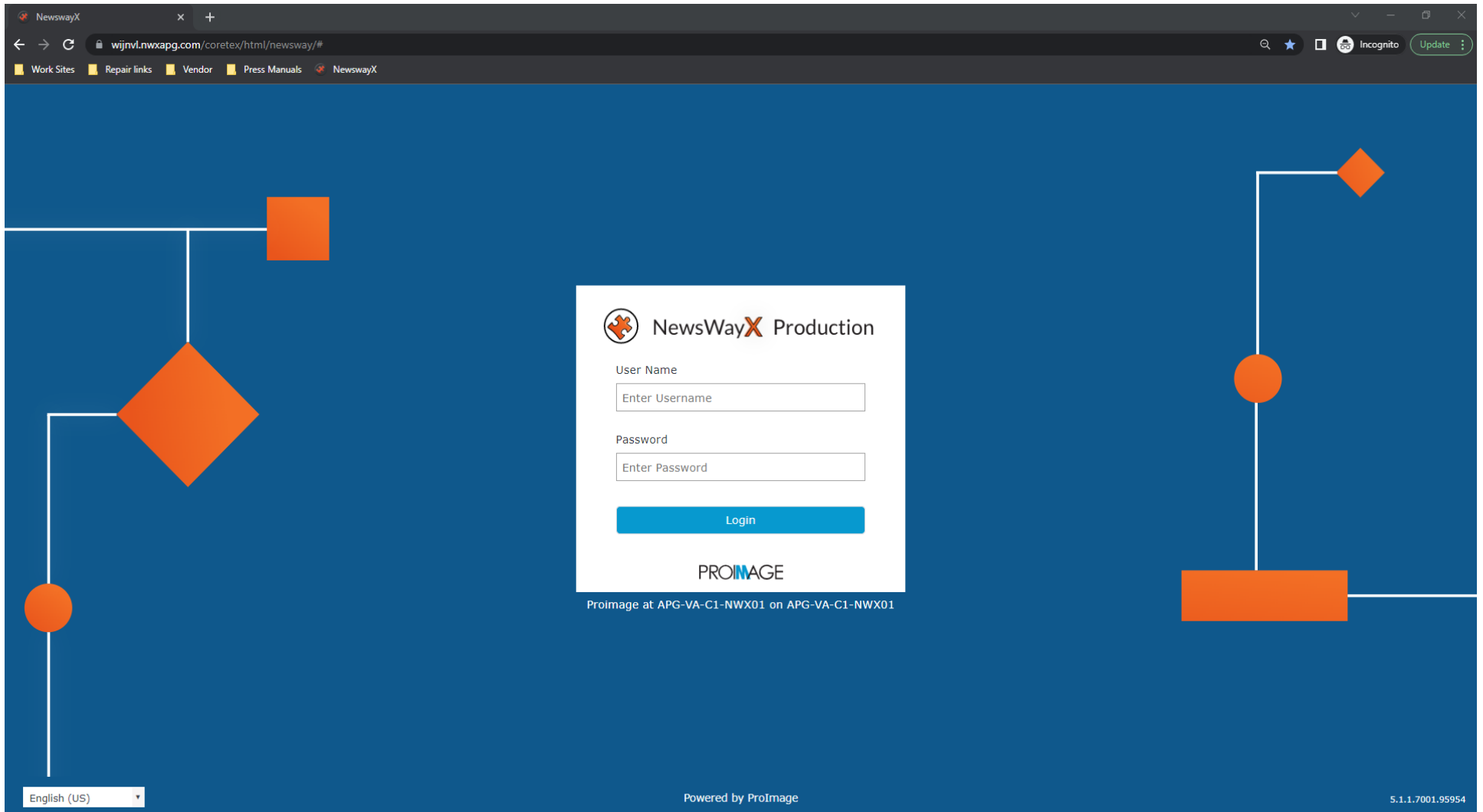


# Introduction to NewsWayX:



The screenshot shows a web browser window displaying the NewsWayX login page. The browser's address bar shows the URL `wijnvl.nwxapg.com/coretex/html/newsway/#`. The page features a dark blue background with a white login form in the center. The form includes the NewsWayX logo, a 'User Name' field with the placeholder 'Enter Username', a 'Password' field with the placeholder 'Enter Password', and a blue 'Login' button. Below the form, the ProImage logo and the text 'Proimage at APG-VA-C1-NWX01 on APG-VA-C1-NWX01' are visible. The page also has a language dropdown menu set to 'English (US)' in the bottom left, 'Powered by ProImage' in the bottom center, and the version number '5.1.1.7001.95954' in the bottom right. Several orange geometric shapes (squares, diamonds, circles, and rectangles) are connected by white lines, forming a network-like diagram overlaid on the page.

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).

PRONAGE 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.

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

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

Unplanned Overview Upload

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

**PROIMAGE** AffBest (APG-VA-C1-NWX01)

Jan-31-2023:PVA:M:M x

Janesville, WI > Jan-31-2023 > HNG - Prairie View Advertiser > Main > Main

Plan Tree: Janesville, WI > Jan-31-2023 (Publication Date) > HNG - Hometown News Shopper > Main > Pages > Forms > Production Runs > HNG - Prairie View Advertiser > Main > Main > Pages > Forms > Production Runs

**Annotations:**

- Help button:** This has in depth information for everything on this page!!!
- Publication Date:** Indicated by a red arrow pointing to the date in the Plan Tree.
- Waiting on approval:** Indicated by a blue icon in the Plan Tree.
- Immediate Preview:** You can double click on any page or form to get an immediate preview.
- Status Indicators:**
  - Filled Green: Current step is done or working.
  - Empty White: Still processing/waiting.
  - Red: Indicates there is an error on the particular page.
  - CMYK/B/W: Indicates if it's CMYK or B/W only.
- Page/Forms View:** Shows thumbnails for Pages (A1-A8) and Forms (A1-A4-A5-A8, A2-A3-A6-A7).
- Toolbar:**
  - Approve or Reject pages selected (thumbs up/down)
  - Show/Hide thumbnails (magnifying glass)
  - Size of the boxes on screen (Bigger/smaller) (square with arrows)
  - Show specific types of pages (Missing, Errored, Waiting on approval) (document icons)

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

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!

Drop files here

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](mailto:manderson@gazettextra.com)