more than one domain and can switch back and forth.

DOCUMENTATION: This gives the user access to BLOX Total CMS documentation, such as this user guide in PDF format.

ASSET DETAILS: When an asset is open, Asset Details will give such information as the asset slug, workflow, revision, whether writeback is enabled, and title or headline of the asset.



ABOUT: This gives information about BLOX Total CMS.

LOGOUT: Users can log out of BLOX Total CMS without closing InCopy.

OPTIONS: These options are the same as those in InDesign. For a description of these options, view the InDesign BLOX Menu chapter.

» ASSIGNMENT COLORS

The color of the Assignment tell the user if the story is ready for print or if the story is out of date and needs to be updated. Each of the four colors has a meaning.

ORANGE: Assignment not ready for print, but current.

YELLOW: Assignment not ready for print, but out of date.

LIGHT BLUE: Assignment is ready for print, but out of date.

GREEN: Assignment is ready for print and current.



» TRIMMING

Trimming allows the user to trim story content on the InDesign page but have that content remain as part of the asset to be posted on a website.

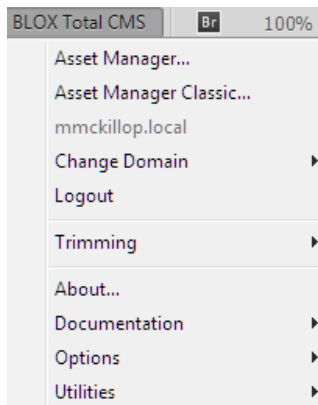
TO TRIM A STORY:

- Step 1**
Highlight the text in a story.
- Step 2**
Click the BLOX Total CMS menu
- Step 3**
Select Trimming and choose Trim.

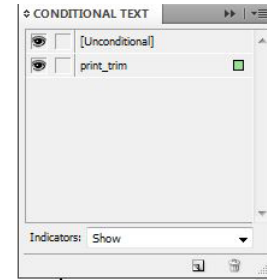
TO SHOW ALL TRIMS:

- Step 1**
Click the BLOX Total CMS menu
- Step 2**
Select Trimming and choose Show All Trims.

When Trims are hidden and you are using the Layout View, the user will see a carrot icon in the text where the trim is located, and the eye icon next to the print_trim option in the Conditional Text panel will not be visible.



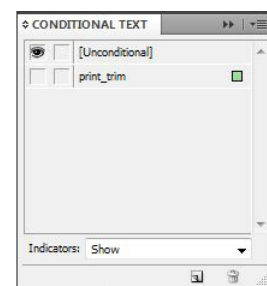
Fighting was also going on around a Gadhafi palace complex and Green Square, the public plaza at the center of Sirte, between the convention center and the sea, commanders said.#



TRIMS can be shown or hidden using the Conditional Text panel. Click the eye next to print_trim to hide the text. When the eye is showing, the trims are showing.

THE print_trim Conditional Text option is created automatically.

However, users can change the color of the trim in the template.



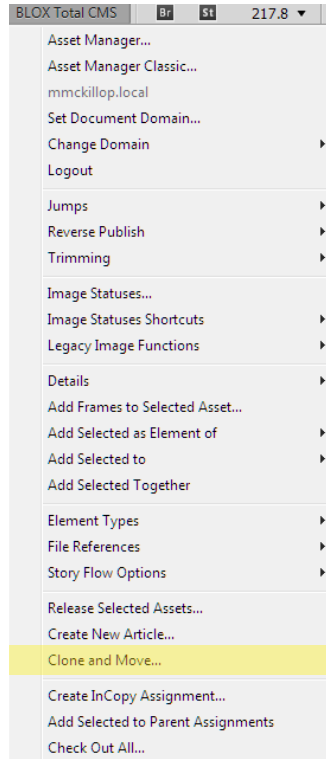
CLONE AND MOVE

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

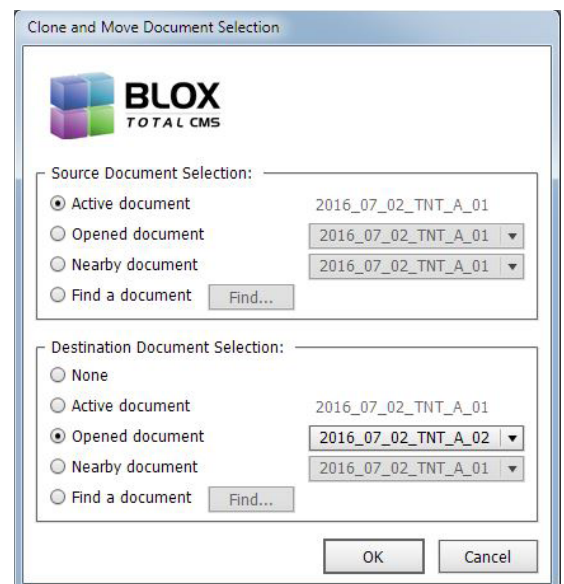
ACTIVE DOCUMENT: The document that is open and active on screen.

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.

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.

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:

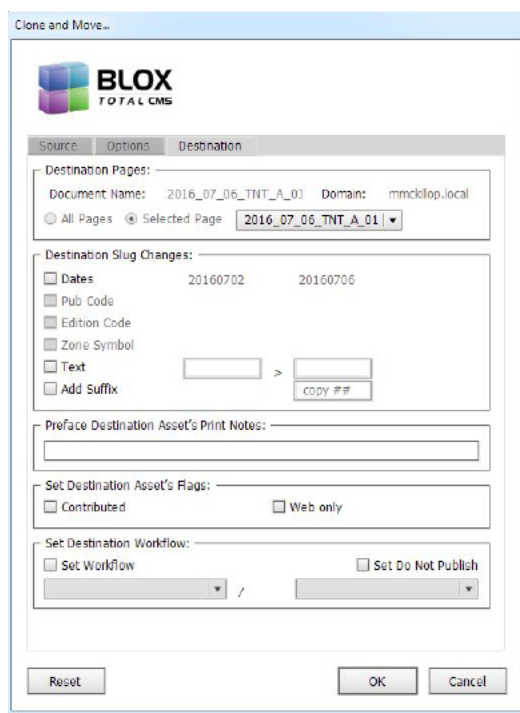
- 1: The pub code must be part of the slug.
- 2: The slug pub code must match the page pub code.
- 3: The pub code of the source and destination pages must be different.

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.



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 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.

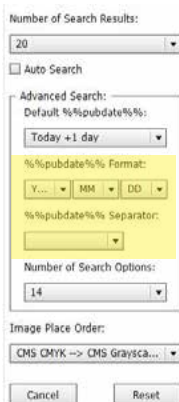
SET DESTINATION ASSET'S FLAGS

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.

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

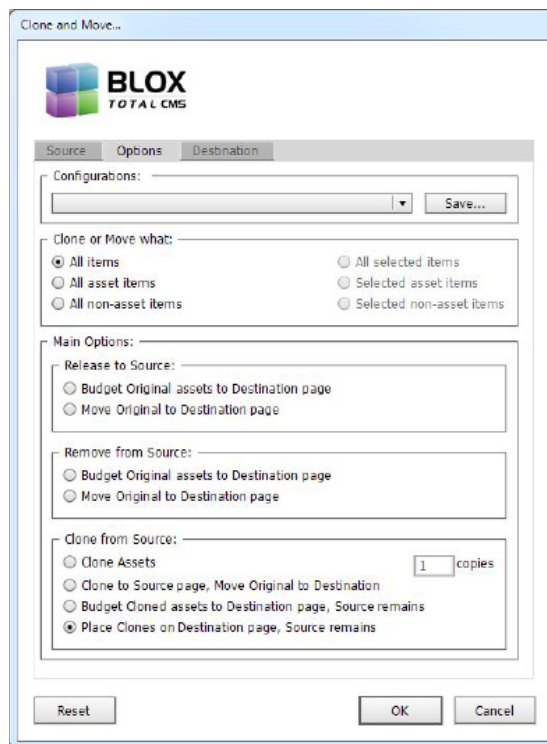
BUDGET ORIGINAL ASSETS TO DESTINATION PAGE: Takes the original assets from the source page and budgets them for the destination page — but does not place them. A released — not connected to TCMS — copy of each cloned asset will remain on the source page.

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

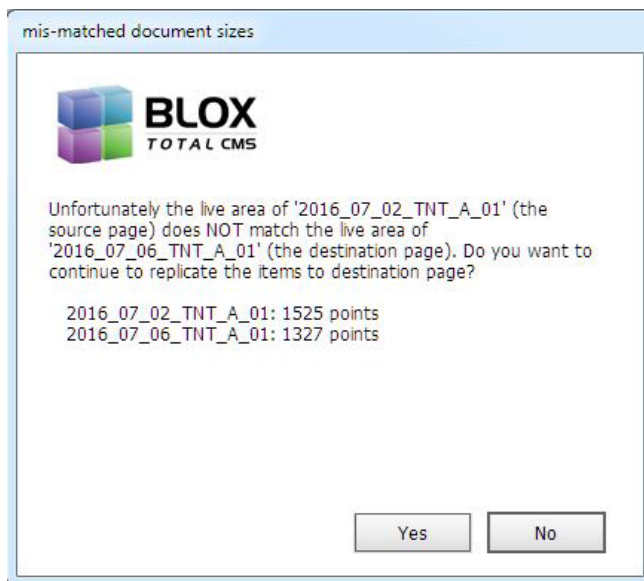
CHECK IN OR OUT: Items can be checked in our out when cloning.

CONFIGURATIONS: Anyone can create 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.



BUDGETING AND ASSIGNMENTS

Putting assets on a budget will keep you organized

» CREATE A STORY ASSIGNMENT

BLOX Total CMS allows users to create story and photo assignments to better organize workflow. Making a story or photo assignment puts the asset on the budget and creates the asset.

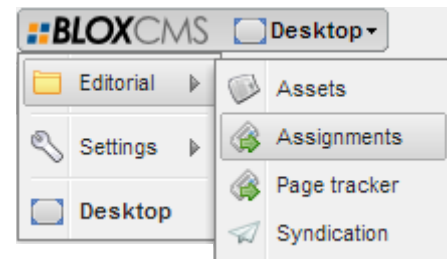


Tip

AN email with details of the assignment is sent to the assigned user when the assignment is created.

Step 1
Select the BLOX Total CMS menu, choose Editorial and select Assignments.

Step 2
Click the Create Assignment button.



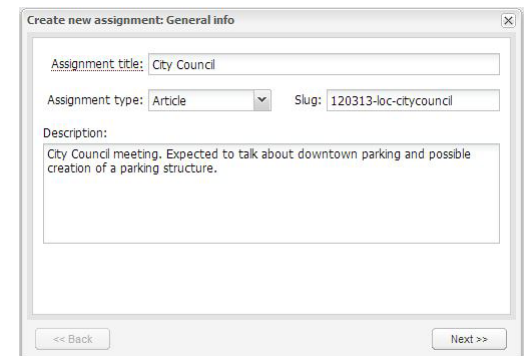
Step 3
Fill in the Assignment Title. This will be the title of the asset and will serve as the Web headline.

Step 4
Choose whether the Assignment Type is an article or Media. Media would be anything other than a story.

Step 5
Fill in the slug of the story, using the naming convention

for your site.
Step 6
Enter a detailed description of the assignment. This should describe the story or photo so that people reading the description will adequately understand what the assignment is about. This will appear in the Notes area of the asset.

Step 7
Click Next.

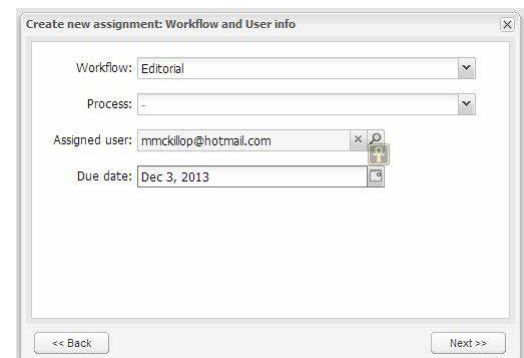


Step 8
Select a Workflow and process from the drop-down menus.

Step 9
Assign a user to the asset.

Step 10
Select a Due Date for the assignment from the calendar.

Step 11
Click Next.



Step 12

Select the publication, publication date, edition, zone, section and page for the assignment. The publication is mandatory, but the rest are optional.

Step 13

Assign the depth of the asset if you are budgeting an article asset.

Step 14

Click Next.

Step 15

Select Set Sections.

the list and select Add Sections.

Step 16

Choose a section from

Step 17

Click Next.

Step 18

Fill in the Venue or Event Details if the information is pertinent. If the story is about a live event, you should fill in the information. If this is

a photo assignment, fill in the information to guide the photographer to the correction location.

Step 19

Click Next.

Step 20

If you would like to make a photo assignment with the article assignment, select the Include Photo Assignment check box. This will make the photo a child asset to the original story assignment.

Step 22

Assign a user for the photo assignment.

Step 23

Choose a Due Date for the photos from the calendar.

Step 24

Enter the number of photos needed.

Step 21

Select the workflow and process for the photo.

Step 25

Click Create Assignment.

» CREATE A PHOTO ASSIGNMENT

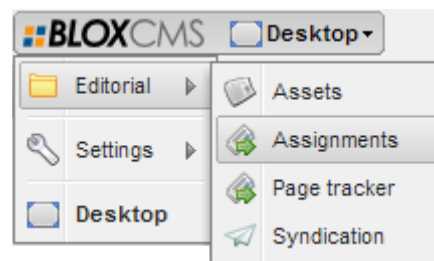
BLOX Total CMS allows users to create story and photo assignments to better organize workflow. Making a story or photo assignment puts the asset on the budget and creates the asset.



Tip

AN email with details of the assignment is sent to the assigned user when the assignment is created.

- Step 1**
Select the BLOX Total CMS menu, choose Editorial and select Assignments.
- Step 2**
Click the Create Assignment button.



- Step 3**
Fill in the Assignment Title. This will be the title of the asset and will serve as the Web headline.

- Step 4**
Choose whether the Assignment Type is an article or Media. Media would be anything other than a story.

- Step 5**
Fill in the slug of the story, using the naming

convention for your site.

- Step 6**
Enter a detailed description of the assignment. This should describe the story or photo so that people reading the description will adequately understand what the assignment is about. This will appear in the Notes area of the asset.

- Step 7**
Click Next.

- Step 8**
Select a Workflow and process from the drop-down menus.

- Step 9**
Assign a user to the asset.

- Step 10**
Select a Due Date for

the assignment from the calendar.

- Step 11**
Enter the number of photos needed.

- Step 12**
Click Next.

Step 13

Select the publication, publication date, edition, zone, section and page for the assignment. The publication is mandatory, but the rest are optional.

Step 14

For a photo assignment, you would leave the assigned depth blank.

Step 15

Click Next.

Step 16

Fill in the Venue or Event Details if the information is pertinent. If the story is about a live event, you should fill in the information. If this is

a photo assignment, fill in the information to guide the photographer to the correction location.

Step 17

Click Next.

Step 18

Select Set Sections.

the list and select Add Sections.

Step 19

Choose a section from

Step 20

Click Create Assignment.

» EDITING AN ASSIGNMENT

Once you create an assignment, you may need to move it to a different publication or date. You can edit an assignment two different ways.

Option 1 (Preferred)

Step 1

Fill in the search criteria for the assignment using the Search Terms options on the left.

Step 2

Click Search.

Step 3

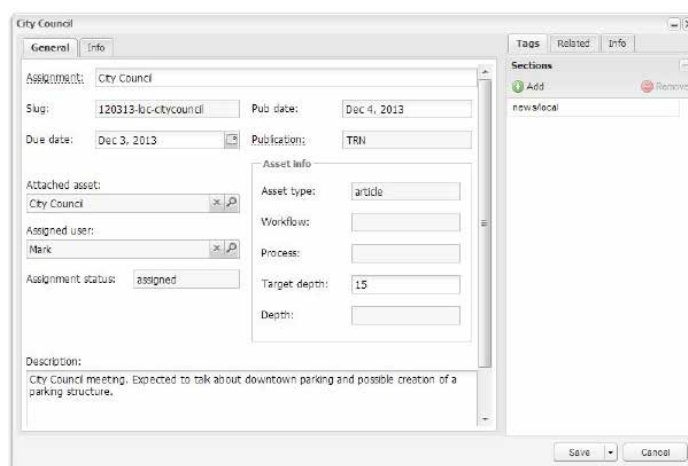
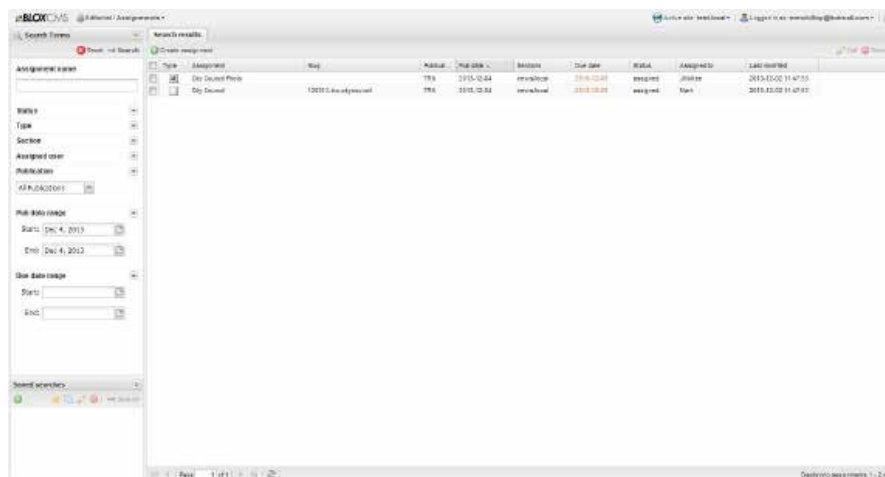
Double-click the assignment when it appears in the Search Results window.

Step 4

Change any of the assignment details as necessary.

Step 5

Click Save.



» EDITING AN ASSIGNMENT

Option 2

Step 1

Open an asset.

Step 2

Select the Publication panel in the Print tab.

Step 3

Click Add.

Step 4

Select the desired publication.

Step 5

OPTIONAL: Add a date.

Step 6

OPTIONAL: Add a Zone.

Step 7

OPTIONAL: Add an Edition.

Step 8

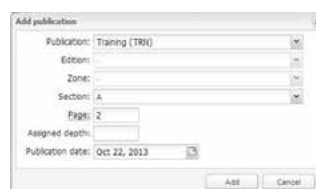
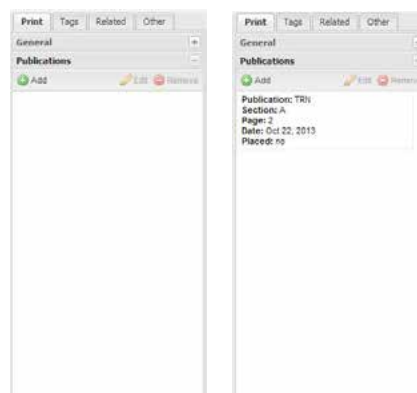
OPTIONAL: Select the desired section.

Step 9

OPTIONAL: Enter a page number.

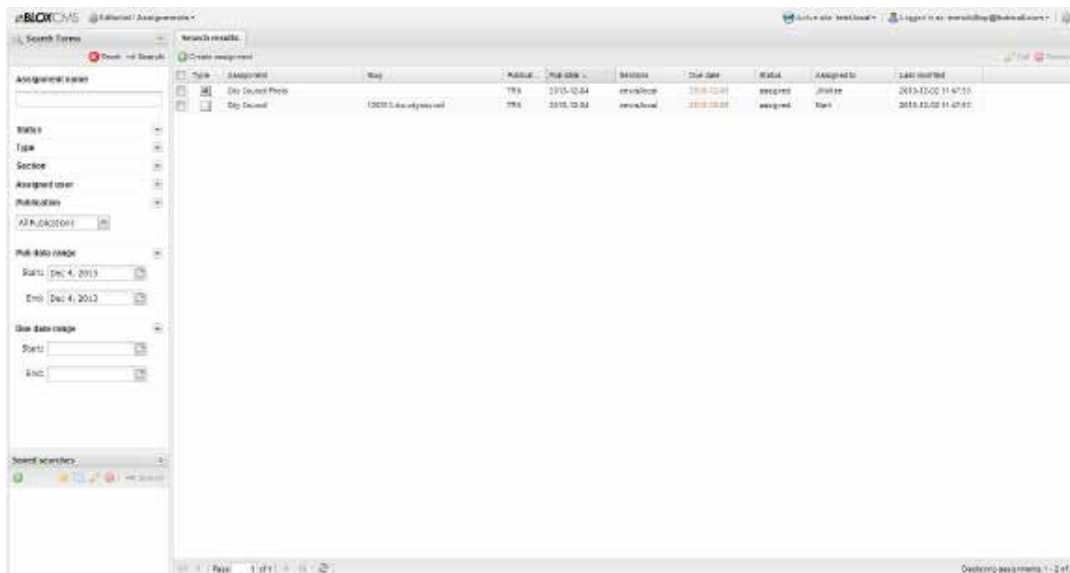
Step 10

Click Add.



» SEARCHING FOR BUDGETED ASSETS

You can search for budgeted items using many search criteria, including the assignment name, the due date of the assignment or the publication or publication date.



SEARCH CRITERIA

ASSIGNMENT NAME: A search for a budgeted asset based on an assignment name or the asset's title.

STATUS: A search for an asset based on whether the asset's status is Unassigned, Assigned, In Process, Print Ready or Placed.

TYPE: A search for an asset based on whether it is an article or Media.

SECTION: A search based on the sites various section tags.

ASSIGNED USER: A search based on the assigned user or the author of the asset.

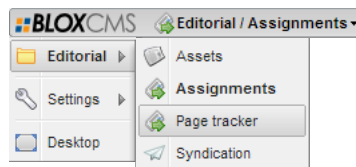
PUBLICATION: A search based on the publication for which the asset is budgeted.

PUB DATE RANGE: A search based on the date of the publication for which the asset is budgeted.

DUE DATE RANGE: A search based on the due date of the budgeted asset.

» VIEWING AND PRINTING A BUDGET

Viewing and Printing a budget is often necessary for budget meetings, and it can be done through the Page Tracker function.

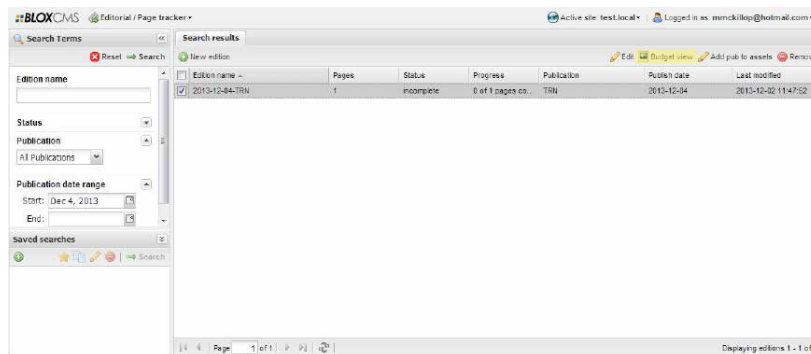


Step 1
Click the BLOX menu, select Editorial and choose Page Tracker.

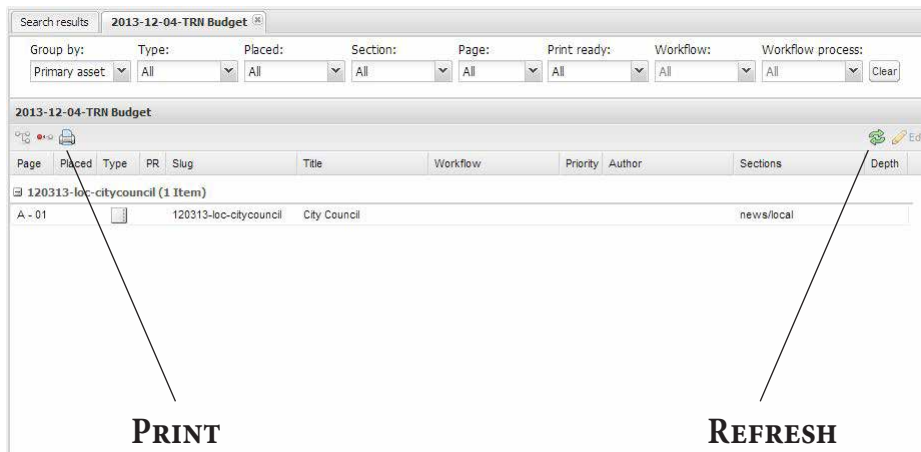
Step 2
Fill in the search criteria for the publication for which the assets are budgeted.

Step 3
Click Search.

Step 4
Click Budget View.



The budget view can be customized. Assets can be grouped based on the assets' type, section, workflow, workflow process, whether it has been placed, whether it is print ready and for what page the assets are budgeted. Select your criteria from the drop-down menus as the top of the budget view tab.



SELECT the Print icon to print the budget. Selecting the icon will open a printable budget view in another Web browser tab.



Tip

SELECTING the refresh icon will refresh the budget search and show you an updated budget with changes that may have been made since your last search.

PAGE TRACKER

Page Tracker allows editors, writers, designers and managers to follow page production

» CREATING AN EDITION

Step 1

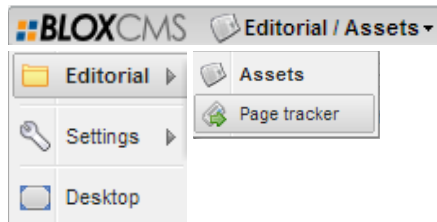
Click the BLOX button.

Step 2

Select Editorial.

Step 3

Choose Page Tracker.



Step 4

Click New Edition.

Step 5

Select a publication from the Publication drop-down menu.

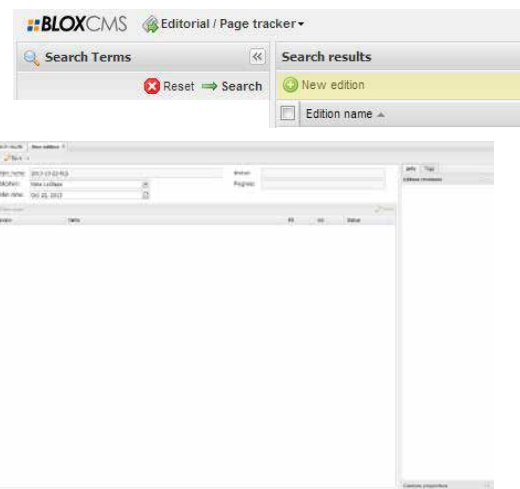
Step 6

Choose a publish date

from the Publish date calendar.

Step 7

Click the downward-facing arrow next to save and choose Save and Close.



Tip

AN edition will be created automatically when the pages are created.

» SEARCHING FOR AN EDITION

You can search for an edition using various criteria. You can search by edition name, status, publication and a publication date or range.

Edition Name

Since publications have specific names and the naming convention for pages are consistent, it is relatively easy to search by edition name. Your editions may follow a standard format of: YYYY-MM-DD-Pub code So a standard name might be something like 2013-11-25-TN

Status

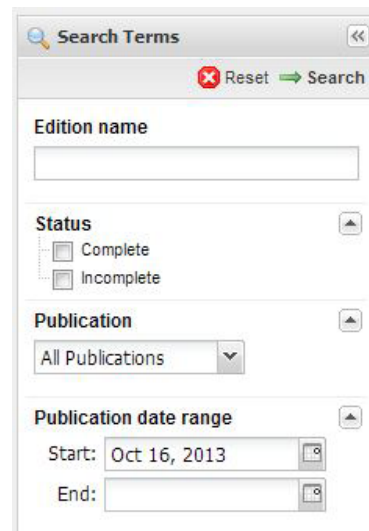
You can search for publications that are incomplete or complete.

Publication

The drop-down menu will contain a list of all the publications that are listed in the page-naming dialog box, which should be all the publications for your site.

Publication Date Range

You can search for a publication based on a specific date or a start and end date range.



Tip

FOR a date range search, choose a date that is one day prior to the date of publication.

» OPENING AN EDITION

The editions that meet your search criteria will appear in the Search Results pane. Each result will tell you the name, number of pages in the edition, the status of the edition, the progress of each of the pages, the publication date and when the edition was last modified. To open it, double-click the edition.

Search results							
New edition Edit Budget view Add pub to assets Remove							
<input type="checkbox"/> Edition name ▾	Pages	Status	Progress	Publication	Publish date	Last modified	
<input checked="" type="checkbox"/> 2013-12-20-BUD	2	incomplete	0 of 2 pages co...	BUD	2013-12-20	2013-12-19 08:19:49	
<input type="checkbox"/> 2013-12-20-MMM	1	incomplete	0 of 1 pages co...	MMM	2013-12-20	2013-12-18 10:14:14	
<input type="checkbox"/> 2013-12-21-MMM	10	incomplete	0 of 10 pages c...	MMM	2013-12-21	2013-12-19 09:43:08	

Page 1 of 1 | Displaying editions 1 - 3 of 3

» VIEWING PAGES

Editors often want to check the process of page designs, and newsrooms often want to proof pages without printing hard copies. PageTracker allows you to view the page up to the last save.

Step 1

Search for an edition.

Step 2

Double-click the edition to open it.

Step 3

Double-click the page you want to preview.

Step 4

To enlarge the preview, click the Enlarge Preview button. To view a high-resolution version of the page, click the View PDF button.



Tip

If nothing appears to happen when you click View PDF, go to your browser's preferences and turn off pop-up blocker. Some browsers will show you a pop-up blocker notification in the address bar that you can click and disable for just the TCMS web page.

» COMPLETING A PAGE

There are two ways to promote a page through the Pages workflow. You can do it manually through the BLOX Total CMS menu or through your output options.

SET PAGE WORKFLOW

Step 1

Click the BLOX Total CMS menu.

Step 2

Select Documents.

Step 3

Set Page Workflow.

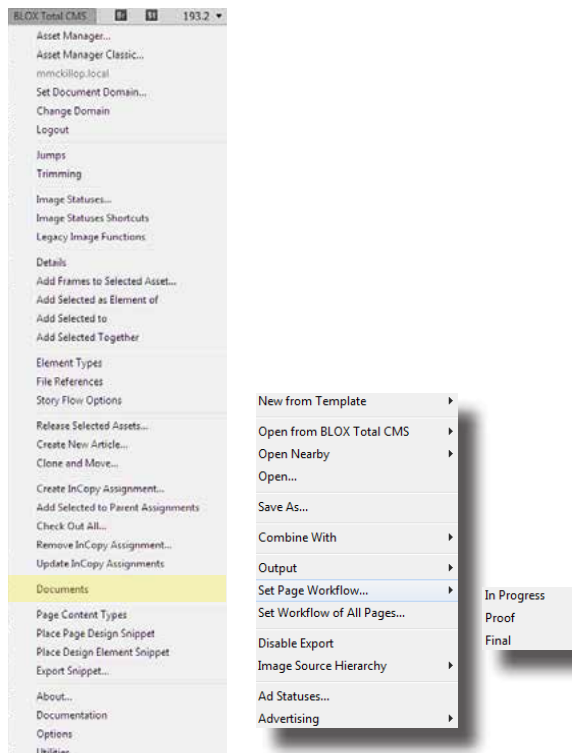
Step 4

Click the workflow process you wish to apply to the page.



Tip

PPROMOTING a page through the Pages workflow can potentially change two fields in PageTracker. It will always change the Progress of a page and may change the Status to Complete if you choose the final process in the workflow.



PROMOTING THROUGH OUTPUT

This option requires that you have page promotion set as part of your output options. This can be set up by the TownNews TCMS team.

Step 1

Click the BLOX Total CMS menu.

Step 2

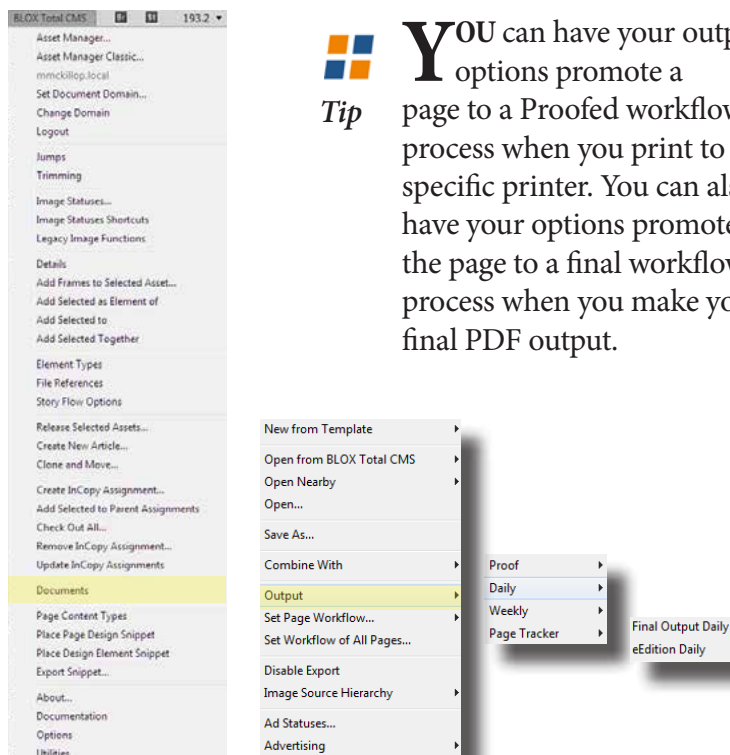
Select Documents.

Step 3

Choose Output.

Step 4

Click the output option of your choice.



Tip

YOU can have your output options promote a page to a Proofed workflow process when you print to a specific printer. You can also have your options promote the page to a final workflow process when you make your final PDF output.

» BREAKING DOWN THE EDITION

EDITION NAME: Shows the edition name for all the pages

PUBLICATION: Shows the publication name for the edition.

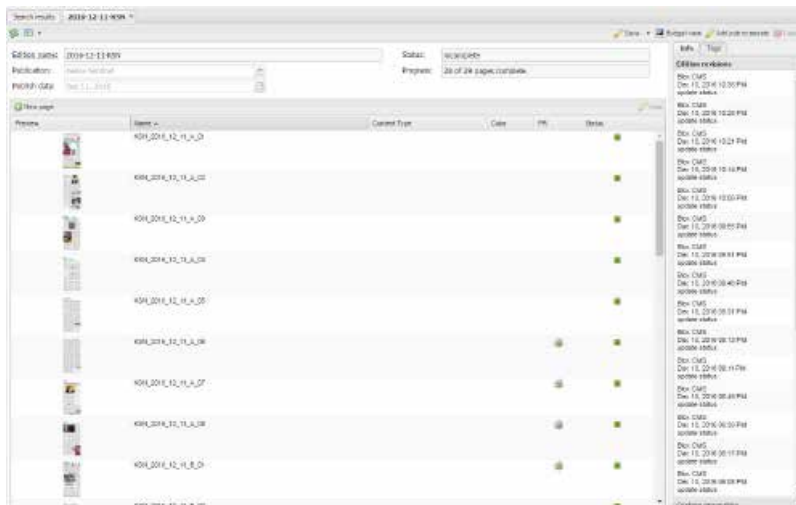
PUBLICATION DATE: Shows the date for when the edition is to be published.

STATUS: Shows the status — incomplete or complete — of the edition.

NEW PAGE: Allows you to manually add a page to the edition.

VIEW: Allows you to view or edit a page in the edition.

PREVIEW: Shows a thumbnail preview image of the designed page.



PROGRESS: Shows the progress of the pages through the Pages workflow.

INFO: Shows a history of the edition — when it was change and who changed it.

TAGS: Editions can be tagged. This is for future enhancement and is not active.

PR: Shows whether or not a page is print ready.

Ad: Shows whether or not there are problems with ads on the page.

STATUS: Shows whether or not a page is complete.

» BREAKING DOWN PAGE PROGRESS

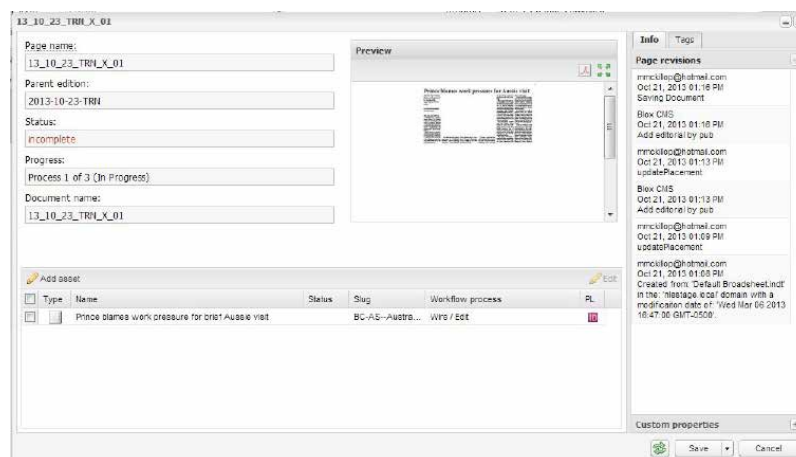
PAGE NAME: Shows the name of the selected page.

PARENT EDITION: Shows the name of the edition with which the page is associated.

PREVIEW: Shows a thumbnail image of the page design.

ENLARGE PREVIEW: Opens the low-resolution PDF of the page.

STATUS: Shows the status of the page.



PROGRESS: Shows the progress of the page design.

PDF: The button with the Adobe Acrobat symbol Opens a full-resolution PDF of the page if one exists.

INFO: Shows the page design history — who made changes and when the changes were made.

ASSETS: Shows you a list of the page's assets and allows you to view and edit the assets.

ADD ASSET: Allows you to add assets to the budget of assets for the page.

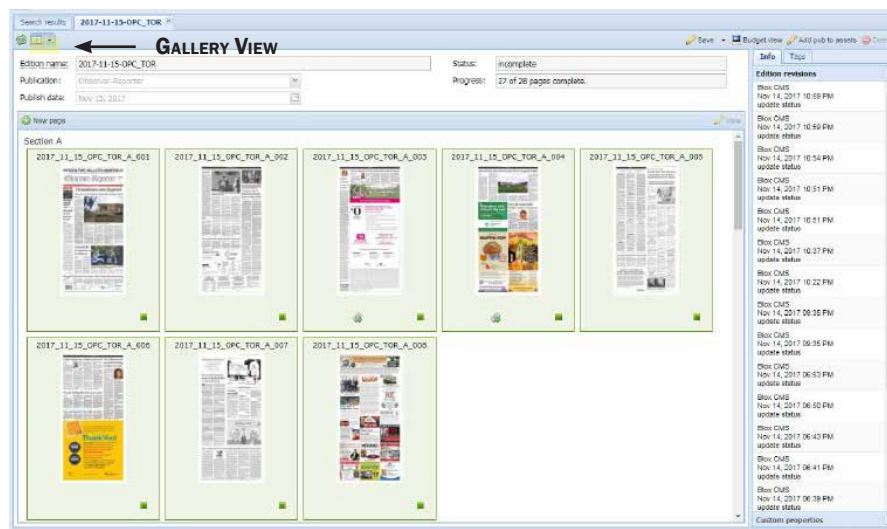
REFRESH: Refreshes the page information for the selected page.

SAVE: Saves any changes you made to the PageTracker information.

» GALERY VIEW

Select the Gallery View button — not the downward-facing arrow — to see a different view of the publication.

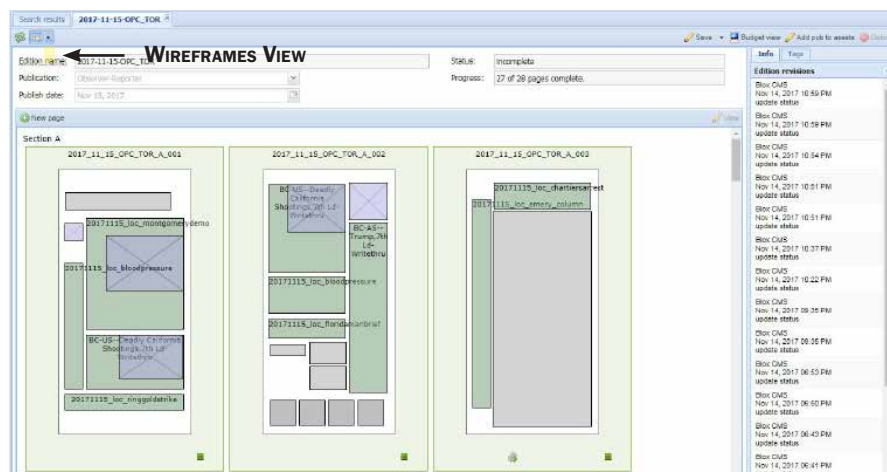
Some editors prefer to view the publication in Gallery View. This shows each page with a much larger thumbnail image. It also puts the status color as the background to the page preview.



» WIREFRAME VIEW

Select the downward-facing arrow next to Gallery View to see a different view of the publication.

Wireframes View allows you to see the frames and the slugs of assets placed in frames. This view is especially helpful in determining which assets will be segmented for the TownNews eEdition.



HELPFUL TIPS

Key functions or nuances are often forgotten after training

WHAT HAVE YOU FORGOTTEN

1. Do not paste from your clipboard directly into BLOX Total CMS. Use the Paste as Plain Text option. The steps for this method depends on the Web browser you use. Internet Explorer pastes directly into the body. Firefox pastes into a pop-up window.

2. Removing a site tag does not remove the story from a website. However, updates to the story will no longer be posted until the site tag is added again.

3. Removing a child asset does not remove the content from the website if it has already been posted. It just means it will not update on the website as the story is updated.

4. Things can happen automatically in the background as part of the workflow. The Print Ready box can be checked and a site tag can be added.

5. The Start Date/Time is when an asset can be seen online. Assets can be sent online early and

when it can be seen online can be controlled with the Start Date/Time.

6. Always click the Reset button before you search if you do not get the search results you expect. This clears the search criteria you used in your last search.

7. Slug searches are case sensitive.

8. Using the Trim From Print options, either from the InDesign page or from within the browser's editor, will hide the trimmed text on the page but make it viewable online.

9. The merge box and warning will stay until you uncheck the merge box.

10. While you can view an asset's information and contents within the Asset Manager, you cannot edit it from the Asset Manager.

INDESIGN SHORTCUTS

Keyboard shortcuts make navigating programs easier

ADJUSTING TEXT

Adjust Leading	Ctrl+Alt+Arrow
Em Dash	Shift+Alt+-
Text Frame Options	Ctrl+B
Decrease Leading	Alt+Up Arrow
Increase Leading	Alt+Down Arrow
Decrease Leading by 5	Ctrl+Alt+Up Arrow
Increase Leading by 5	Ctrl+Alt+Down Arrow
Decrease Point Size	Shift+Ctrl+,
Increase Point Size	Shift+Ctrl+.
Decrease Point Size by 5	Shift+Ctrl+Alt+,
Increase Point Size by 5	Shift+Ctrl+Alt+.
Decrease Tracking	Shift+Alt+Left Arrow
Increase Tracking	Shift+Alt+Right Arrow
Decrease Tracking by 5	Ctrl+Alt+Left Arrow
Increase Tracking by 5	Ctrl+Alt+Right Arrow

ADJUSTING YOUR VIEW

Fit in Window	Ctrl+0
Zoom 200%	Ctrl+2
Zoom 400%	Ctrl+4
Hide Guides	Ctrl+;
Presentation Mode	Shift+W

ADJUSTING IMAGES

Fill Frame Proportionally	Shift+Ctrl+Alt+C
Fit Content Proportionally	Shift+Ctrl+Alt+E

MISCELLANEOUS

Undo	Ctrl+Z
Redo	Shift+Ctrl+Z
Spell Check	Ctrl+I
Quick Apply	Ctrl+Enter

INDESIGN SHORTCUTS FOR MACS*Keyboard shortcuts make navigating programs easier***ADJUSTING TEXT**

Em Dash

Text Frame Options	Cmd+B
Decrease Leading	Opt+Up Arrow
Increase Leading	Opt+Down Arrow
Decrease Leading by 5	Cmd+Option+Up Arrow
Increase Leading by 5	Cmd+Opt+Down Arrow
Decrease Point Size	Shift+Cmd+,
Increase Point Size	Shift+Cmd+.
Decrease Point Size by 5	Shift+Cmd+Opt+,
Increase Point Size by 5	Shift+Cmd+Opt+.
Decrease Tracking	Opt+Left Arrow
Increase Tracking	Opt+Right Arrow
Decrease Tracking by 5	Opt+Cmd+Left Arrow
Increase Tracking by 5	Opt+Cmd+Right Arrow

ADJUSTING YOUR VIEW

Fit in Window	Cmd+0
Zoom 200%	Cmd+2
Zoom 400%	Cmd+4
Hide Guides	Cmd+;
Presentation Mode	Shift+W
Show/Hide Panels	Tab

ADJUSTING IMAGES

Fill Frame Proportionally	Shift+Cmd+Opt+C
Fit Content Proportionally	Shift+Cmd+Opt+E

MISCELLANEOUS

Undo	Cmd+Z
Redo	Shift+Cmd+Z
Spell Check	Cmd+I
Quick Apply	Cmd+Return

GLOSSARY

BLOX Total CMS has terminology all of its own

ASSET: Any file inside of BLOX Total CMS, such as a story, image, Adobe PDF or audio file, is an asset.

ASSET MANAGER: The Asset Manager is the user interface that is used to bring assets from BLOX Total CMS onto the InDesign page.

ASSIGNMENT (1): InDesign packages a story and its other elements, such as photos, cutlines and headlines, into an assignment file. The assignment contains the layout information of areas of the page and can be opened in InCopy.

ASSIGNMENT (2): The budgeting function of BLOX Total CMS.

AUTHOR: An author is the creator of a story, but not necessarily the person who wrote the story. Author and byline can be different.

BATCH EDIT: Batch editing allows you to edit the properties of more than one asset at a time.

BYLINE: A byline denotes the writer of the article. This can be different than the author, who is the creator of the document.

CHILD: A child asset is an asset that cannot stand on its own and is related to another asset. An example would be a photo or a story that is dependent on a main story.

CLONING: Making a copy of an asset or page item for later use or use on a different page — possibly in a different publication.

COMBINE: Users can take two separate InDesign documents and combine them into one document with multiple pages.

DEAD JUMP: This is the jumped portion of an asset, but it is not connected to the front portion of the asset. Changes made to the front portion of the asset do not cause a reflow of the dead jumped portion of the asset.

DELETE TIME: This is the time when an asset will be slated to be deleted from the system. Currently, only wire stories are automatically given a delete time. Assets that have been deleted can still be retrieved for about 30 days after their deletion by searching under the Deleted option in the Search bar.

DEMOTE: Assets in a workflow can be demoted back to a previous stage in a workflow. This would happen if an editor wants to return an asset back to a previous editor or writer.

DEPTH: The length of the story measured in inches.

DESCRIPTION: The description field is used in images for the cutline information.

COLLECTION: A collection is a group of related photos that produce an image package on a website.

FLAGS: Assets can be given flags so that they are styled differently when they reach a website or pagination page.

HEADLINE: A headline is like a title that describes an asset. Every asset must have a headline.

HTML: Hypertext Markup Language is used for Web pages. BLOX Total CMS text is translated into HTML for producing content on the Internet.

JUMP HEAD: The headline that goes over the jumped portion of an asset.

KEYWORDS: Keywords are tags that are added to a asset to help readers using Internet search engines find your story.

LINKS: Links are hyperlinks to Web addresses. They are not used in the print product, but are helpful in the Web product to link to websites that contain supporting or related information.

MERGE CONTENT: Merge Content marks a text frame as a frame that

will contain multiple assets placed individually. When this occurs, the updated content will not be saved back to BLOX Total CMS.

METADATA: Information that is embedded in an asset is metadata. An example would be the cutline and photo credit of an image.

OUTPUT: The method of getting content out of the system into a printed or digital publication. Forms of outputting include printing to a printer or plate machine. You can also print to an Adobe PDF file.

PAGETRACKER: The function that allows you to track the progress of pages through BLOX Total CMS.

PASTE AS PLAIN TEXT: Users must use this when copying and pasting text from any outside source into BLOX Total CMS.

PREVIEW IMAGE: Preview images are low-resolution images that are used for the Web publication.

PRIORITY: Some website templates allow you to add a priority to assets so that you can control their exact placement on your website.

SUMMARY: On a website, there typically is a sentence or paragraph located under the headline of a story. This is the Summary. Often it is the first paragraph of a story, but it should give a good representation of the story.

PROMOTE: Assets in a workflow are promoted, or advanced, to the next stage of a workflow.

REVISIONS: Revisions are versions of a story. Every time a story is edited, an new revision is created.

SAVED SEARCH: Users can search for assets and then save that search if it is common and they will perform it often. They can also share their saved searches with other users.

PAGE

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SECTION: Publications typically divide content into sections, such as News, Sports, Features, etc. Section tags allow content to be located in a particular section of the website and instruct Adobe InDesign how the asset should be formatted.

SLUG: A common term used by publications to describe the name of a story, image, page. All assets can have slugs, but it is not mandatory in BLOX Total CMS.

SIBLING: A sibling asset is an asset that is related to another asset but it can stand alone. An example would be a complete sidebar story that does not rely on information from another story. Siblings are ignored in Adobe InDesign but have a unique link location on the website.

SITE TAG: A site tag is a website address and credentials that tells a story what website or websites it should post to. When the site tag is added, the story posts within minutes.

SNIPPETS: Similar to InDesign library items, snippets are InDesign items that are made up of text frames with text and/or images. A snippet also can be empty text and image frames that make up a layout.

SPLIT DOCUMENT: A document with multiple pages can be split into

single-page documents. This must be done before BLOX Total CMS content is placed on any of the pages.

START TIME: This is the time that an asset will be able to be seen on the website if it has been posted. You can post a story during the day and set the Start Time to 1 a.m. to delay when readers will be able to see it.

STATUS: There are several statuses in BLOX Total CMS. When someone is editing an asset, it will show an editing status for the person who is editing the asset and a locked status for others so that they know the asset is in use. A blank status means the asset is available for anyone to edit.

SUBHEADLINE: Subheadlines are secondary headlines that add more perspective than the main headline.

TAGLINE: Publications often use a sentence or paragraph of text at the bottom of a story or column that tells the reader the author of the story and contact information for the author. Users can set up their profile to include a tagline at the bottom of every story they create.

TITLE: While articles have headlines, images have titles. A title is a headline for an image.

TRANSLATE RULESETS: These are files that read tags coming from BLOX Total CMS and use them to style text and control how the asset is displayed on the InDesign page.

TURNLINES: These are also called jumplines. They are the lines at the bottom of the front portion of an asset before a jump, and the lines at the top portion of the jumped segment.

TYPE: There are different types of assets. Primarily, you will use article and image types. You can search based on the type of asset.

TRIMMING: The function that allows users to trim, or cut, selected text from the print publication but still preserve it for Web publication.

UNLOCK: Assets are locked when other users are editing them. Sometimes they can be locked in the database when the story really isn't in use. Users can unlock a story and open it. However, make sure that no one is really in the story or changes you make to the story may not save permanently.

WORKFLOW: A workflow is a pre-defined path through the editing process. As you promote an asset through the workflow the process label changes, telling users where that story is in the editing process.