

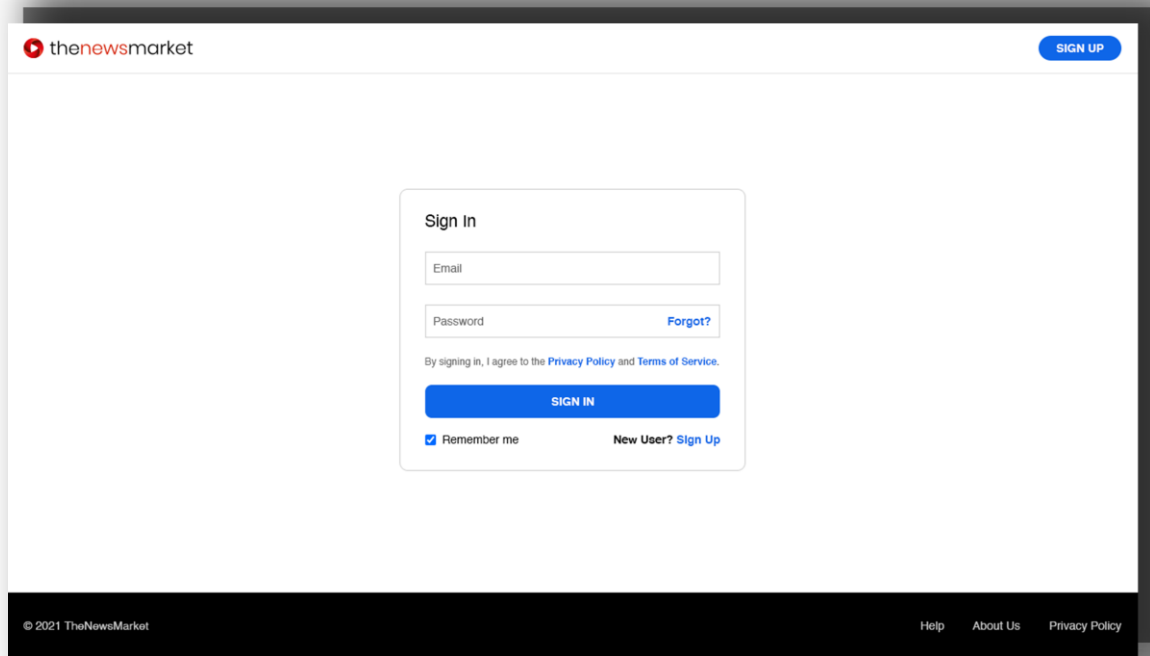
Content Management Portal

User Manual

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Signing In and Accessing the Content Submission Portal



The screenshot shows the 'Sign In' page of the TheNewsMarket portal. At the top left is the 'the**news**market' logo, and at the top right is a blue 'SIGN UP' button. The main content area features a 'Sign In' form with an 'Email' input field and a 'Password' input field. To the right of the password field is a blue 'Forgot?' link. Below the password field, a line of text states: 'By signing in, I agree to the [Privacy Policy](#) and [Terms of Service](#).' Below this is a large blue 'SIGN IN' button. At the bottom of the form, there is a checked checkbox for 'Remember me' and a link for 'New User? [Sign Up](#)'. The footer of the page is black and contains the copyright notice '© 2021 TheNewsMarket' on the left and links for 'Help', 'About Us', and 'Privacy Policy' on the right.

Site Location: The address for the content management portal is <http://admin.thenewsmarket.com/clientportal/>

Credentials: Note that the site is password-protected. After your first sign-in, you will be prompted to create a separate secure password for the Client Portal. If you require assistance retrieving your password please use the “forgot password” link or send a request to clientrelations@thenewsmarket.com .

Sign Up: If there are staff users at your organization who do not have access to this site, they can click on the “Sign Up” option shown in the illustration above. It will launch a form that will allow them to contact TheNewsMarket’s client relations team.

Note that once the information has been submitted to TheNewsMarket, a manual verification process will take place. Users will not be approved automatically, and TheNewsMarket will verify with you before granting access to any user. Additionally, you can also provide a list of user names and email addresses for users who should be immediately approved.

Setting Your Password

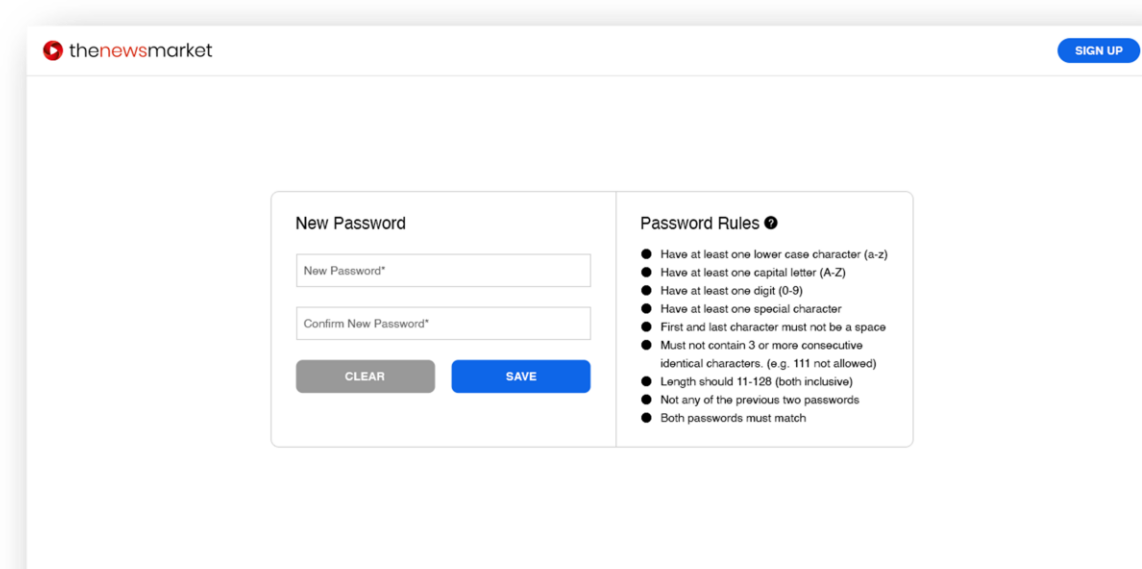
Upon registering for the Client Portal, you will receive an email instructing you to set a new password:

We're changing some of our security settings on the Client Portal to better protect you and your content. Please take a moment to set a new password for the Client Portal at the below link:

<https://admin.thenewsmarket.com/clientportal/PasswordReset.aspx?token=BF27008F-FDB4-4B3E-98E0-5E7B357962BB>

This link will expire in 72 hours. If you need a new link or you think this email was sent to you in error please contact clientrelations@thenewsmarket.com

The email will provide a link to the “New Password” page:



New Password

New Password*

Confirm New Password*

CLEAR SAVE

Password Rules

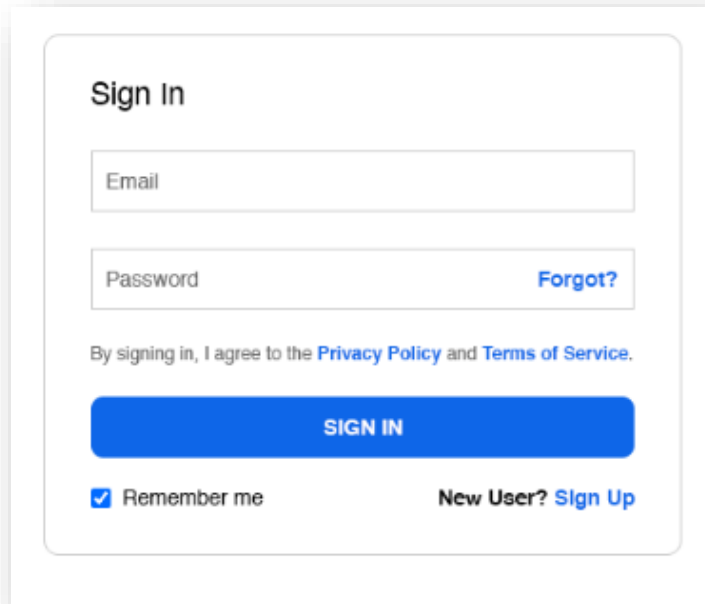
- Have at least one lower case character (a-z)
- Have at least one capital letter (A-Z)
- Have at least one digit (0-9)
- Have at least one special character
- First and last character must not be a space
- Must not contain 3 or more consecutive identical characters. (e.g. 111 not allowed)
- Length should be 11-128 (both inclusive)
- Not any of the previous two passwords
- Both passwords must match

In order to satisfy security requirements, your password must meet the following criteria:

- ✓ At least one lower case character (a-z)
- ✓ At least one capital letter (A-Z)
- ✓ At least one digit (0-9)
- ✓ At least one special character
- ✓ First and last character must not be space
- ✓ Must not contain 3 or more consecutive identical characters (e.g. 111 not allowed)
- ✓ Length should be 11-128 (both inclusive)
- ✓ Not any of the previous two password

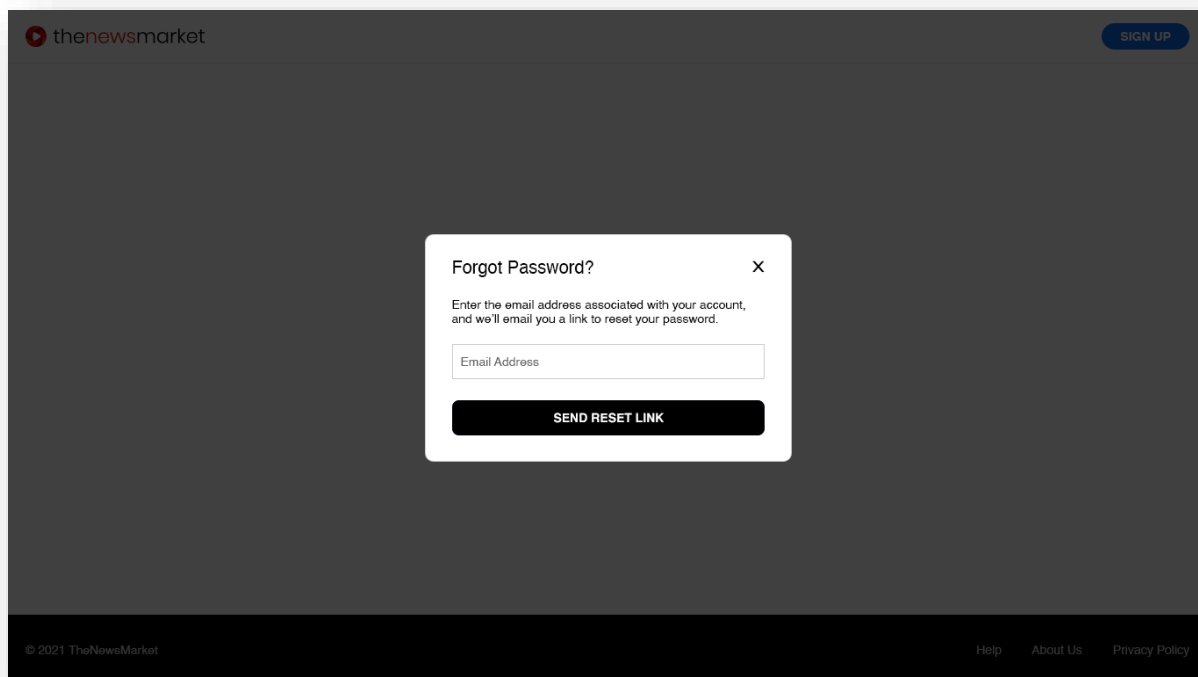
Upon creating an acceptable password, you will receive the **Password changed successfully!** message and be directed to the Client Portal sign in page.

Should you lose your password or otherwise need to reset it, you can click the “Forgot?” link on the Client Portal sign in page.



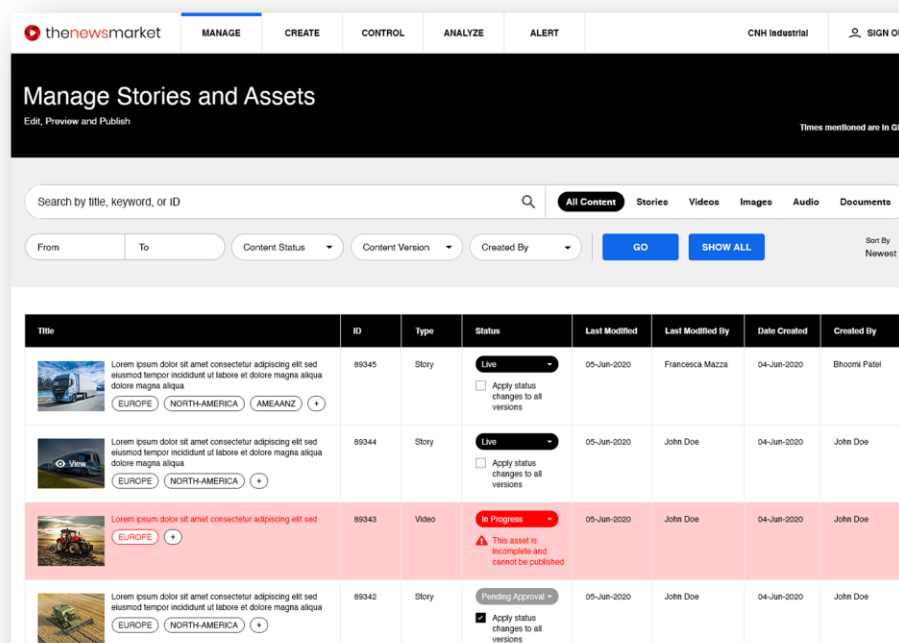
The image shows a 'Sign In' form. It has a title 'Sign In' at the top. Below it are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a blue link labeled 'Forgot?'. Below the input fields is a line of text: 'By signing in, I agree to the [Privacy Policy](#) and [Terms of Service](#).' Below this is a large blue button labeled 'SIGN IN'. At the bottom left is a checked checkbox labeled 'Remember me'. At the bottom right is a link labeled 'New User? [Sign Up](#)'.

Clicking “Forgot” Password will open a pop-up that will instruct you to enter you email address in order to reset your password.



The image shows a 'Forgot Password?' pop-up window. It has a title bar with 'Forgot Password?' and a close button 'X'. The main text says: 'Enter the email address associated with your account, and we'll email you a link to reset your password.' Below this is an input field labeled 'Email Address'. At the bottom is a black button labeled 'SEND RESET LINK'. The background is a dark gray with the 'the**news**market' logo in the top left and a 'SIGN UP' button in the top right. The footer contains '© 2021 TheNewsMarket' on the left and 'Help About Us Privacy Policy' on the right.

Landing Page – Manage Stories and Assets



Once you have successfully logged in to the system, you will land on the “Manage” page. This is a page that contains all the stories and assets created until this moment in the media center. In the top bar menu you have five options. These options are described below.

Manage: this section allows you to edit, publish, or remove content on your newsroom. [See Manage](#)

Create: This option allows you to create story, bulk assets upload, videos, digital audios, images and documents.

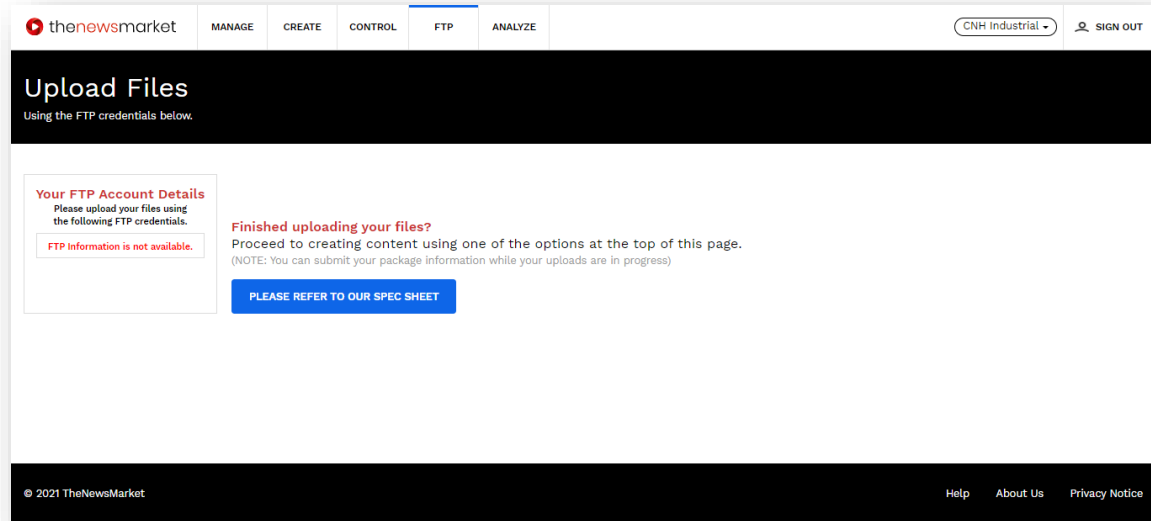
- **Create Story:** This option allows you to create and write stories for publication. Stories at a minimum require text, adding multimedia assets to the story is optional. When creating a story, you have the option to either associate multimedia assets that have already been created, or you can choose to create new assets altogether. [See Create Story](#)
- **Video, Digital audio, Images and Document creation:** This option allows you to create standalone video/image/document/audio assets which can be associated to a story or published independently. [See Create Asset](#)

Control: This section allows you to manage specific content such as Rotator Panels and story ordering. [See Control](#)

FTP: This option will give you the FTP credentials required in order to upload multimedia files to TheNewsMarket. If you prefer not to upload your files using FTP, you can bypass this step and upload files from their computer or network while they are creating a story or asset. However, uploading via FTP is highly recommended for sending videos to TheNewsMarket. [See FTP](#)

Analyze: This section allows you to view basic Analytics on your newsroom. [See Analyze](#)

Upload Files



The screen illustrated above is shown when you click on the option named “FTP” from the menu in top bar. Here, you can find the FTP credentials associated with your organization’s account. This FTP location is both private and secure and will not be shared with any of TheNewsMarket’s other clients. TheNewsMarket recommends using an FTP client such as [Filezilla](#) to facilitate upload.

Once you have uploaded using the credentials shown on this page, you can then proceed to one of the other options shown in tabs at the top of the screen.

Video files will start to process as soon as they are uploaded to the FTP. All files on the FTP will disappear shortly after upload as they are pulled into the system for processing and management. Be sure that you are only uploading finished, approved files.

Note that you can choose to upload files directly from your own computer during the process of creating assets. However, it is highly recommended that you use the FTP option for uploading videos.

Create Story

When selecting Create Story users can enter in story information, add multimedia assets, and specify the categories they would like the content to appear in on their site.

The screenshot shows the 'Create Story' interface. At the top, a navigation bar includes the thenewsmarket logo and tabs for MANAGE, CREATE (active), CONTROL, ANALYZE, and ALERT. On the right, it shows 'CNH Industrial' and a 'SIGN OUT' link. The main header is 'Create Story' with the subtitle 'Add, Edit and Publish'.

Story Details

- Headline*** (500 / 500 characters remaining): A text input field.
- SEO Title*** ☒ Same as headline: A text input field.
- Story Text***: A large text area with a rich text editor toolbar. Instructions: 'Press **Enter** for new paragraph and **Shift+Enter** for new line.' A blue button says 'DRAG AND DROP YOUR FILES HERE OR BROWSE TO UPLOAD'.
- Story Highlights**: A text input field.
- Synopsis*** ☒ Copy from story text: A text input field.
- Links that will provide more information**:
 - URL:
 - Link Name:
 - Location:

Publishing Preferences

Where would you like this to be published?

- ☒ CNH Industrial Media Centre
- ☒ thenewsmarket.com
- ☐ TNM 2.0

Story Actions

In Progress

☐ Apply status changes to all versions

Schedule Actions

Select Action:

Completed Actions

✓ Email campaign sent on Fri, 24-Jul 2020

Story Details: this section allows you to enter in the information required to publish a story.

the**news**market

MANAGE

CREATE

CONTROL

FTP

ANALYZE

Create a Story

Add, Edit and Publish

Story Details

English (AMEAANZ) +

* Required Fields

Headline *

SEO Title * ☒ Same as Headline

☐ Display "Story Text" in two columns layout

Story Text *

Press for new paragraph and for new line.

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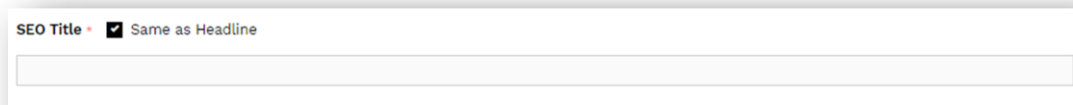
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$\frac{1}{x^{217}}$

At a minimum, each story needs a headline, story text and a client contact; this is often similar to the headline and text commonly written for press releases.

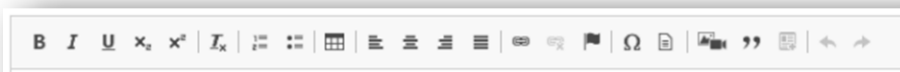
Note that there are a number of validations in place to ensure that you've entered data into the required fields and that you have not exceeded any character limits.



The “SEO Title” shown below the Headline is a SEO-aid that inserts the headline of your story directly into its URL which boosts it’s placement on common search engines. By default this field will be the same as your title excluding spaces and special characters, you can edit it directly, though this is not recommended.

Story Text Editor

You can do basic formatting on your story text using the editor options pictured below



The buttons do the following actions in order:

Bold: makes any highlighted text bold, keyboard short cut is ctrl + B

Italics: makes any highlighted text italic, keyboard short cut is ctrl + I

Underline: makes any highlighted text underlined, keyboard short cut is ctrl + U

Subscript: Makes the text below the normal line of type

Superscript: Makes the text above the normal line of type

Remove text formatting: removes any previously applied formatting

Numbered list: adds sequential numbers to any list

Bulleted list: adds bullets to any list

Table: Insert a table

Align, Center and Justify: Align, center or justify the content

Hyperlink: adds a hyperlink to the text and can assign different text for how the link appears and a tooltip if desired. Note: use the hyperlink button to create the link text, do not type the text and then highlight to apply hyperlink as it will only overwrite

Remove Hyperlink: removes any previously applied hyperlink

Anchor: if you want to link part of the text to something inside the same story text

Insert special character: you can select from a range of special character

Two columns layout: you can choose to display the text in two columns

Insert asset: you can include a video, image, digital audio or document you have previously created

Quote: you can include a quote

Undo: steps back one change to the text, can be used to revert all the way to the beginning of your session

Redo: steps forward one “undo” change, can be used to revert to the first undo in the current chain

Additional Notes:

- Pre-formatted text from a word processor such as Microsoft Word might not retain its formatting if pasted into this field.

Story Highlights

Highlights are a few key points of the story text. This field is optional and if added it only shows when the Advanced News layout is selected.

Synopsis

synopsis is automatically copied from the story description. If you want to change it, just simply untick the checkbox and digit your own synopsis.

Tags

tags would help you associate multiple stories of the same type together- so stories could be related by a product, event, location, etc. So, when an end user clicks on any tag all related articles show up on a search listing page.

Links that will provide more information

You can provide journalists with additional links about your story.

Note that Social Media URL's will automatically inherit the correct icon and highlight colour for that Social Media platform once published.

Contact

To publish a story, you must specify contact information that is presented to media users when they are viewing your stories from the MediaCentre or thenewsmarket.com. As shown below, you can select your own account as the media contact, or, you can select the account of another staff member belonging to your organization.



Links that will provide more information

URL

Link Name

If you choose the “Choose Contact” option from above, you will be shown the following layer, which allows you to choose another contact from your organization, or to select multiple contacts at once. You can use both the top bar to search for contacts by typing names, each contact you select will be shown in the top bar and can be removed. Once you have selected all the contacts you want click “Done”:

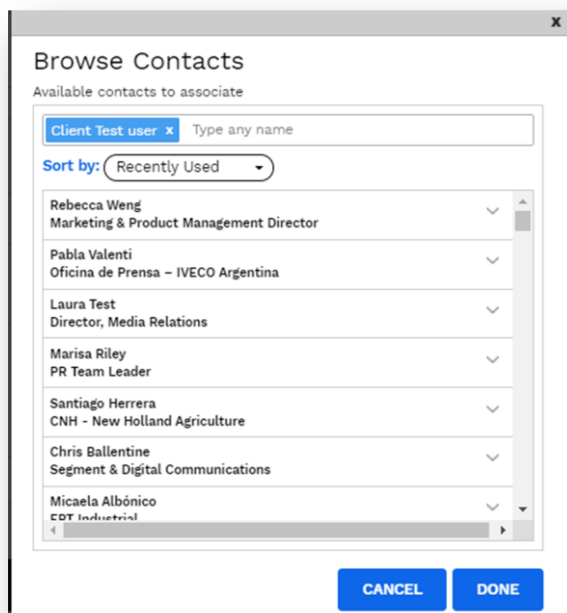


Contact

CHOOSE CONTACT

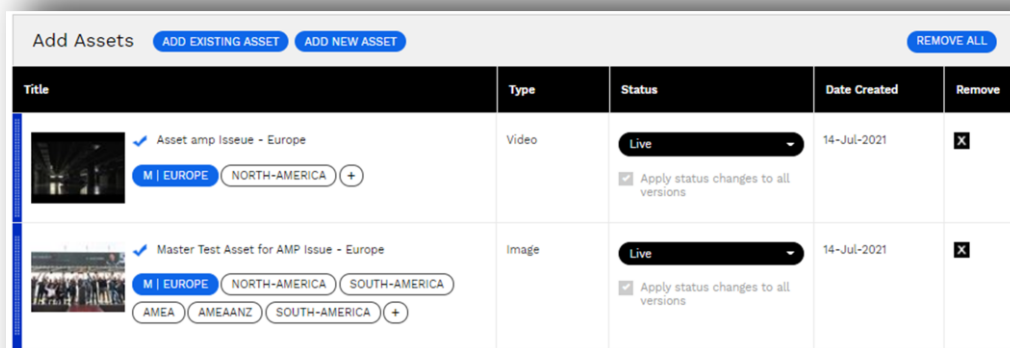
☐ Add myself as a contact

Client Test user
Director, Media Relations



Adding Assets

At the bottom of the story-creation page is a section that enables you to add multimedia assets to your story. As assets are added to the project, they are each shown as a new row in the section's list (as illustrated below).



In the above section, note the availability of the following options:

Add Existing Asset: this option allows you to browse for, and associate assets that you have already published. [See Add Existing Asset](#)

Add New Asset: this option allows you to create entirely new assets for this story. [See Add New Asset](#)

Remove options: to remove all assets from the story, select the option named “Remove All”. To remove assets one at a time, select the individual “Remove” buttons (shown as an “X”) next to each asset.

Note that removing assets simply removes them from the story. It does not delete them from the content management system.

Clickable Rows: if you click on the thumbnail image or title of an asset, a layer will open that allows you to re-edit the information that has already been entered.

Reordering Assets: you can change the order in which assets are arranged by clicking and dragging the green bar on the left side of each asset.

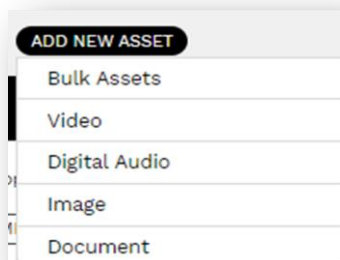
Note that the first asset in the list will be used as the Representative Story Thumbnail.

Status Changes: You can change the status of an individual asset by clicking the status dropdown and selecting a new status.

Note that publishing an asset which is not associated with a live story will not make the asset live. An asset has to be associated with a live story to appear on your newsroom. Also note that changing the status of the story will also change the status of all the associated assets.

Add New Assets

When you hover over the option named “Add New Asset”, a dropdown will be shown that allows you to specify what kind of asset is being created. You will be able to choose between video, digital audio, image, and document.



After an asset type is selected, a layer will be shown listing the fields that need to be completed in order to create a new asset and allowing the user to browse for a file for the asset.

Bulk Assets

This option allows you to bulk upload all your assets in one go. Just drag and drop all your images, videos, audios and documents and wait for them to be uploaded. While they are getting uploaded and processed, you can edit all the meta data.

 A screenshot of a web form titled "Create Bulk Assets (English [AMEAANZ])". The form is divided into several sections:

- Files:** Includes buttons for "BROWSE FTP" and "BROWSE LOCAL", and a "Total Assets: 0" indicator. There is a "DRAG AND DROP YOUR FILES HERE" area with a small image icon and a "+ Copy" button.
- Table:** A table with columns: "Title", "Type", "Assetid", "Status", and "Actions".
- Asset Details:** A section for "Usage Rights, Restrictions & Embargoes" with a text area containing the text: "This media asset is free for editorial broadcast, print, online and radio use. It is restricted for use for other purposes."
- Contact:** A section with a "CHOOSE CONTACT" button and a checkbox labeled "Add myself as a contact".
- Publishing Preferences:** A section titled "Where would you like this to be published?" with three checkboxes: "CNH Industrial Media Centre", "TNM 2.0", and "NewsMarket".
- Asset Actions:** A section with a dropdown menu showing "In Progress" and a "SAVE" button. Below it is a "CLOSE" button.

Video

Video assets require:

- ✓ Title
- ✓ SEO Title
- ✓ Description
- ✓ Shotlist
- ✓ Contact

They also have optional fields for:

- ✓ Search Terms & Keywords
- ✓ Shoot Location
- ✓ Shoot Date
- ✓ Production Company
- ✓ Usage Rights, Restrictions & Embargoes

Videos assets require thumbnail images, which are generated from the video file during processing. You can see these fields below.

Create a Video Asset

Add, Edit and Publish

Select File *

BROWSE FTP

BROWSE LOCAL

Video Preview

Please upload a video to see a preview

Please upload a video to choose a thumbnail

Asset Details

English (North-America) +

* Required Fields

Title *

SEO Title *

☒ Same as Headline

Description *

Shotlist *

Shoot Location

City

Select Country

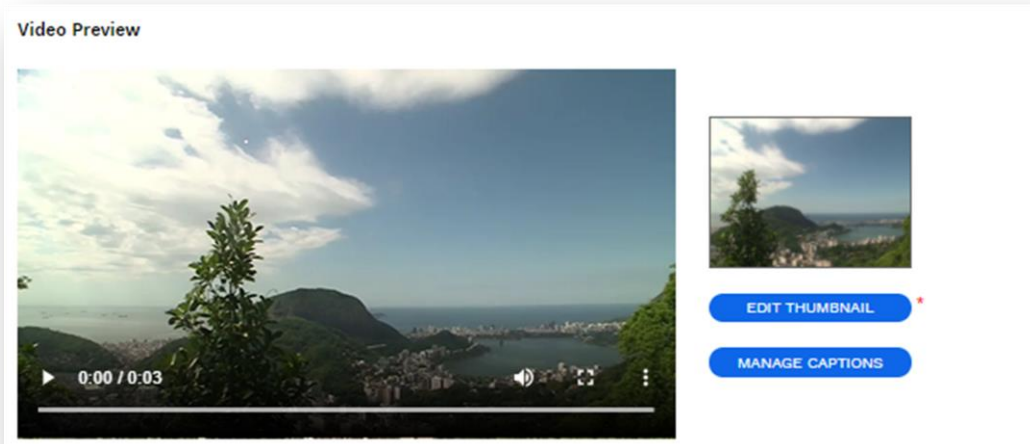
Shoot Date

Production Company

Usage Rights, Restrictions & Embargoes

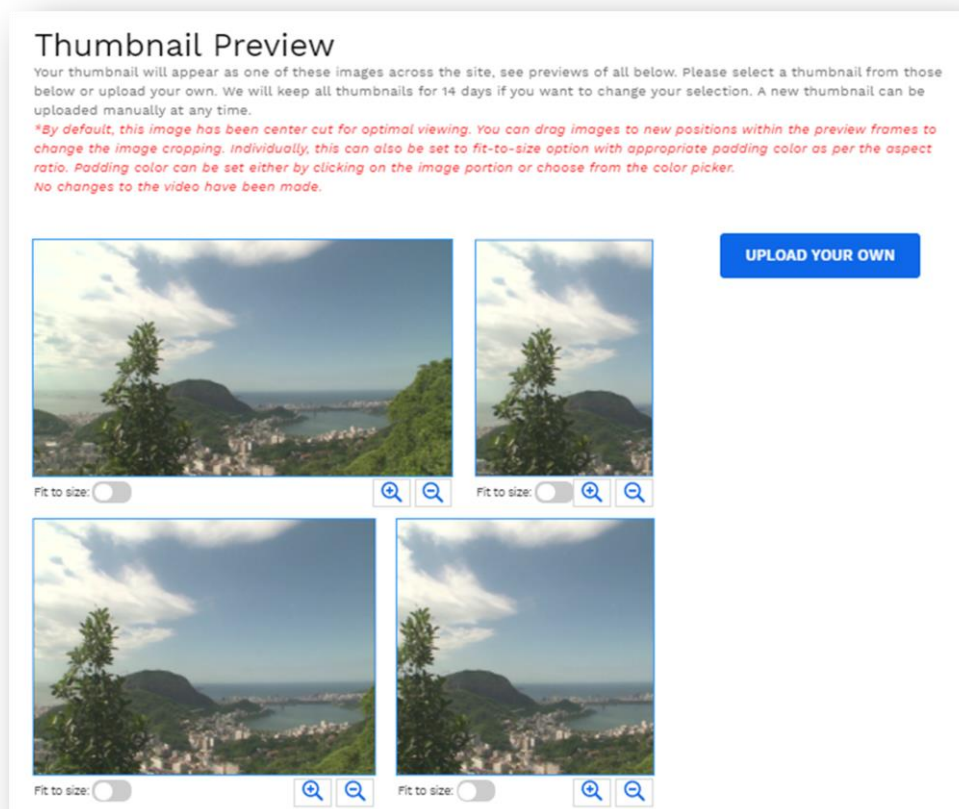
This media asset is free for editorial broadcast, print, online and radio use. It is restricted for use for other purposes.

If you choose to “Browse FTP,” it is likely your video will already have completed processing since you uploaded it. Once you select a video file it will load the preview and you will be able to select a thumbnail.



Choose Thumbnail

Select the Choose Thumbnail button and it will show all of the thumbnails available for this asset.



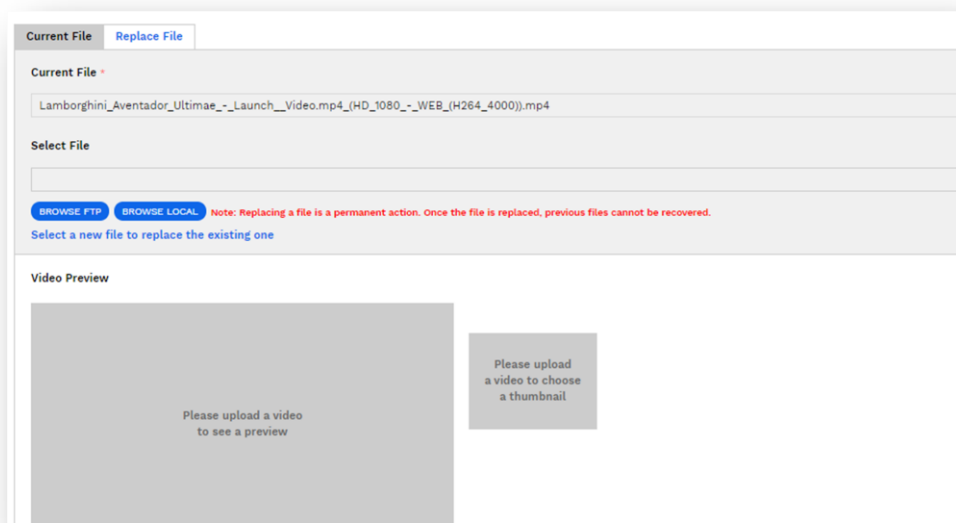
Once you've selected a video thumbnail it will appear in the Thumbnail Preview viewer at the top of the page, this is how the thumbnails will appear on the site.

Once the thumbnail is uploaded our system will automatically create different image dimensions so that it is shown seamlessly on the media center for different page layouts and depending on the device you are trying to use. You can also choose to crop the thumbnail or even zoom in or zoom out as per the options give to show a specific part or to just adjust the image. If you instead prefer to keep the original format, you can click on the fit so size feature. If you use this last option, you can also change the padding color. This can be set either by clicking on the image portion or choose from the color picker.

If you are not satisfied with any of the thumbnail options you are free to “Upload Your Own” as long as the image you choose is a JPEG file that is at least 480x360 pixels and in RGB color mode.

Replacing a Video File

You have the option to replace a video file for an existing asset at any time. Simply click on the existing asset title and click the “Replace File” tab, which will allow you to browse locally or FTP for the replacement file.



The screenshot displays the 'Replace File' tab in a web application. At the top, there are two tabs: 'Current File' and 'Replace File'. Below the tabs, the 'Current File' section shows the filename 'Lamborghini_Aventador_Ultimae_-_Launch__Video.mp4_(HD_1080_-_WEB_(H264_4000)).mp4'. The 'Select File' section contains a text input field and two buttons: 'BROWSE FTP' and 'BROWSE LOCAL'. A red warning note states: 'Note: Replacing a file is a permanent action. Once the file is replaced, previous files cannot be recovered.' Below this, a prompt says 'Select a new file to replace the existing one'. The 'Video Preview' section at the bottom features two large gray placeholder boxes. The left box contains the text 'Please upload a video to see a preview', and the right box contains the text 'Please upload a video to choose a thumbnail'.

Images

Image assets require:

- ✓ Title
- ✓ SEO Title
- ✓ Short Description
- ✓ Description
- ✓ Contact

They also have optional fields for:

- ✓ Search Terms & Keywords
- ✓ Production Company
- ✓ Usage Rights, Restrictions & Embargoes

Create a Image Asset

Add, Edit and Publish

Select File

BROWSE FTP

BROWSE LOCAL

Preview Images

By default, this image has been center cut for optimal viewing. You can drag images to new positions within the preview frames to change the image cropping. Individually, this can also be set to fit-to-size option with appropriate padding color as per the aspect ratio. Padding color can be set either by clicking on the image portion or choose from the color picker. In any of the cases, the original image will not be changed. Your image will appear as one of these images across the site, see previews of all below

16:9

Please upload an image to see a preview

3:4

Please upload an image to see a preview

4:3

Please upload an image to see a preview

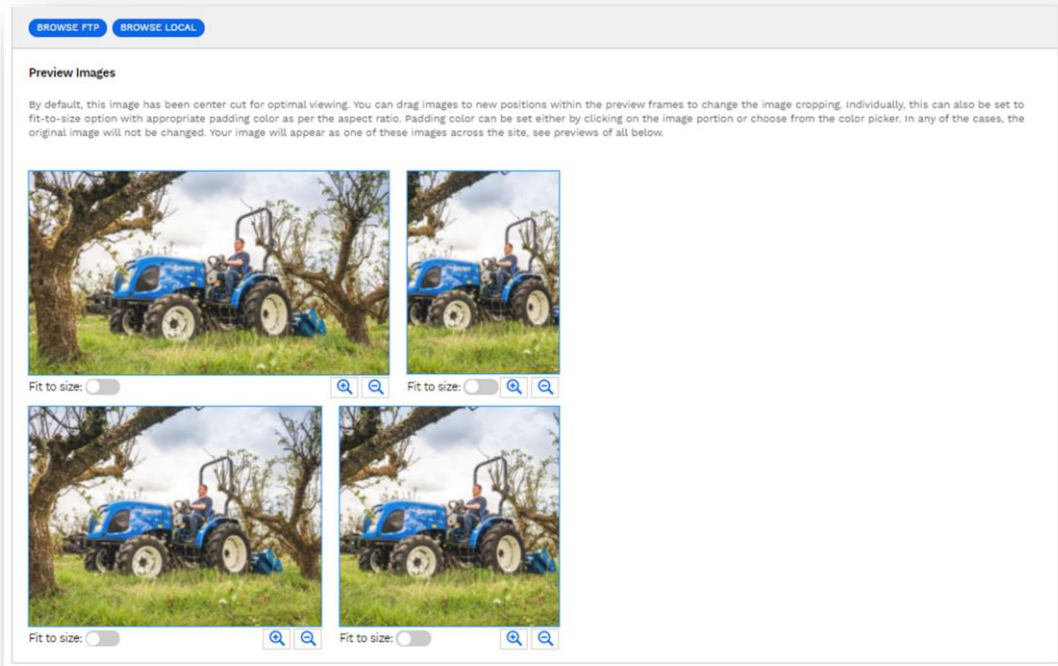
1:1

Please upload an image to see a preview

Cropping

Once the image is uploaded our system will automatically create different image dimensions so that it is shown seamlessly on the media center for different page layouts and depending on the device you are trying to use. You can also choose to crop the image or even zoom in or zoom out as per the options give to show a specific part or to just adjust the image. If you instead prefer to keep the original format, you can click on the fit so size feature. If you use this last option, you can also change the padding color. This can be set either by clicking on the image portion or choose from the color picker.

An example is shown below

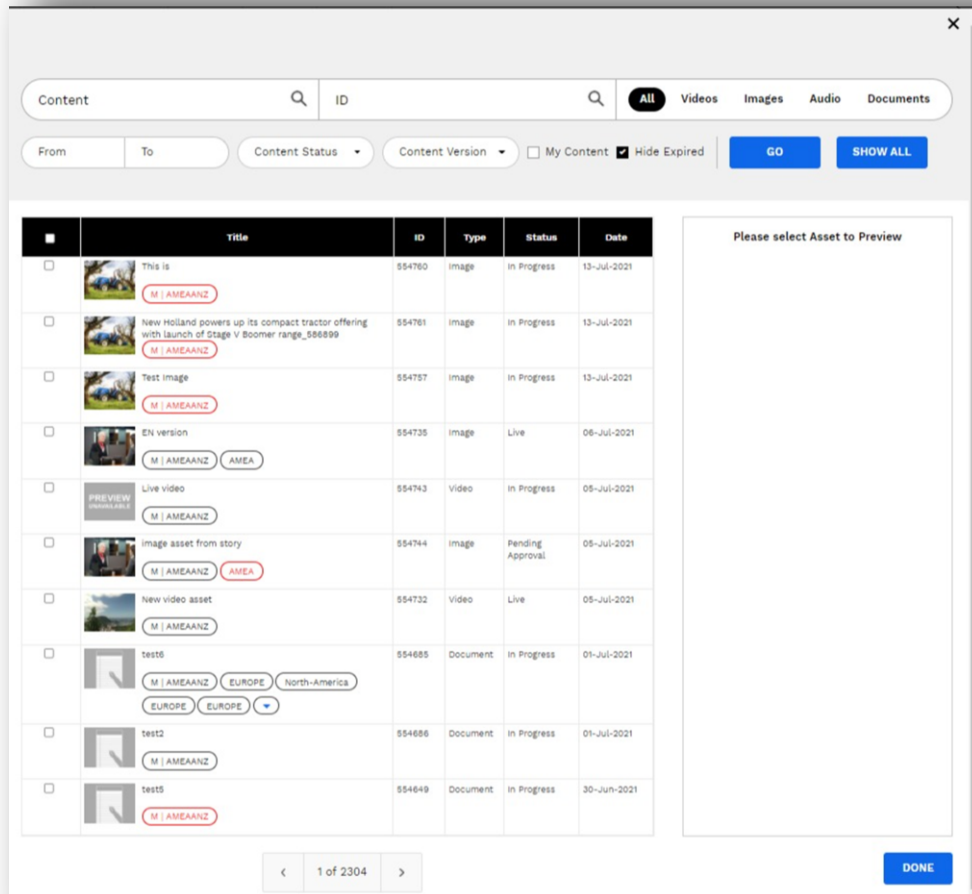


Audio and Documents

The upload and asset creation process for Audio and Document assets is similar to the process explained above. Neither require any additional image manipulation

Add Existing Assets

If you select the option to add existing assets in the “Add Assets” section, a layer will be shown listing all of the assets that your organization has previously created.



On the layer shown above, you will be able to:

Filter by asset (all videos, all images, all audio files and all documents)

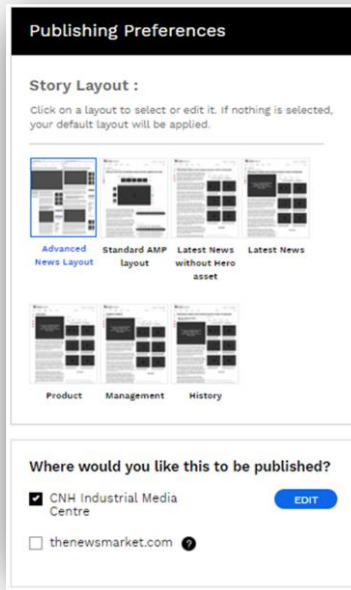
Search for assets based on status, ID, “My Content”, date range and keywords

Preview existing assets by clicking on the title

Choose the assets you would like to include by selecting the checkboxes shown next to the asset thumbnails. After making a selection, click on the button “Done”. The selected assets will then be added to the list shown in the “Add Assets” section.

Publication Preferences on Stories

On the far right side of the “Create a Story” screen is a “Publishing Preferences” panel that contains global preferences for the project being worked on. This panel will be displayed as shown below:



Story Layout

From this option you can choose different types of layouts according to the type of news you want to publish. By default, is selected the Advanced News Layout.

Where would you like this to be published?

Identify where the story and assets will be published. You can select your newsroom and/or you may also opt to publish the story to TheNewsMarket.com.

TheNewsMarket.com

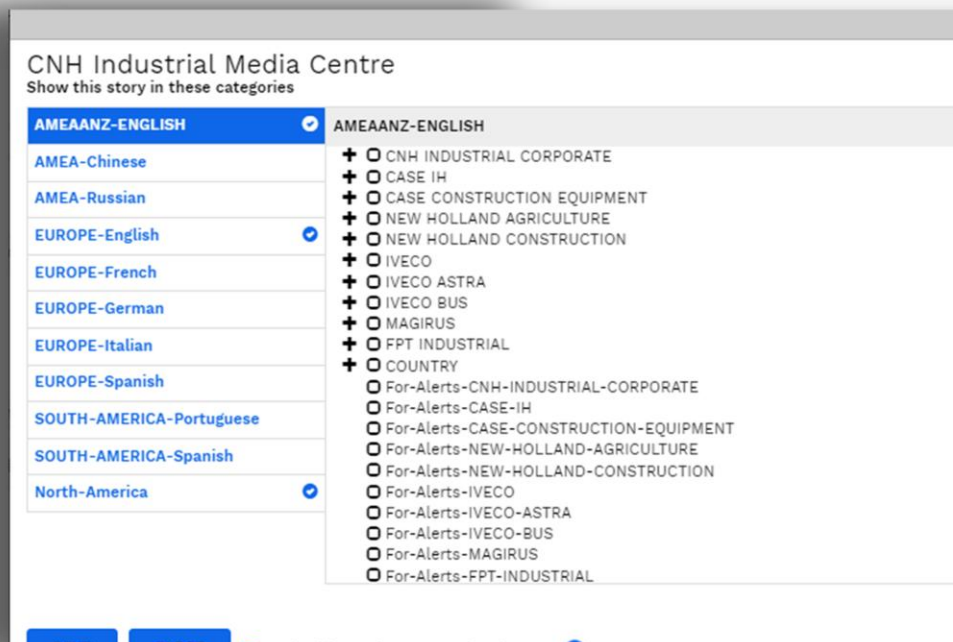
Stories posted to TheNewsMarket.com will be received by our internal Digital Content Management team. The team will review the story internally and then post to TheNewsMarket.com and send a media alert email. Note: there will be a time gap between your story being published on your Media Center and the story appearing on TheNewsMarket.com.

Category Selection

If you choose to publish your story to your newsroom, you will be shown a layer featuring all of the categories that are relevant to your newsroom.

Checking the “Apply this tagging to associated assets” box will automatically tag any associated assets with the story tagging (in addition to any existing tagging for those assets).

Note: If you have Sections and Categories on your newsroom you MUST select at least one of each to publish the story. If there is no specific category relevant to the content in this story simply select “All”.



Layout Selection

You can also assign a Story Layout from this screen. The Story Layout determines how the story will appear on your site. You can assign a layout by going to the “Story Layout” tab in the same window.



Choose the desired layout which will load all of the available assets for that layout, then select the asset you would like to use.

If you delete an asset which is assigned to the layout you will receive error messages detailing the conflict, it is highly recommended that you only select the Story Layout when you have completed all other edits to the story and are ready to preview. Both New and Existing assets will be available for the layout in this screen.

An embed code can also be used as the Hero Asset, be sure to read all on-screen instructions if you choose to use an embed code.

Note: Some layouts may have additional fields that need to be entered on this screen.

Status

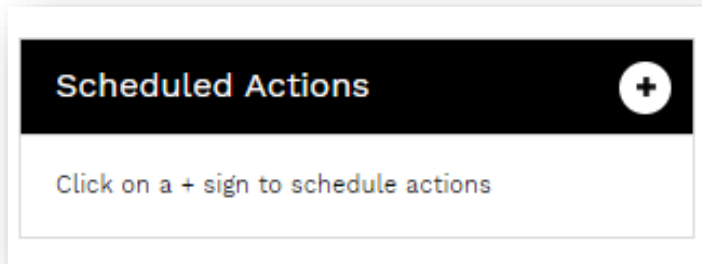
Change the status of your story. [See Status Changes](#)

Save

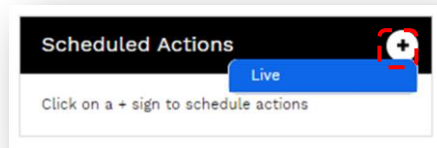
You can save your story to work on it later, or let someone else on your team access it in the future. [See Manage](#)

Scheduled Actions

The "Scheduled Actions" panel allows you to schedule your content to LIVE.



To add a scheduled event, click on the "+" button.

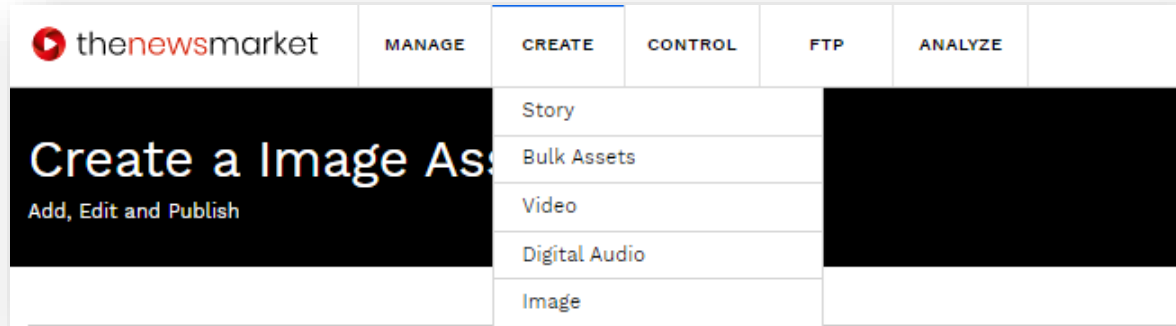


Setting a future LIVE date for your content allows you to publish the content at the correct time and date you selected.

A screenshot of the 'Choose Date and Time' dialog box. The dialog has a title bar and a main content area. At the top, it says 'Choose Date and Time' and 'This content will be made live at the date and time selected below.' Below this, there is a 'Select Time Zone' dropdown menu and a 'UTC TIME' button. The main content area displays a calendar for July 2021. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1 through 31). To the right of the calendar, there is a 'Select Time' section with two columns: 'Hour' and 'Minute'. The 'Hour' column shows the number 16, and the 'Minute' column shows the number 50. Below the calendar, there is a section titled 'Language Versions' with a checkbox labeled 'All Non-Live Versions (at the time of go-live)'.

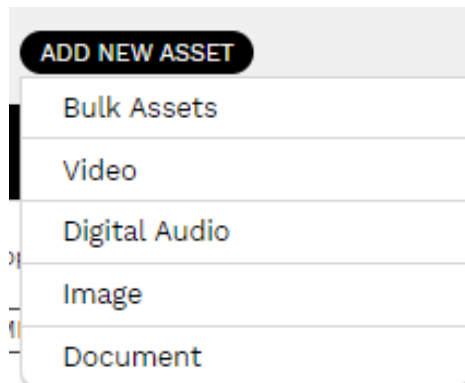
Create Assets

You can create assets *separate from a story* by accessing the “Create” button on the top bar menu.



Hovering over the “Create” button will enable you to select your media type (Video, Digital Audio, Image, or Document)

The process for uploading an asset is identical to the method described above in the “Add New Assets” section.

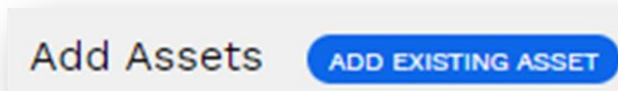


Publishing Preferences for Assets

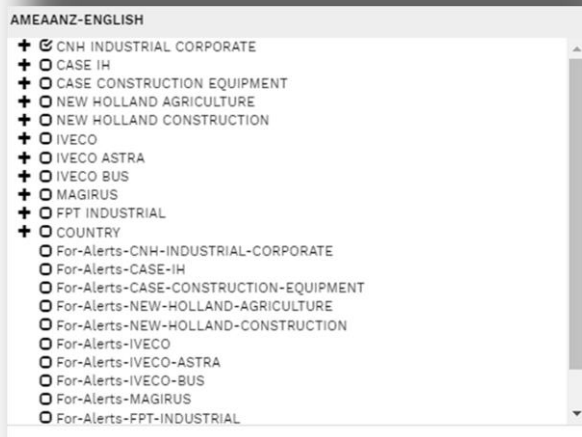
As for the story, clicking the Media Center name under the “Publishing Preferences” panel will enable you to tag an asset to a section/category



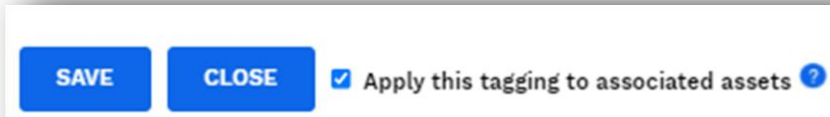
An asset can be added to an existing story (as described above in “Add Existing Assets”).



When an asset is associated to a story, it will inherit both tagging and status from the story.



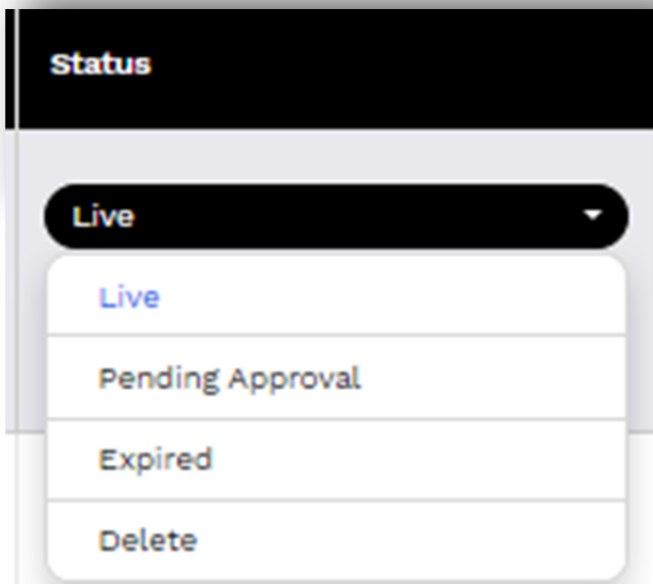
To change the tagging on an asset when it's associated with a story you can uncheck the default option on the story tagging page which says "Apply this tagging to associated assets."



If this is unchecked you must manually tag all associated assets for them to appear in the story or on the MC at all. OR you can keep the linked tagging when creating the story, and then manually change the asset tagging after.

Note that once you manually change the tagging on an asset it will not be linked to the story anymore, so if you make future changes to the story tagging those changes will not be reflected in the asset.

Assets can be made live and tagged to a section without being associated to a story, AND they can have different tagging from the story they are associated with.



Manage

This section lists all of the stories and assets that were created and saved by any user in your organization. To resume editing of any piece of content, click on its title. You can also preview stories from this screen, or change the status of stories or assets.

Manage Stories and Assets

Edit, Preview and Publish

Times mentioned are in GMT

All
Stories
Videos
Images
Audio
Documents

From To
Content Status
Content Version
☐ My Content ☒ Hide Expired

Title	ID	Type	Status	Last Modified	Last Modified By	Date Created	Created By
 Asset:amp Issue - Europe EUROPE NORTH-AMERICA	554763	Video	Live	19-Jul-2021	Client Test user	14-Jul-2021	thenewsmarket Staff
 Master Test Asset for AMP Issue - Europe EUROPE NORTH-AMERICA SOUTH-AMERICA AMEA AMEAANZ SOUTH-AMERICA	554762	Image	Live	19-Jul-2021	Client Test user	14-Jul-2021	thenewsmarket Staff
 Master Test Story for AMP Issue - Europe sdfsad PREVIEW EUROPE NORTH-AMERICA	90605	Story	Live	19-Jul-2021	Client Test user	14-Jul-2021	thenewsmarket Staff
 test highlight PREVIEW AMEAANZ	90639	Story	Pending Approval	19-Jul-2021	thenewsmarket Staff	19-Jul-2021	thenewsmarket Staff
 This is AMEAANZ	554760	Image	In Progress	13-Jul-2021	thenewsmarket Staff	13-Jul-2021	thenewsmarket Staff
 New Holland powers up its compact tractor offering with launch of Stage V Boomer... AMEAANZ	554761	Image	In Progress	13-Jul-2021	thenewsmarket Staff	13-Jul-2021	thenewsmarket Staff
 Test Story PREVIEW EUROPE	90488	Story	Pending Approval	13-Jul-2021	thenewsmarket Staff	13-Jul-2021	thenewsmarket Staff
 Test image AMEAANZ	554757	Image	In Progress	13-Jul-2021	thenewsmarket Staff	13-Jul-2021	thenewsmarket Staff
 Untitled Story - 13-Jul-2021 by Chintak Chhaila EUROPE	90484	Story	In Progress	13-Jul-2021	thenewsmarket Staff	13-Jul-2021	thenewsmarket Staff
 Test Chintak Story PREVIEW AMEAANZ	90483	Story	Live	13-Jul-2021	thenewsmarket Staff	13-Jul-2021	thenewsmarket Staff

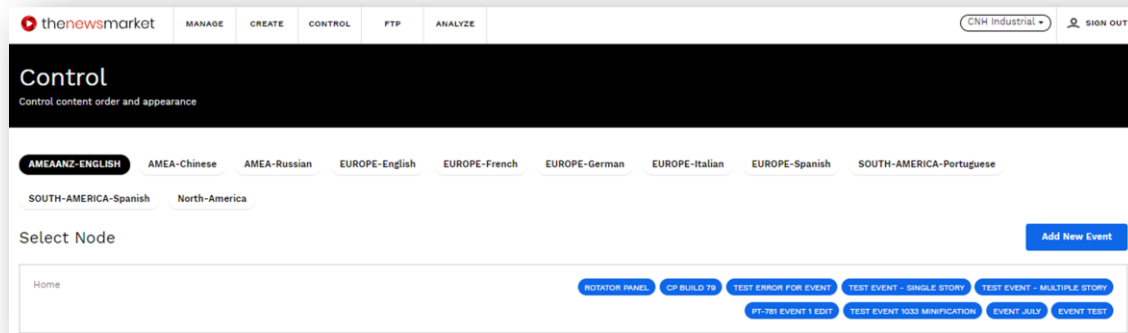
Content Type Filters: Use the filters at the top of the page to select the content type you want to browse. You can select between All, Stories, Videos, Images, Audio and Documents.

Search: In addition to the content filters you can search by status, “My Content”, date range, ID or keyword.

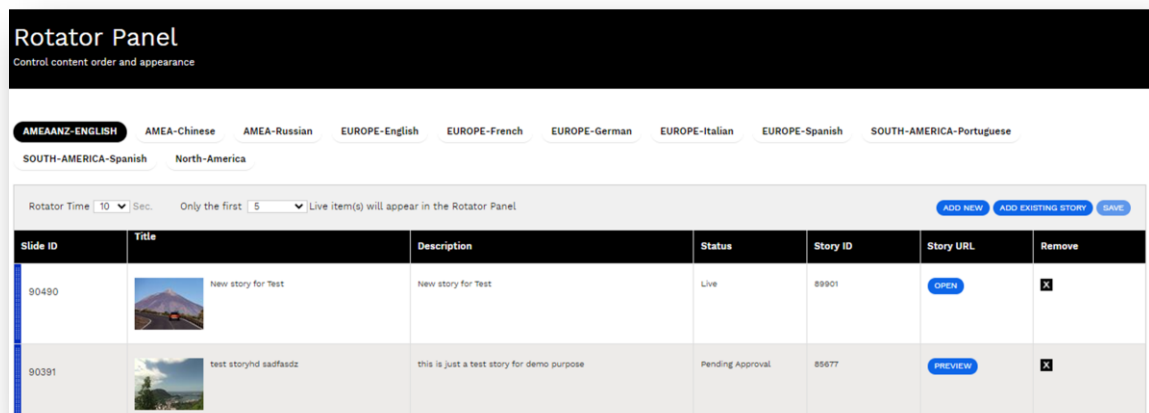
Control

The Control Panel allows you to control the Rotator Panel of your site and adjust the order stories appear in.

Rotator Panel



Click on the Rotator Panel button to add, remove or reorder the Rotator Panel.



Any stories which were added to the Rotator panel from the Edit Story page will appear here. You can add a new story by clicking the “Add Existing Story” button at the top right of the screen. You can also reorder stories by clicking and dragging the blue handle at the left of each row. You can remove any story from the rotator panel by clicking the X in the remove column. This will only remove the story from the rotator panel, it will not remove it from the site.

Add New

Click on “Add New” if you want to create a new rotator panel asset. Once the asset is selected add your date, title and description. Add the URL where this new rotator panel item needs to be linked to – it could either be a story on the newsroom, or a link to a blog or any external article as well. By the way do not forget to apply text alignment or the text color on the image along with your gradient option depending on how busy looking the image is.

Status Changes and Publishing

Throughout the content management portal there are buttons and dropdowns to change the status of stories and assets.

In Progress

The In Progress status is applied to any newly created stories or assets. This content is fully editable including the associated files for assets, thumbnails and preview images. Content in this status may not be complete.

Content that is incomplete is indicated by this icon: 

Content that is complete and ready to be published is indicated by this icon: 

Content in the In Progress status cannot be previewed.

Pending Approval

The Pending Approval status is used to preview content exactly as it will appear on the site before publishing it. This status should be used to prepare all materials prior to go live and check your story to ensure everything is appearing as it should. When you change the status to Pending Approval all of the files associated with the story are pushed into the database that powers the newsroom, therefore this status change might take a short time to complete. Once assets are in the Pending Approval status you can still edit any of the text and make changes to the file on the asset.

Live

The Live status is used to display content on your public newsroom and/or TheNewsMarket.com. Once a story is made live it will appear, with all of its live assets, on your newsroom/TheNewsMarket immediately.

Expired

The Expired status removes content from your newsroom without deleting it. Once a story or assets are changed to the Expired status they will no longer appear on your newsroom.

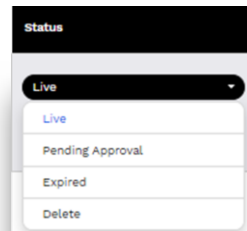
Deleted

The Deleted status permanently removes content from the system. Once a story or asset is changed to the Deleted status they will no longer appear anywhere on your newsroom or on the content management portal.

Story and Asset Status Changes

The status of stories and assets can be changed from either the Manage listing, or from the story or asset form. Asset status can also be changed from the Asset listing on the Story form.

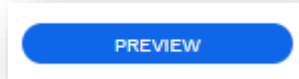
Manage listing status change:



When you change the status of a story it will change the status of all the associated assets. If you do not want the status of the assets to change then remove the assets from the story prior to change the status, or manually change the status of the assets separately after changing the story status.

Preview

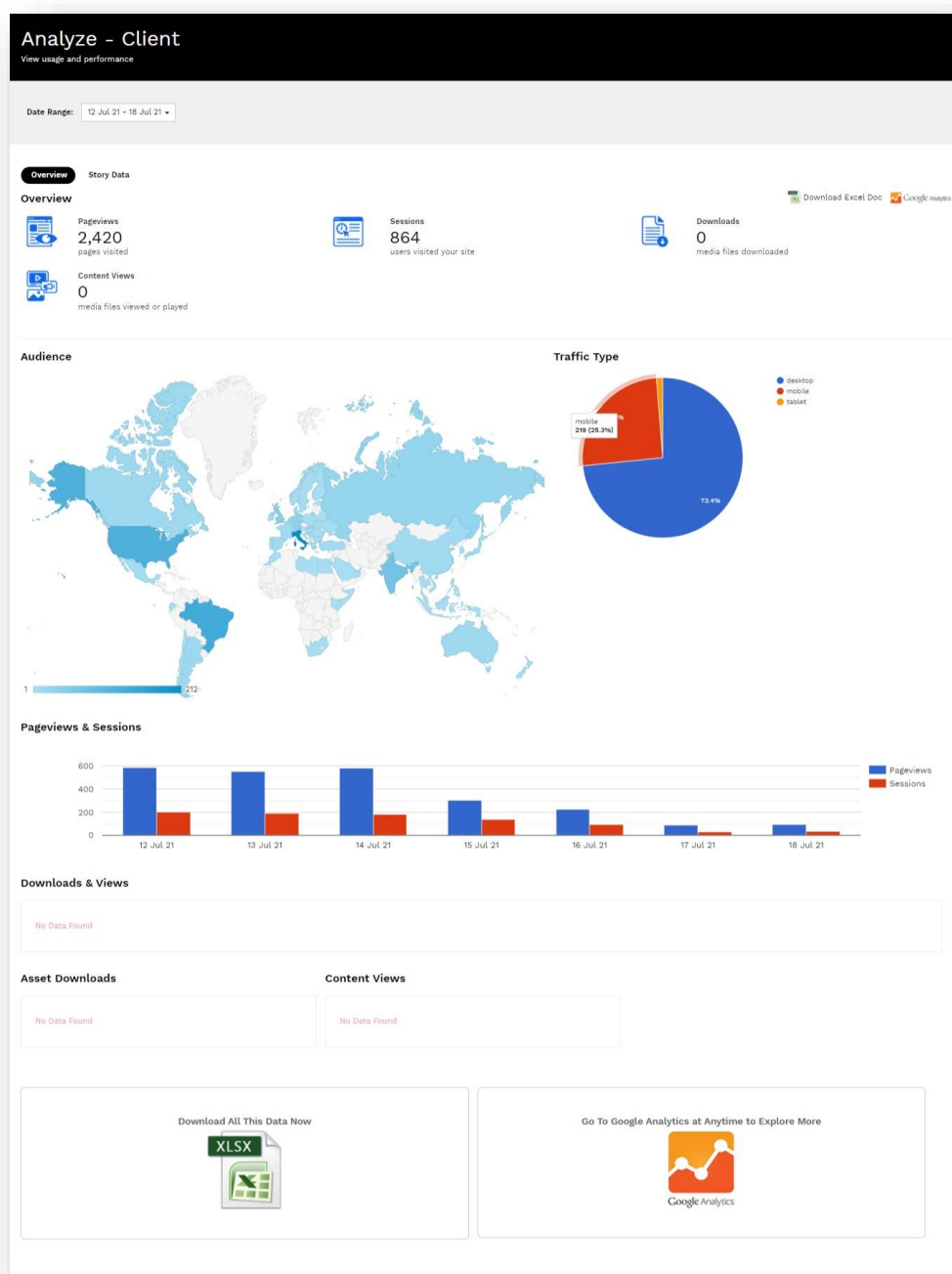
Stories in Pending Approval status can be previewed on your newsroom before publishing them. To preview a story simply change the status of the story to Pending Approval and click on the “Preview” button either on the Manage screen or on the Story form.



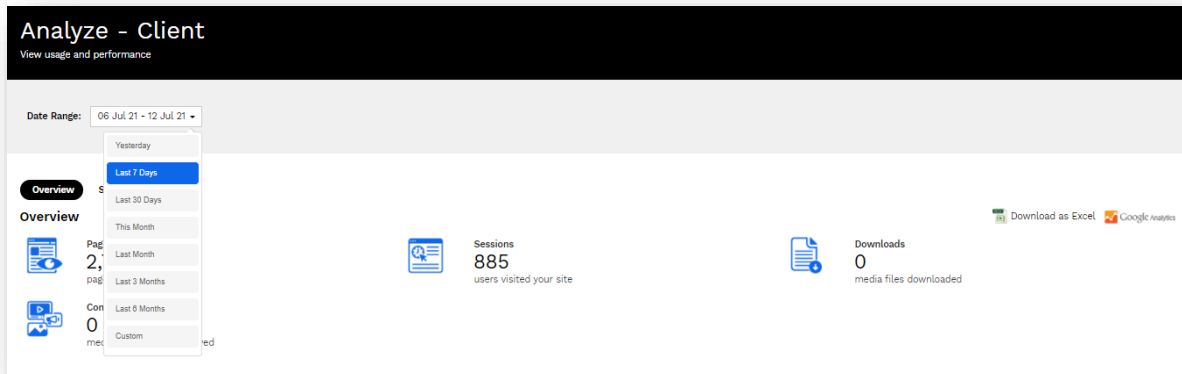
This will open a preview of the story in a new window showing all of the text, associated assets, links, documents, contact, and related stories for this story. Edits can be made to the text and associated materials.

The Analyze tab allows you to retrieve data on yournewsmarket in real time.

This page gives you information on page views, sessions, downloads and social shares. You will also be able to download this information in an excel file at any given time or can request us to provide access to Google analytics for you to further study the site performance.



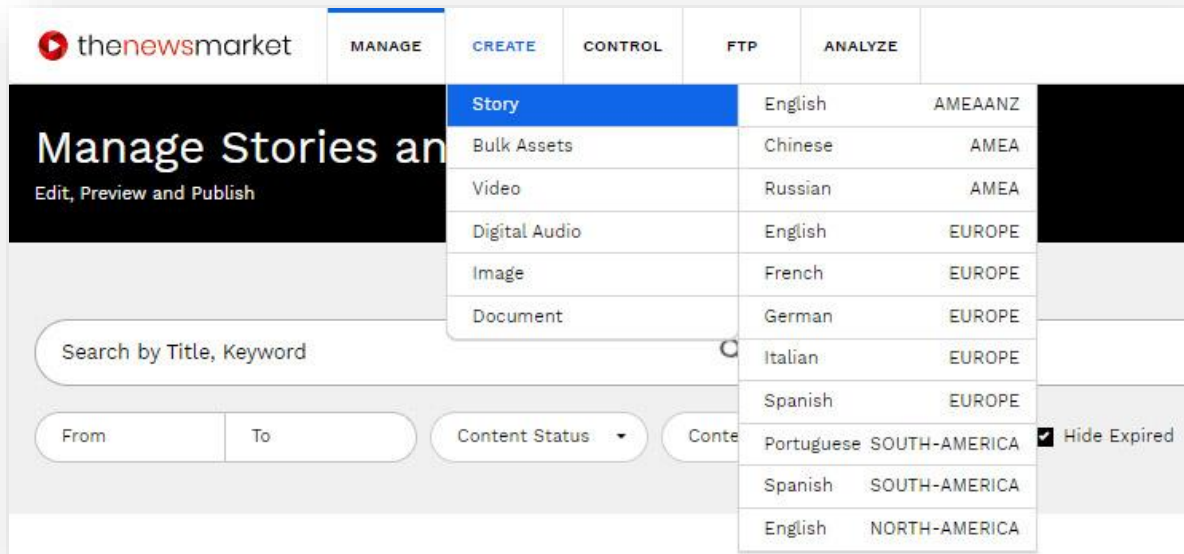
The system allows you to select different date range or custom date range.



Creating Language Versions

Your newsroom has the capability to create multiple versions of the same story/asset for different regions/languages. One “master” story/asset can be created containing all multimedia assets and additional versions can be added without the need to create separate stories/assets.

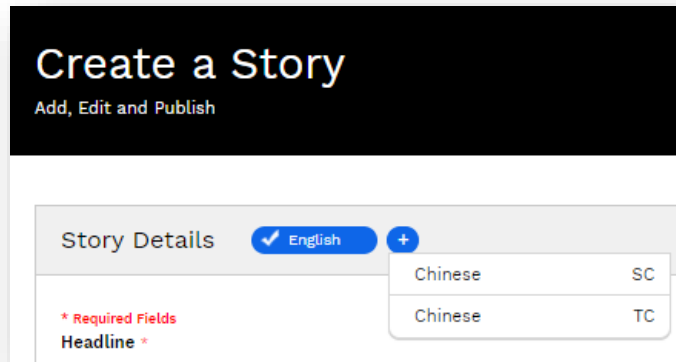
Master Language Selection



Hovering over “Create” and then “Story” on the top bar menu will allow you to select the master language. The story and assets can then be created as usual.

Alternate Language Version Creation – Story Level

Clicking the + icon on the “Create Story and Assets” page will open a menu to select a new language version:



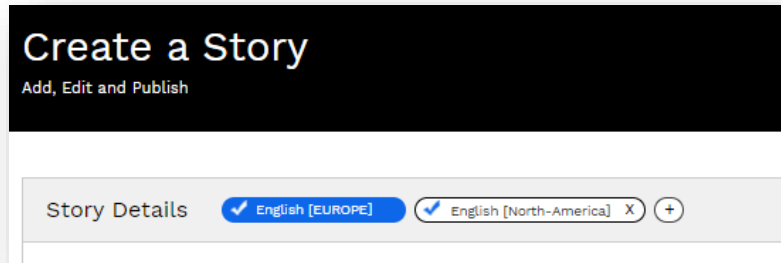
The screenshot shows the 'Create a Story' form with the title 'Add, Edit and Publish'. Under 'Story Details', there is a dropdown menu for language selection. The current selection is 'English'. A '+' icon is visible next to the dropdown. The dropdown menu is open, showing two options: 'Chinese SC' and 'Chinese TC'. Below the dropdown, there is a red asterisk and the text '* Required Fields' and 'Headline *'.

You will be given the option of copying the headline/story text from the master version by selecting “Copy text from Master” or you can select the “Create blank version” option.

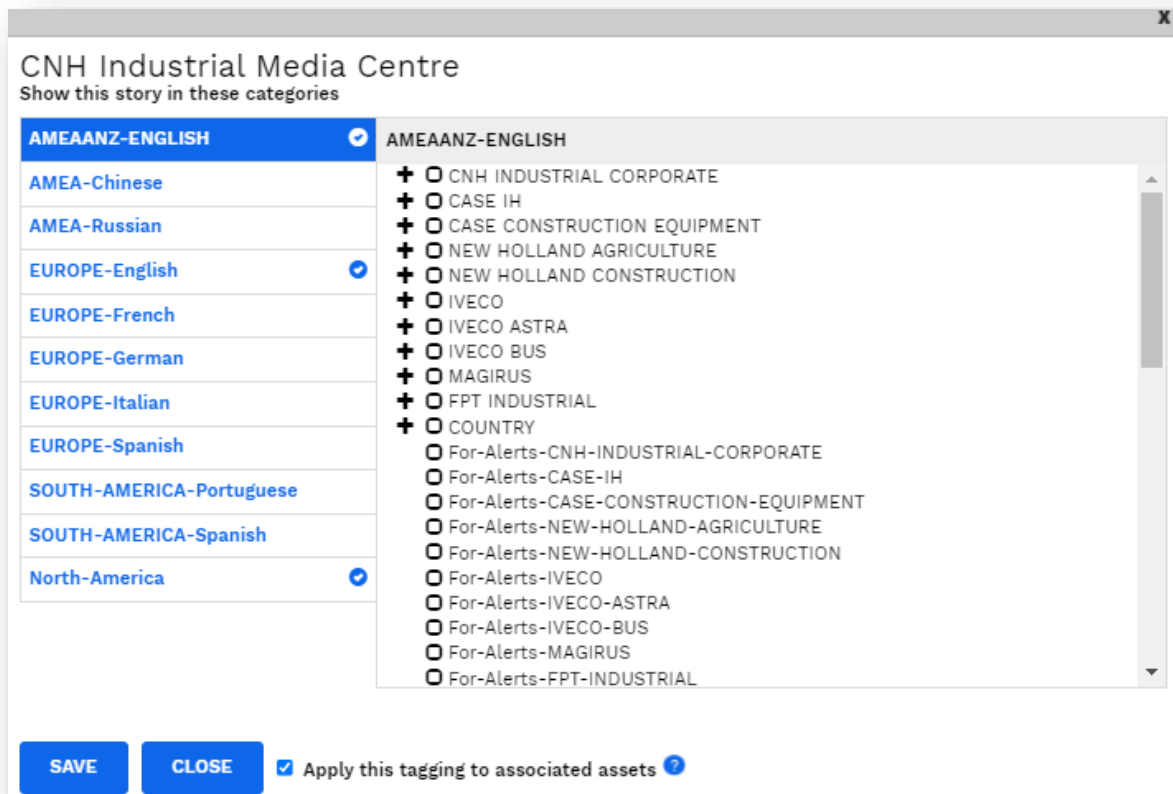


The screenshot shows the 'Create a Story' form with the title 'Add, Edit and Publish'. Under 'Story Details', there is a dropdown menu for language selection. The current selection is 'English'. A '+' icon is visible next to the dropdown. The dropdown menu is open, showing three options: 'Copy text from Master', 'Chinese SC', and 'Chinese TC'. Below the dropdown, there is a red asterisk and the text '* Required Fields' and 'Headline *'.

You can toggle between language versions by clicking the tabs just above the **Headline** field.

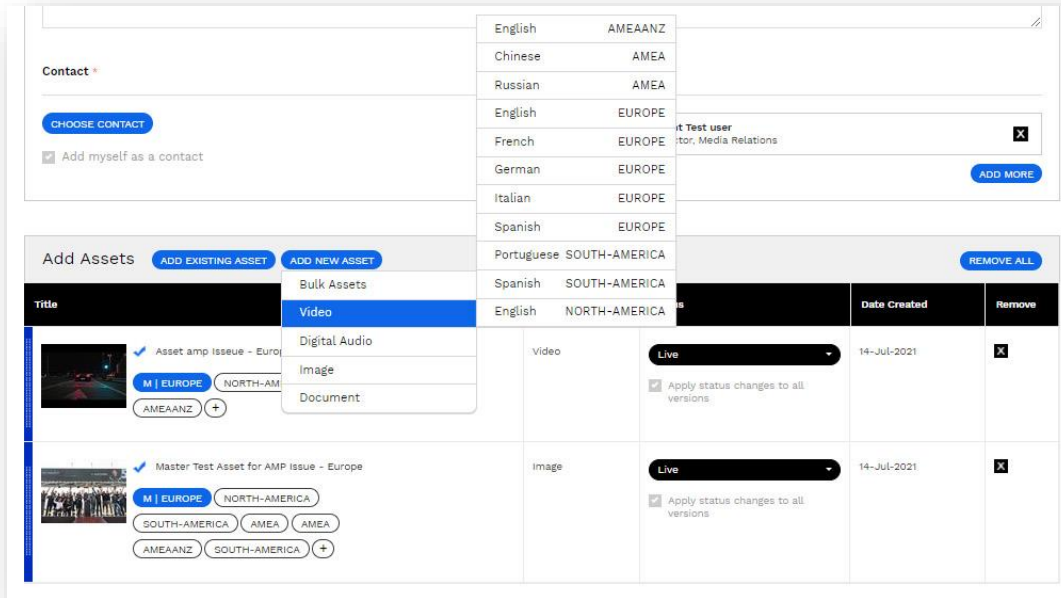


A story with multiple language versions must be tagged to each language/territory under “Publishing Preferences” in order to display in that section with the correct text. Any language/territory checked *without* a corresponding language version will display text from the Master Language version.

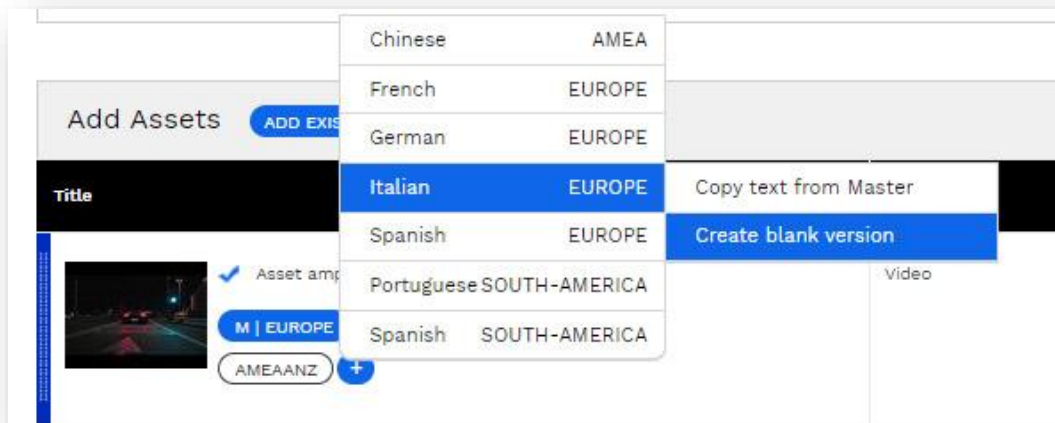


Alternate Language Version Creation – Asset Level

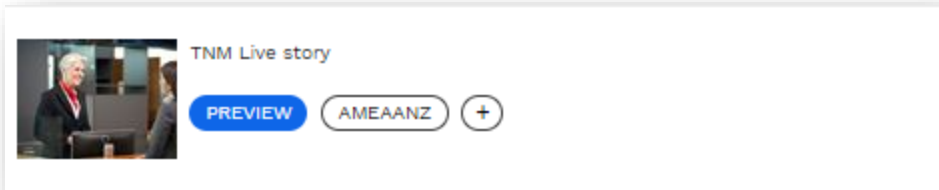
You may also create different language versions of an individual asset (once the master version has been created):



Click the + icon on the Asset Creation window to create an alternate language version of an asset (You will be given the option of copying the text from the Master language or you can create a blank version to fill out in the appropriate language):



New language versions can *also* be added from the “Manage Stories and Assets” tab:



Clicking the + icon next to a story/asset will allow you to select an alternate language:

