

## How to Use e-Editions

### Uploading the .pdf:

1. Open Fetch/FTP.
2. Go to /newsys\_datafeeds/e-editions.
3. Drop all .pdf's into this folder.
  - .pdf's must be single page, RGB color and less than 8 mb)
  - Follow a naming convention like: a1-news.pdf, a2.-news.pdf, b1-sports.pdf, and b2-sports.pdf.
  - This will allow the e-Edition software to correctly order the .pdf's for you.
4. Go into the ?admin for your website and click e-Edition.

### Creating the Edition:

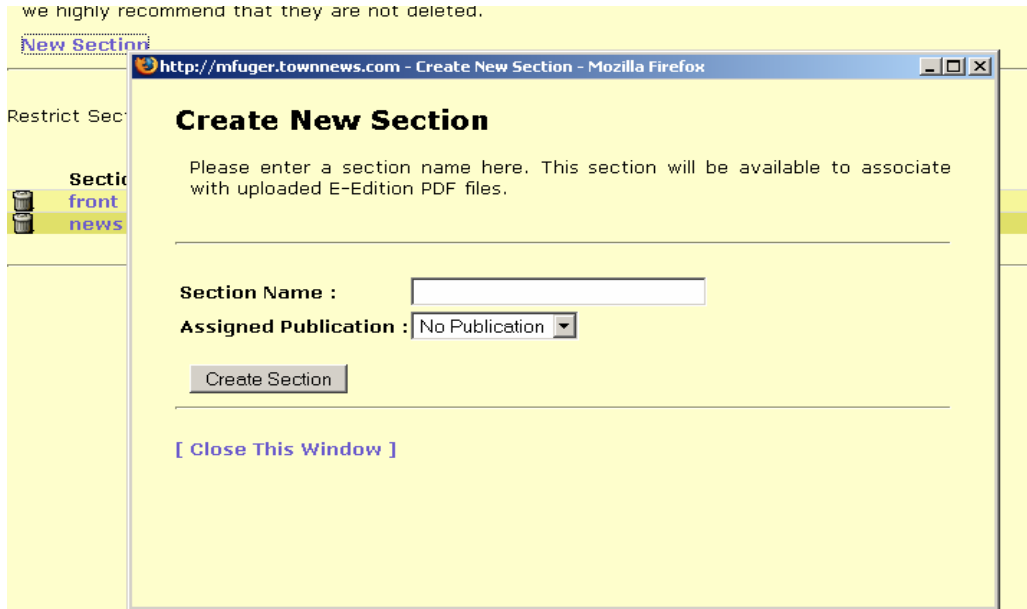
5. Click on Sections from the menu on the left.

The screenshot shows the 'Eedition - E-Edition Section Management' page. On the left is a navigation menu with 'Sections' highlighted. The main content area includes a 'New Section' link, a 'Restrict Sections To Publication' dropdown menu set to 'Any Publication', and a 'Restrict Sections' button. Below this is a table with two columns: 'Section Name' and 'Publication Name'. The table contains two rows: 'front' with 'None' and 'news' with 'None'.

Section Name ▲	Publication Name
front	None
news	None

6. Click New Section to create the sections.

we highly recommend that they are not deleted.



[New Section](#)

Restrict Sec

Section  
front  
news

## Create New Section

Please enter a section name here. This section will be available to associate with uploaded E-Edition PDF files.

Section Name :

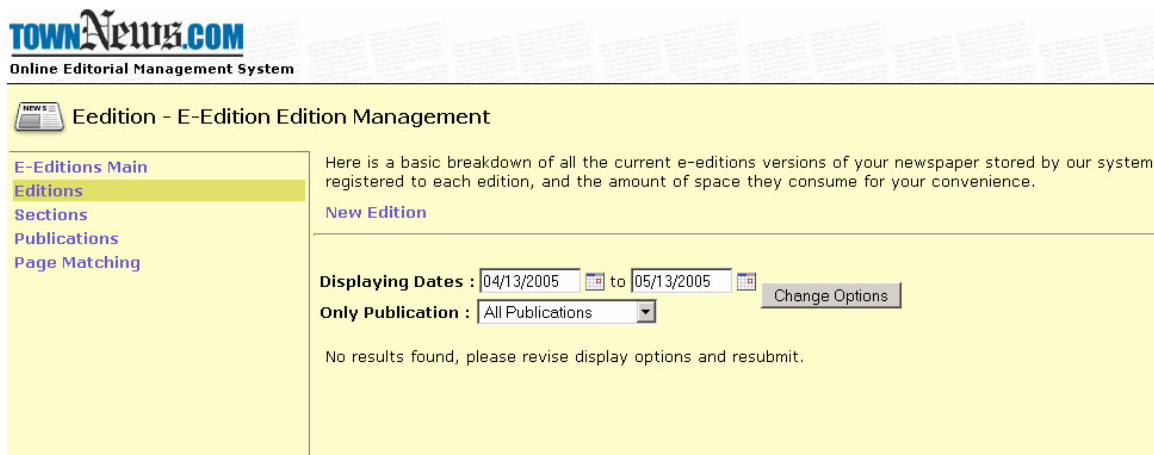
Assigned Publication :

[\[ Close This Window \]](#)


- Create all the sections that are used by the paper.
- The sections area must have at least one section in it.
- News is setup by default

7. After creating all of your sections click Editions on the navigation menu.

8. Click New Edition .



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 Edition - E-Edition Edition Management

[E-Editions Main](#)  
[Editions](#)  
[Sections](#)  
[Publications](#)  
[Page Matching](#)

Here is a basic breakdown of all the current e-editions versions of your newspaper stored by our system, registered to each edition, and the amount of space they consume for your convenience.

[New Edition](#)

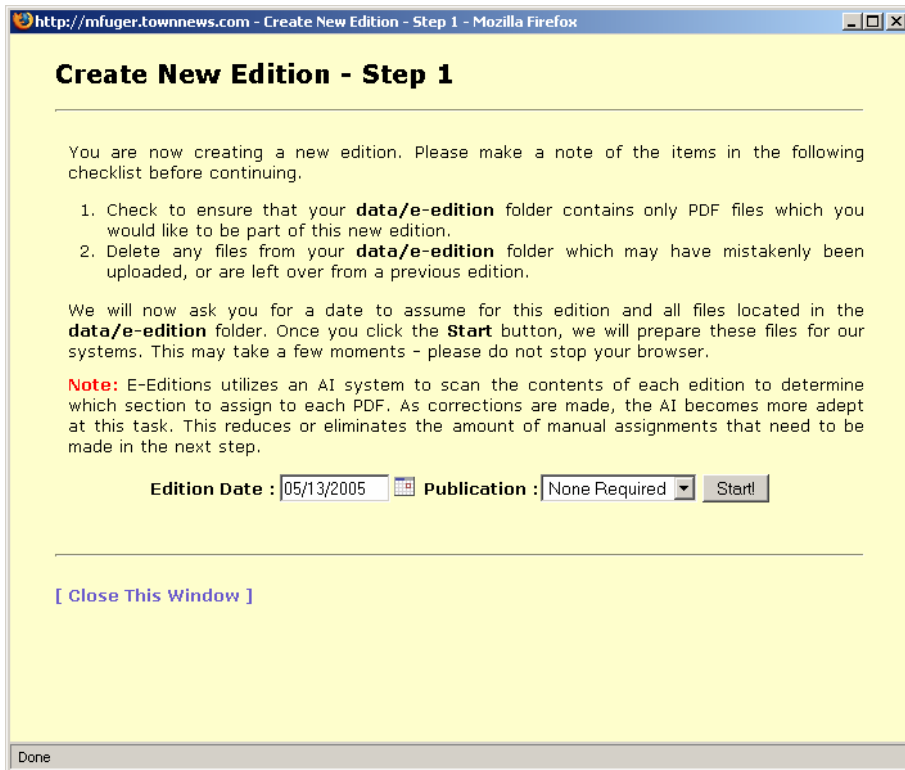
Displaying Dates :  to

Only Publication :

No results found, please revise display options and resubmit.

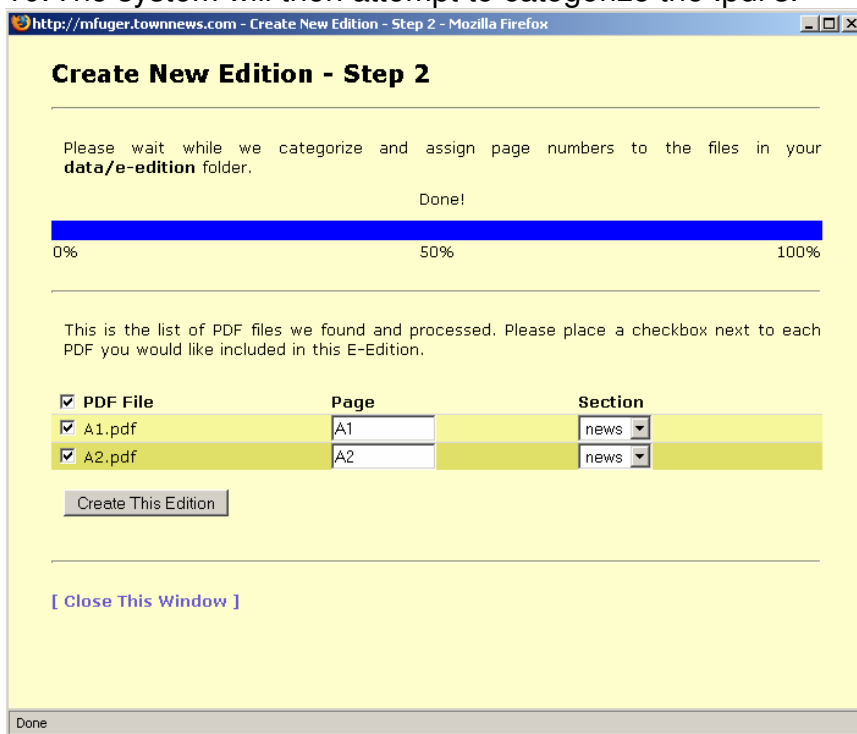
- Already created editions be listed below.

9. Choose the date for the edition you are creating and click Start.



- When you click start the system will get all the .pdf's you uploaded.

10. The system will then attempt to categorize the .pdf's.



- If you are using a proper naming convention this process will be extremely easy.
- If you are not using a proper naming convention then you will have to reorganize your .pdf's to be in the proper order.
- At this point you will need to make sure the Section is correct for each .pdf.

11. Click Create This Edition after the .pdf's have been put in the correct order.
  - When the Create Edition is pressed, the software will begin to optimize the .pdf's, and create all of the linking that needs to be done.
  - This is the longest step of this process.

### Activating the Edition:

12. Click Editions.
13. Click the date for the current edition you are uploading.

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**Edition - E-Edition Edition Management**

Here is a basic breakdown of all the current e-editions versions of your newspaper stored by our system. We've also listed the number of editions registered to each edition, and the amount of space they consume for your convenience.

[New Edition](#)

Displaying Dates : 04/13/2005 to 05/13/2005 [Change Options](#)

Only Publication : All Publications

<input type="checkbox"/> Edition Date	Publication	# Pages	Space Used (MB)
<input type="checkbox"/> May 13th, 2005		2	0.12

[Delete Selected Editions](#)

14. A screen will then be displayed showing a thumbnail of all the .pdf's.

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**Edition - May 13th, 2005 Edition**

Each page in the chosen edition is listed here, along with whether it has been approved for display. Pages which have been approved will be available to your monthly billing cycle until they are removed.

[New Page](#)

<input type="checkbox"/> Edition Page	Section	Thumbnail	Approved
<input type="checkbox"/> A1	news		no
<input type="checkbox"/> A2	news		no

[Approve Selected Pages](#) [Delete Selected Pages](#)

15. Quickly look over everything and make sure it looks correct.
16. Place a check mark next each thumbnail.
  - If you click the top check box then a check will be placed next to all the thumbnails.
17. Next click on Approve Selected Pages on the bottom of the screen.
18. Your e-Edition is now live and viewable on the website.