

PACIFIC PRESS AGENCY

Quick Guide to Getting Started

(System upgrade 2017)

Introduction

This document will introduce you to some of the new core features of the Pacific Press Agency upgraded platform.

It will show you how to:

- Upload, view and manage files in your archive
- Upload via FTP
- View and edit file info

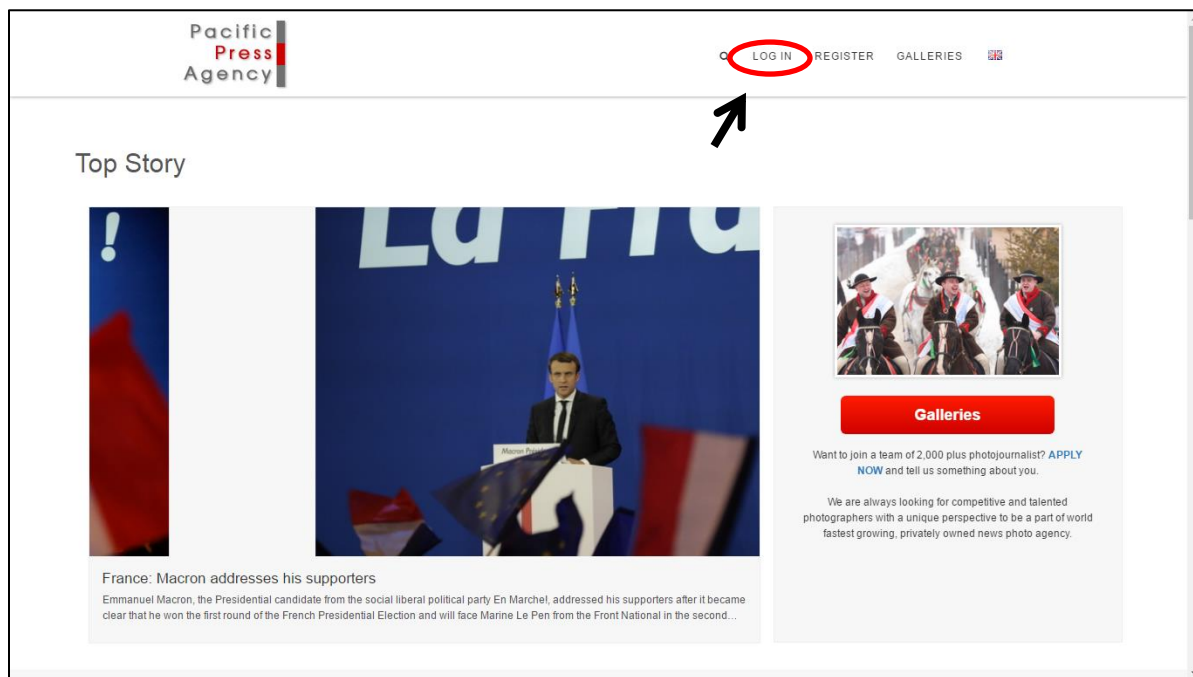
Note: After doing all the Editing and if you're ready to go, please send alert email to the editor at editor@pacificpressagency.com for a review and publication of your work.

For further information contact support@pacificpressagency.com

HOW TO SUBMIT STORIES

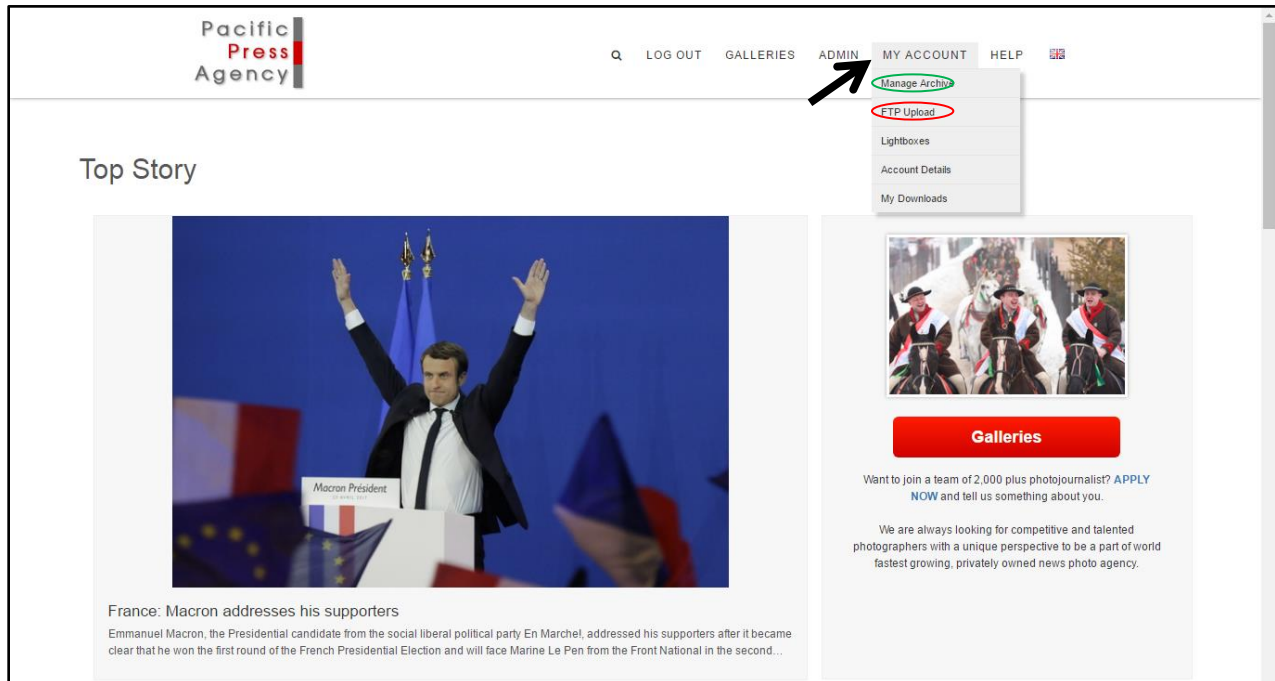
1. Login to your account

Figure 1



- Point your mouse pointer to **MY ACCOUNT** button and choose the method to upload either via **FTP** or **Drag and Drop Upload** (you can access Drag N Drop method be selecting Manage Archive).

Figure 2



DRAG AND DROP UPLOAD

- If you choose web browser upload or Drag & Drop upload, simply click the **Red Button**.

Figure 3



4. Click "**Choose Folder**", and *select the folder* where do you want our pictures be uploaded either **My Files** or you may add **New Folder** for your certain story only.

Figure 4

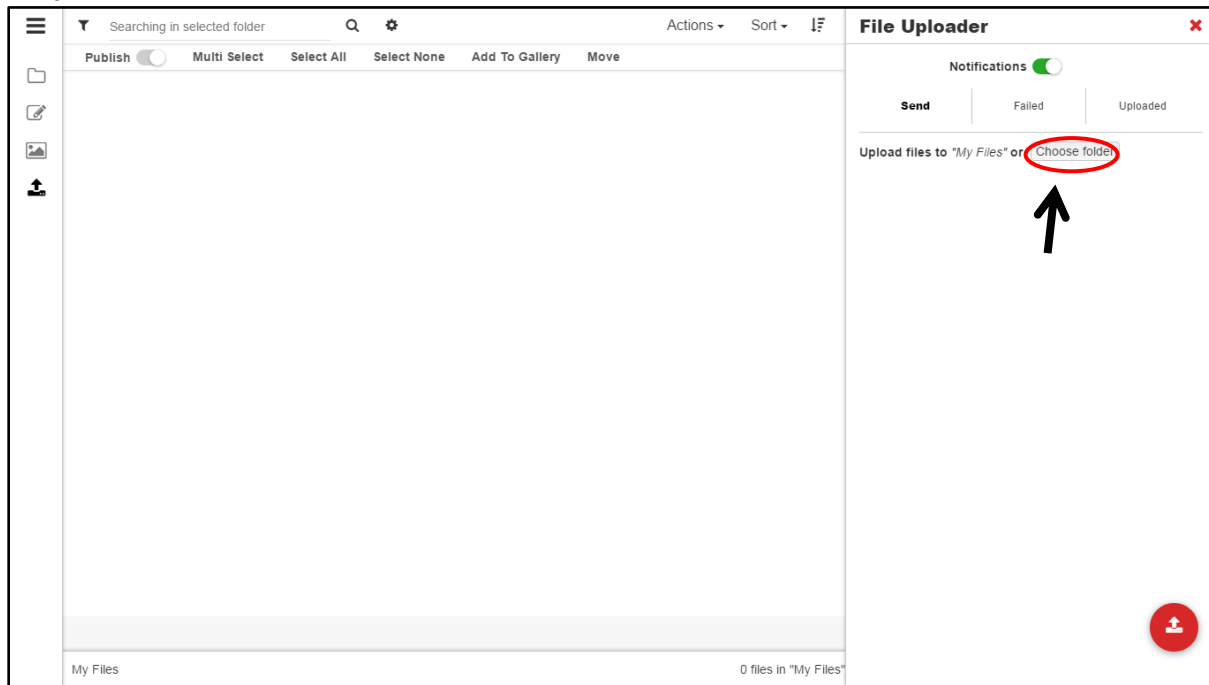


Figure 4.1 (Example: I will create a new Folder for my story)

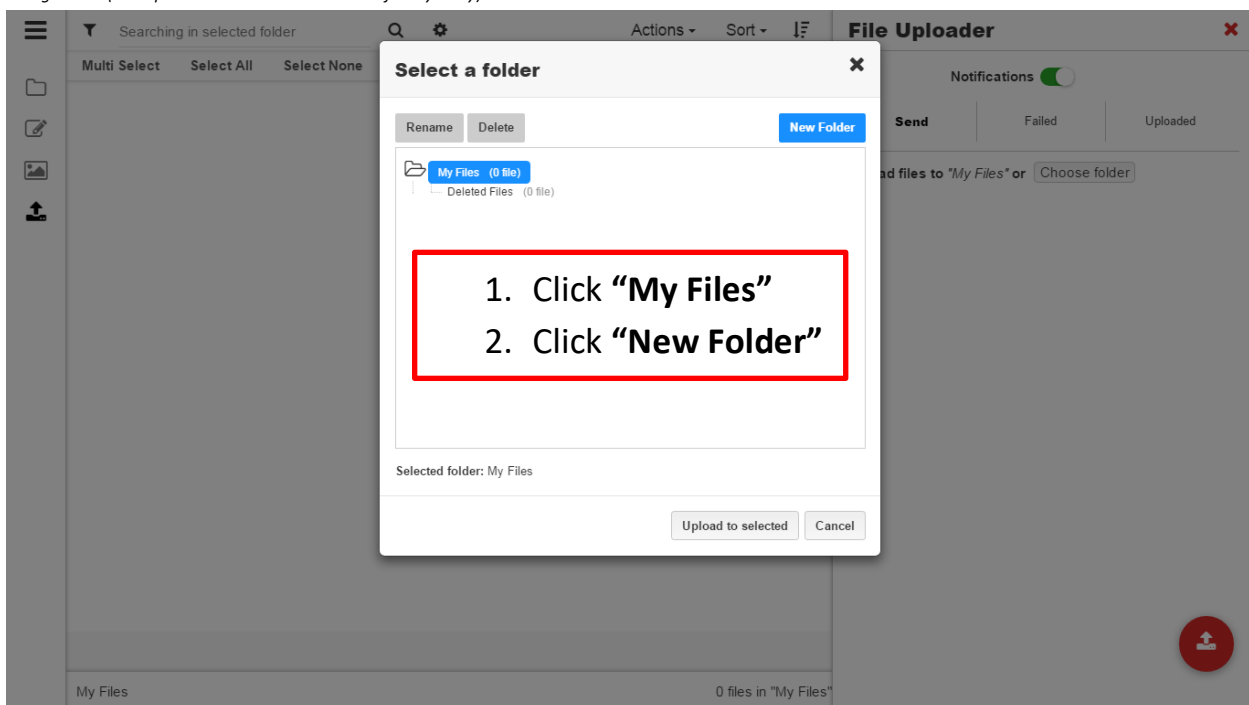


Figure 4.2 Name your folder and click **CREATE FOLDER**.

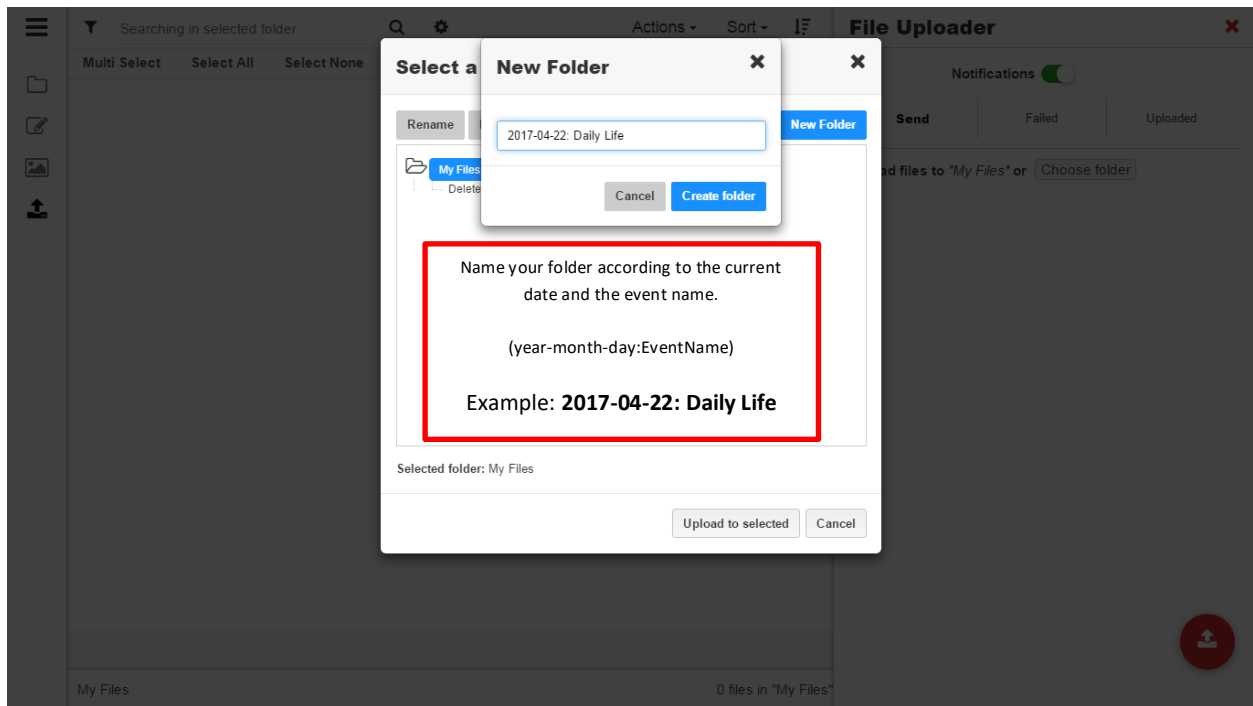


Figure 4.3 Click Upload to Selected

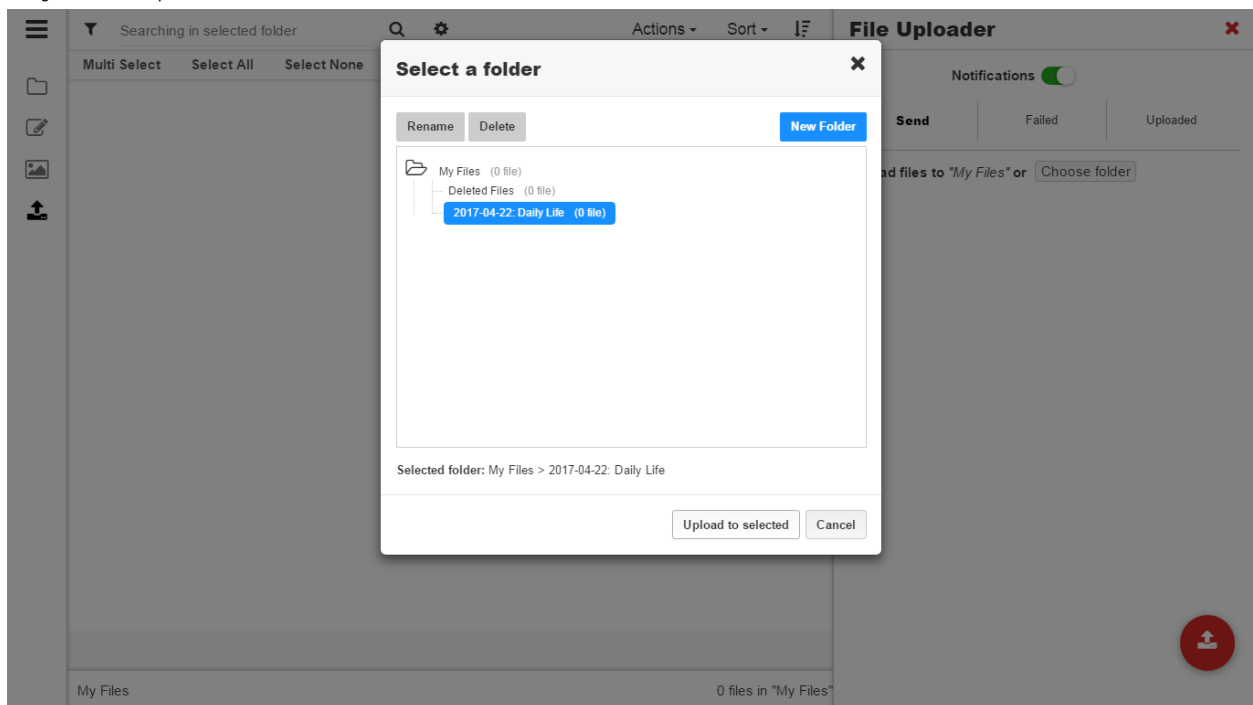
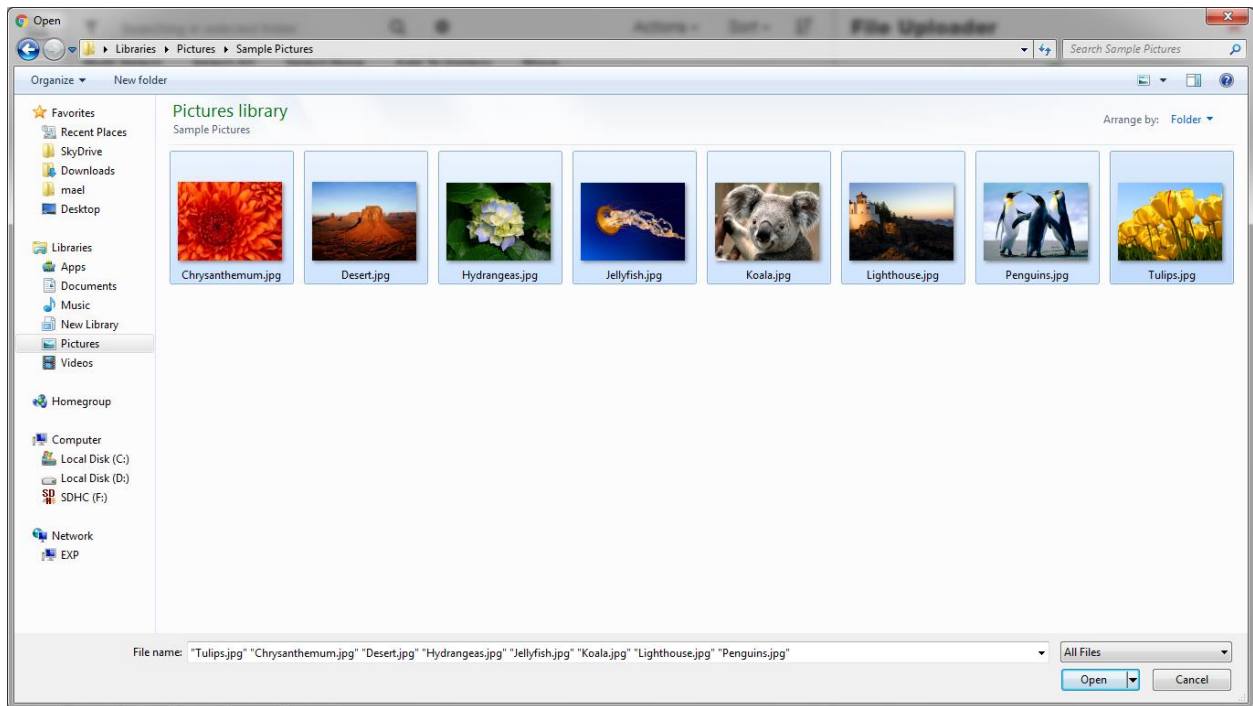
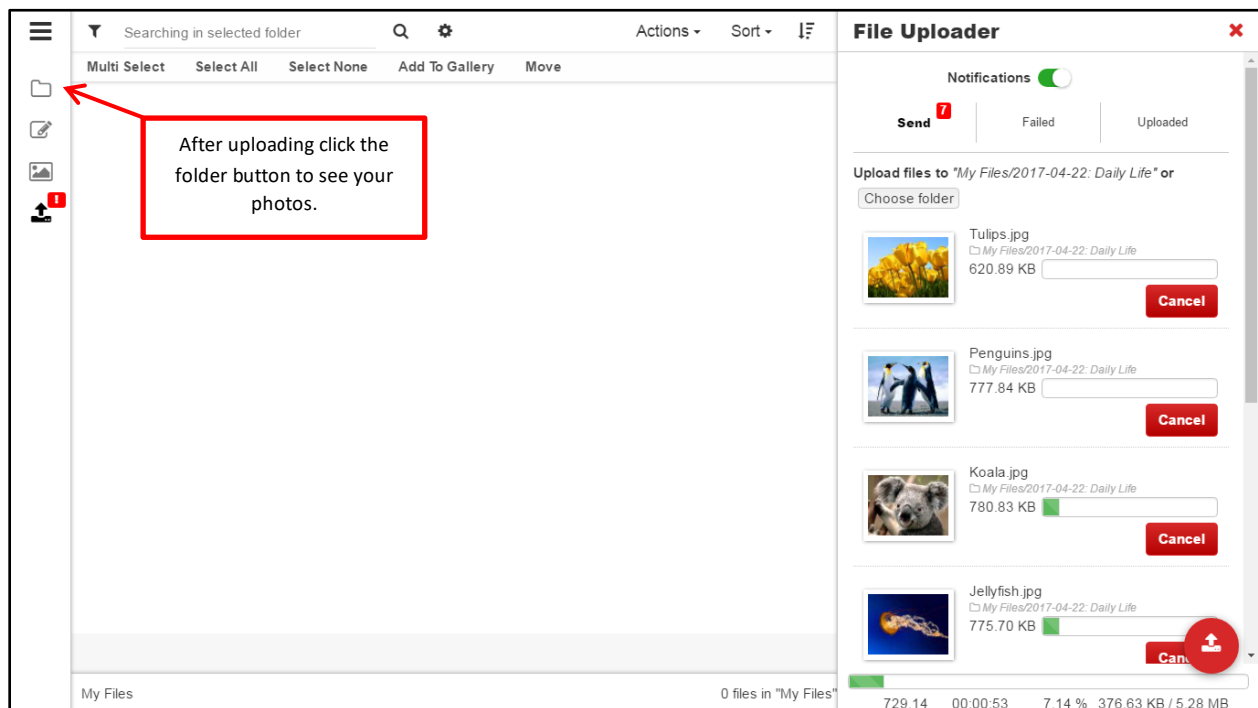


Figure 4.4: Select the photos you want to upload and Click Open



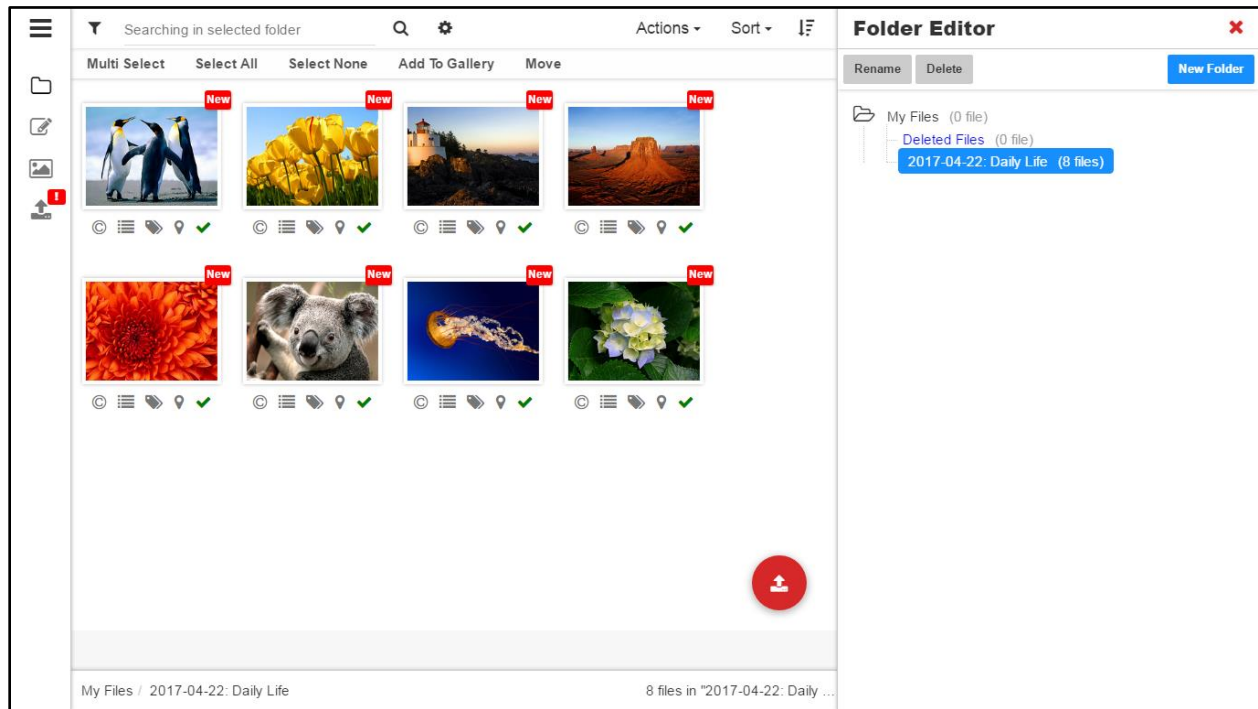
5. Wait until all photos will be uploaded; afterwards click the folder button () to see the uploaded photos.

Figure 5



6. Select the folder and you will see your uploaded photos.

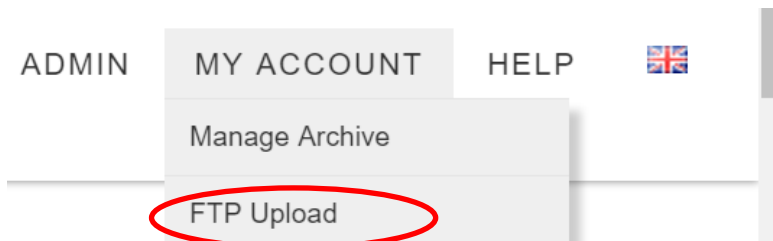
Figure 6



FTP UPLOAD

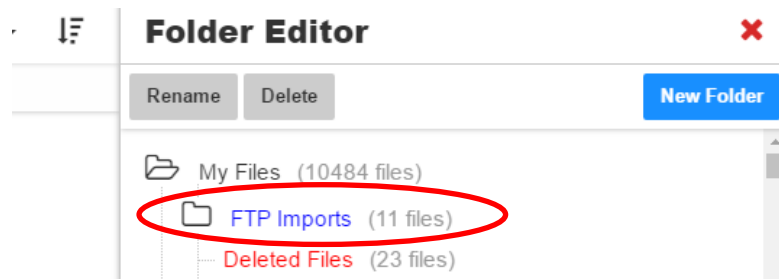
We recommend using FTP for 'high volume' or 'large file' uploads. FTP uploads are more stable and don't require an Internet browser to function.

Follow the 'How to' instructions on the FTP upload page which is accessible under the main menu (you'll need to exit the Manage Archive page to access the main menu again). Do this by clicking on the logo in the top left corner of the tool panel which will take you back to the homepage. You will then be able to access the 'FTP Upload' page by clicking on the link under the main menu option My Account as shown below:



If you don't already have FTP software the "How to upload using FTP software" instructions on the FTP download page include a link to a free and reliable FTP solution called 'Filezilla'.

Your uploaded files will be automatically imported to your FTP Import folder in your archive:



Viewing and Editing File Info


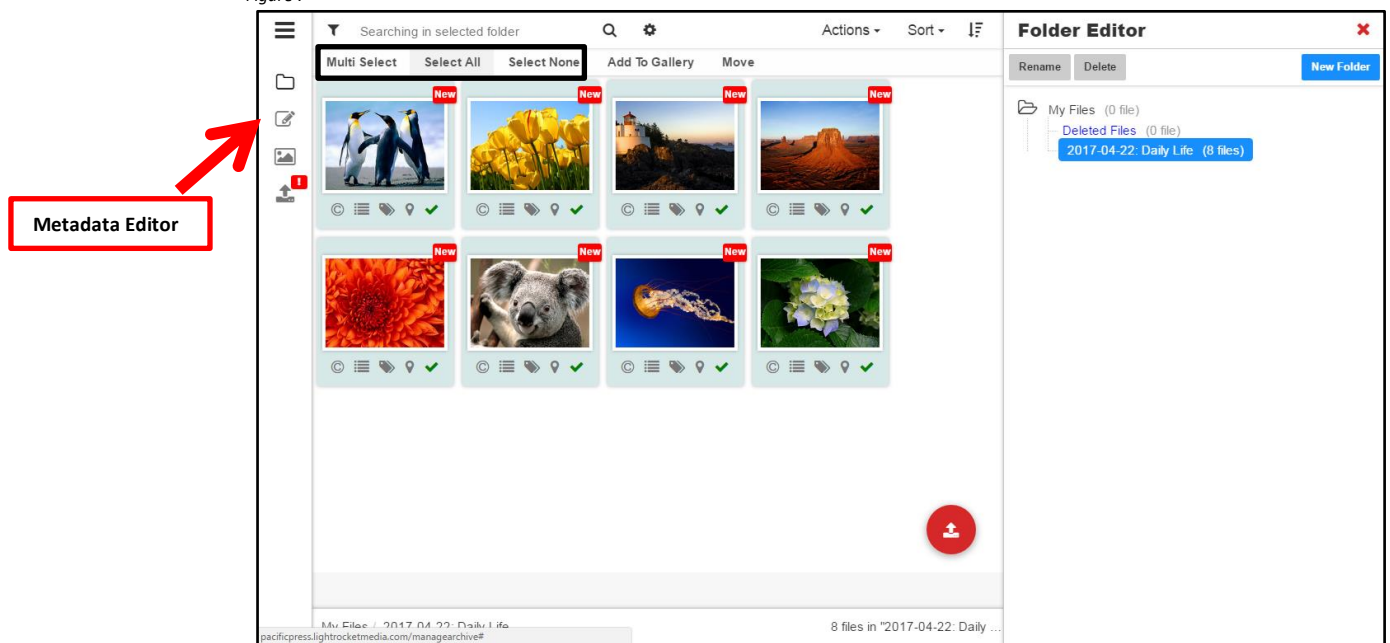
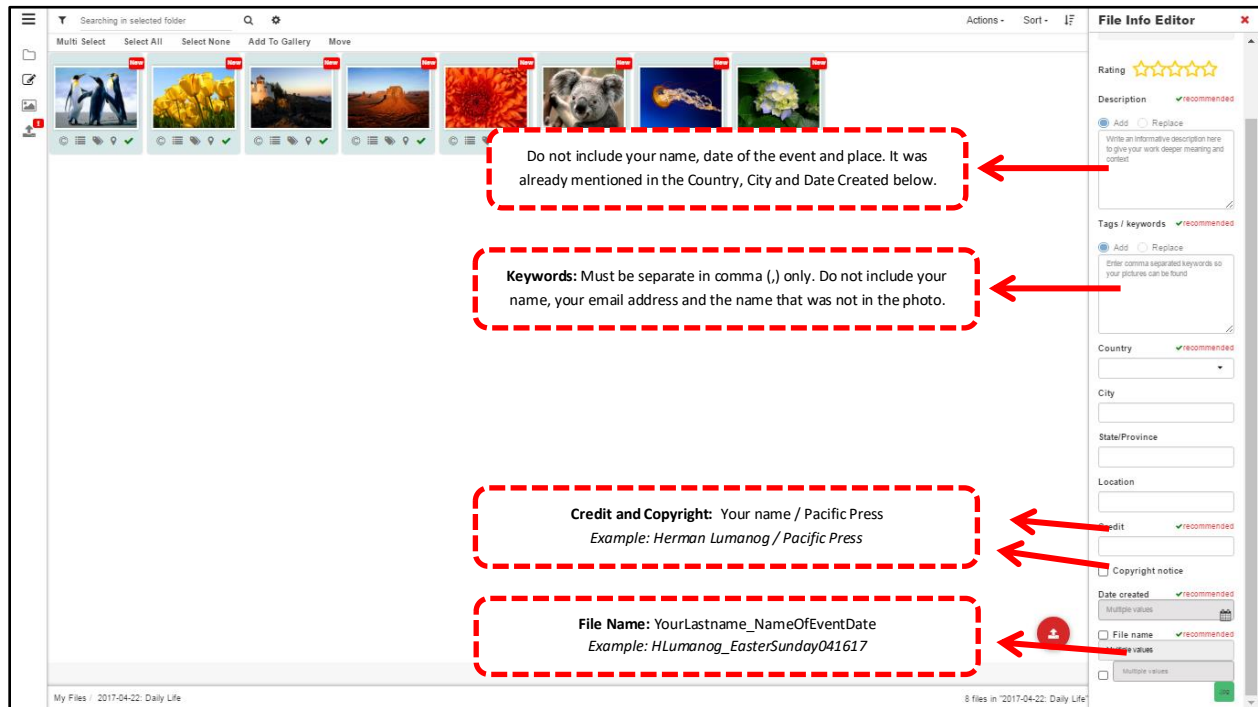
7. Select the photos to start editing the metadata (use **Select All**, or **Multi Select**), click the **Metadata Editor** button ()

Figure 7



8. Complete the following metadata: Description, Tags/Keyword, Country, City, Credit, Copyright, and Filename, for the Date Created (do not edit we need the raw date when the picture was taken base on your camera's date) and Save.

Figure 8



9. Click the **Galleries Editor** (), click **New Gallery** and Create Gallery (Figure 9.1)

Figure 9

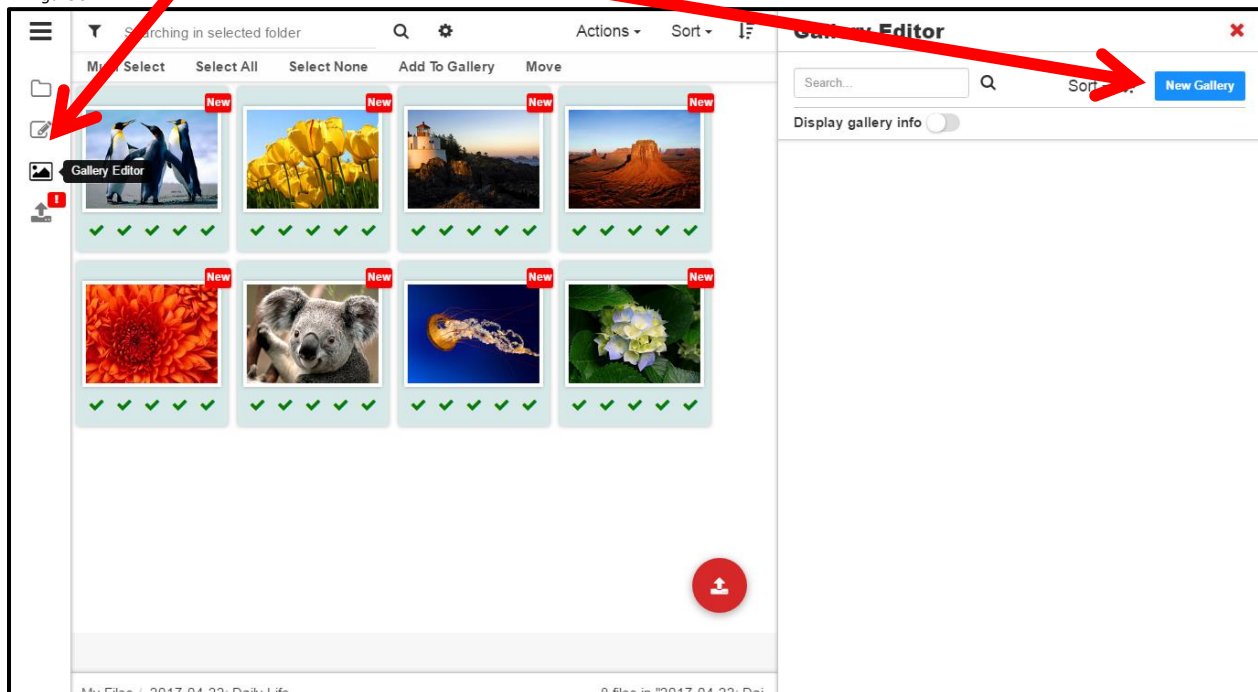
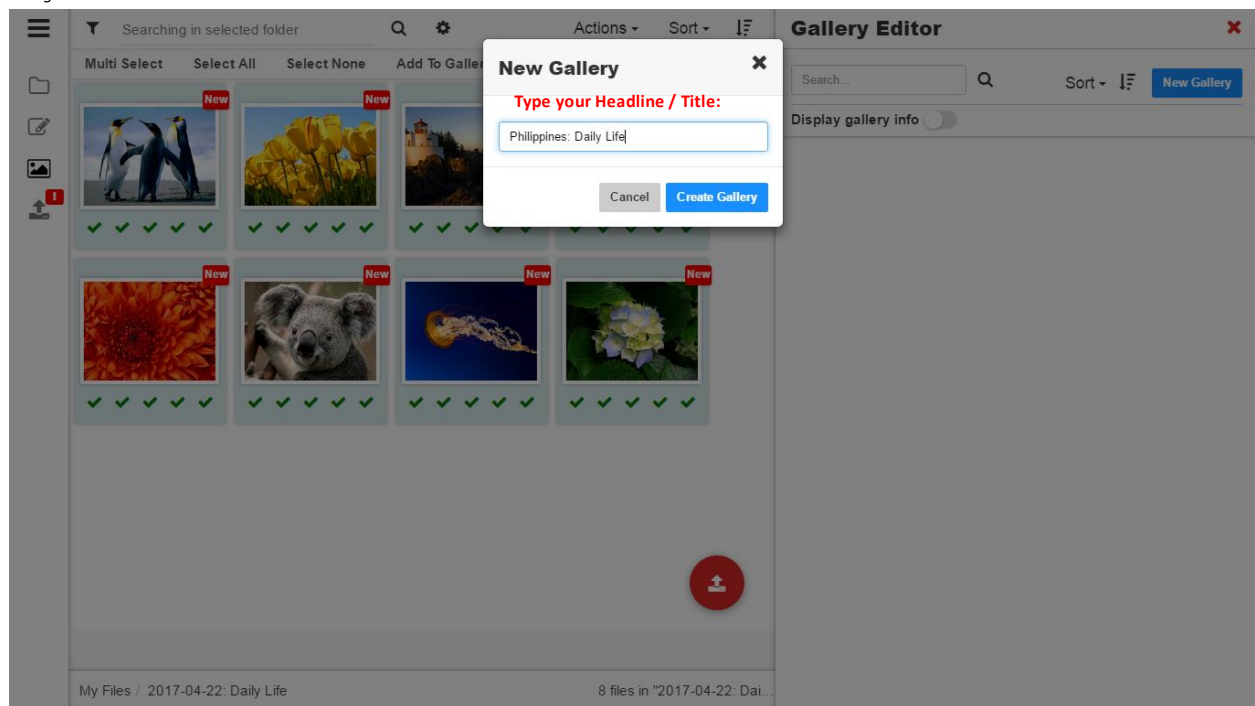
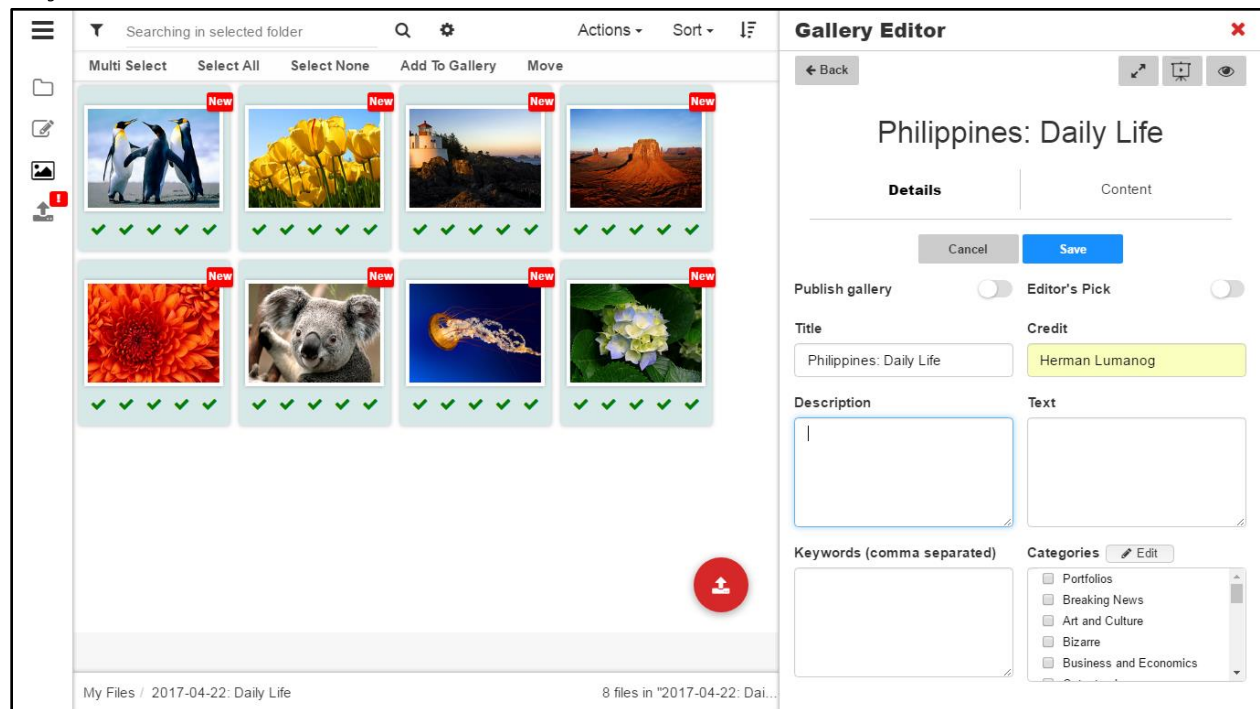


Figure 9.1



10. Once the gallery was create, click your gallery and fill in the Credit (Your name), Description and Categories; then save.

Figure 10



11. Click "Content", select your photos and Drag & Drop in the Content Section

Figure 11

