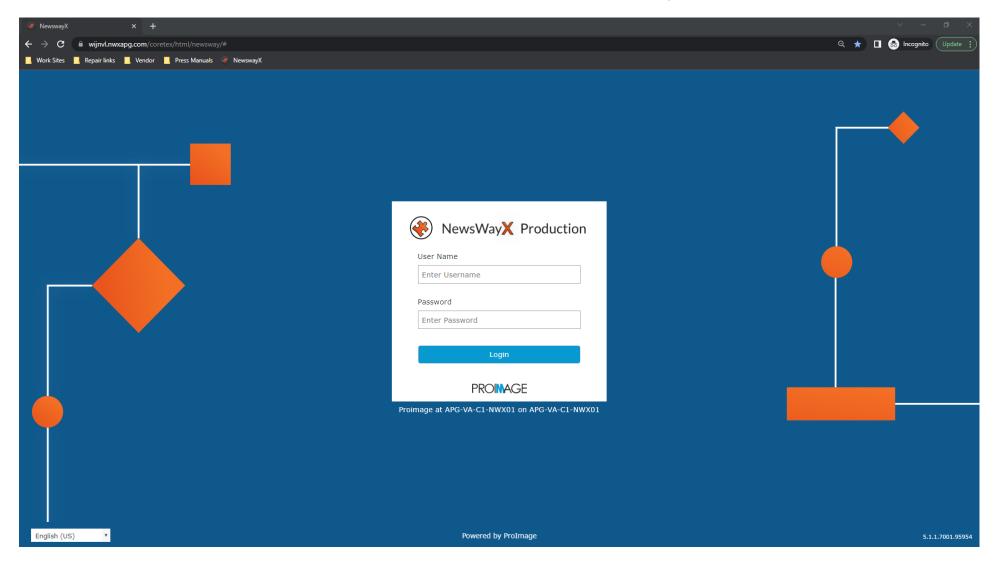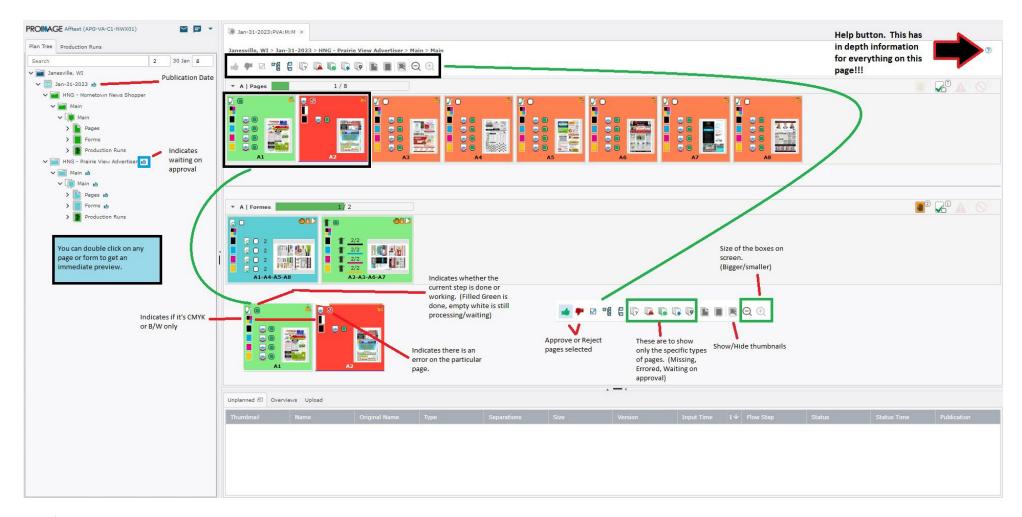# Introduction to NewsWayX:

This is the login screen. Enter your Username and Password (If it's the first login, it will ask you to change your password to something new).

PROIMAGE Afftest (APG-VA-C1-NWX01)

Plan Tree   Production Runs

Search   2   30 Jan   8

> Janesville, WI   Plant/location

Date range of jobs
that will be visible.

Commcenter and
Chat. You can use
these to message
between your group
or ask for technical
support

Expand and Collapse to
see more.

This is where you can
directly upload onto
the website. All jobs
that you have access to
will be listed under
here.

If your job isn't built
yet, or you have the
wrong naming
conventions, the files
will end up in here.

Unplanned   Overviews   Upload

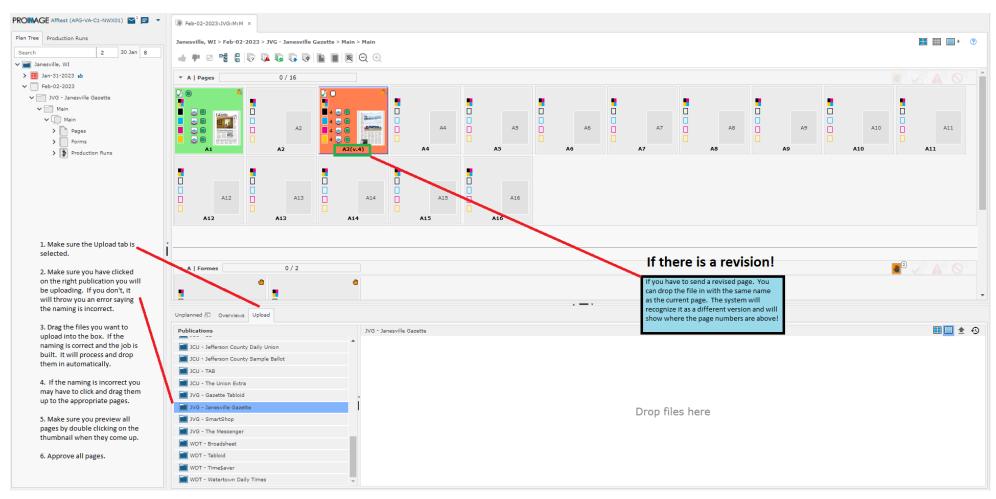| Thumbnail	Name	Original Name	Type	Separations	Size	Version	Input Time	1↓	Flow Step	Status	Status Time	Publication

This is what you will see when you login. Plan Tree and Production Runs show the same things. It will just be shown in a different way.

Job's will be separated by Publication Date. The Shopper and Advertiser above are set to publish on 1-31-23 in this example. You will also only see a specified date range before and after the current date. By default it's from 2 days before and 8 days after the current date.

HOW TO UPLOAD:

You can upload straight to the FTP which will be another guide. For this one we will go over website upload.

1. Make sure the Upload tab is selected.

2. Make sure you have clicked on the right publication you will be uploading. If you don't, it will throw you an error saying the naming is incorrect.

3. Drag the files you want to upload into the box. If the naming is correct and the job is built. It will process and drop them in automatically.

4. If the naming is incorrect you may have to click and drag them up to the appropriate pages.

5. Make sure you preview all pages by double clicking on the thumbnail when they come up.

6. Approve all pages.

If there is a revision!

If you have to send a revised page. You can drop the file in with the same name as the current page. The system will recognize it as a different version and will show where the page numbers are above!

This is a brief overview. I will have some documentation from NewsWay coming that will go more into detail. I also will do a separate step by step upload but I wanted to get everyone something so they can see what it looks like. I will strongly advise you go through the help (?) if you have issues. It covers almost everything.

If you have issues please don't hesitate to contact me via email: manderson@gazettextra.com