**To start a layout for the week…PT**

Log into AWS and Plan.

**TUESDAY:** Do ad layout and print dummy to PDF saving it in your **issue folder on your desktop**.

Ideally layout of ads would be done **no later than 8 AM**.

In FileZilla, download, the **AD DUMMY PDF** from Naviga Plan **issue folder** to the **issue folder** on your PC.

Send email to the group (Colleen, Mike and Ernie) with the **page count, color configs and DUMMY AD LAYOUT.PDF**. Tell them you need any changes or approval by 9 or 10AM.

Start your Peshtigo Times press run sheet.

* **CLICK ON TEMPLATE TAB AND DUPLICATE** and then “Rename” that tab as your issue date
* PRESS RUN SHEET - Fill out the date and the info under the green “production” column, and any special notes you may have for the printer (i.e. the color ad on page xx is a house ad and is ok to run black and white).
* **SHARE** it with Misty Holzman so she can fill out with the rest of the info.
* **KEEP CHECKING TO SEE IF MISTY FILLED OUT AND SIGNED THE PRESS RUN SHEET.**
* Once your **press run sheet is filled out and signed by Misty,** **PRINT** the page to a PDF, saving in your issue folder.
* **EMAIL it to CP&P and Misty**.  
   **(The PRESS STARTS LOOKING FOR THIS AT NOON if not sent out by then.)**
* Continue working on your assigned formatting pages.

**Once your page layout is approved or changes are made…**

Log back into AWS and Plan, make any requested changes to the layout and output the .xml. In Workspace, (File>Output>Plugin>. Save the .xml into your issue date folder.

**NOTE: To “Output” the xml (File>Output>Plugin, OR, ctrl P) ...** In a 24 pages layout you will select pages 1-18, output, in the top drop down select “selected”. Then select pages 19-24, output, in the top drop down select “selected”. (Pages have to be done in 2 page increments) Output is always>Selected>Single.

???? If there are no changes needed to any of the drop downs. Click on OK. (If you get a message that there are unplaced ads make sure you know why, fix if need be. If not click on done, printing will just print a list of ads still in the ad list)

Open InDesign, (take headers off?) under Help select NavigaPlanFlow, click on change file and navigate to the xml file in your **issue folder**, create. Save and close.

In Filezilla, under **Naviga**, navigate to the issue folder and download the InDesign file you will be working on, along with the ads folder, to your **issue folder**.

**Once your press run sheet is filled out and signed by Misty,** email the it to CP&P and Misty. **(The press starts looking for these at noon if not sent out by then.)**

On your PC open the InDesign file you will be working on. Load your **parent pages** from the previous week. Change the date on the folio and the parent pages and apply folios master to pages 2-12 (or whatever your page count is for the week).

**NOT FOR PT:** Unlock your ad layer and move your “ear ad" to the front page, **you will need to do this any time you take your layout back to Naviga to update your ads.**

**LOCK YOUR AD LAYER**

**To Output the xml (ctrl P) ...** In a 24 pages layout you will select pages 1-18, output, in the top drop down select “selected”. Then select pages 19-24, output, in the top drop down select “selected”.   
(pages have to be done in 2 page increments).

Open InDesign in Workspace, under Help select NavigaPlanFlow, click on change file and navigate to the .xml file in your issue folder, create (this may take a few minutes). Do the same for the other xml file (s). Save and close.

In Filezilla, under Naviga, navigate to the issue folder and download the InDesign file you will be working on, along with the ads folder, to your issue folder.

On your PC open the InDesign file you will be working on and load your **parent pages** and **paragraph styles** from the previous week. Change the date on the folio and the master page, along with the issue number on the masthead. Apply Masthead parent page to page 1 (if it is in your pages) and folios master to the rest of the pages. Set up your photo captions.

**LOCK YOUR AD LAYER**

You can now start to cut and paste the stories from your formatting documents on to the current issue pages you are working on.

Print page proofs to PDF as you are done with them, load them to the ready for proofing folder on the mmceditorial ftp site and let the editors know they are in proofing.

Continue working on pages until they are all in proofing, and then make corrections on any that need them. Send a second set of proofs for the pages needing corrections and make corrections on any that may come back in. Ideally there would be 2 rounds of page proofs/corrections and you would have all pages proofed, corrected and ready to place any remaining ads by 4PM Tuesday.

Upload your InDesign file to the Naviga issue folder and pull in any remaining ads.

Download the InDesign file back to your desktop into the issue folder.

Once all pages and ads are approved make press pages using PDFx1a settings. Review the pages and if no changes load the PDF to the 05 Press PDFs folder and let Colleen, Mike and the editors know they are there so they can review them before sending to the printer.

Once press pages are approved upload the PDF to the PeshtigoTimes-Christensen ftp site and email CP&P that the pages are there.

Package InDesign file and load back to the Naviga issue folder.

To get Publishers Letter, in Filezilla, go to Naviga

/PROD\_PLAN/NavigaPlan/z\_MMC CREATIVE/WEEKLY/\_Publishers Letter

To get Classified headers, in Filezilla, go to Naviga /PROD\_PLAN/NavigaPlan/furniture/headers/D1MR/01