

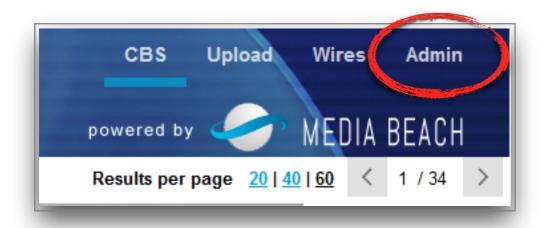
NewspathNow.com Quick Reference Manual May, 2016

This reference manual is designed to get you started using NewspathNow.com. If you need more information on the use of the site contact us via email at newspathnow@cbs.com or phone 212-975-2855.

Using a PC or Mac and any of the popular web browsers go to www.newspathnow.com and you will find this login screen:



There are two types of logins at each station. The Local Admin login and User logins. When logged in with the Local Admin credentials you will be able to access the admin area of the site as seen here:



Click "Admin" (upper right corner of the web page) to access the local admin area on <u>NewspathNow.com</u>

Local Admin page



The local admin information should appear on this screen

Use the drop-down menu and select your preferred media format. All downloads will be in this format. The "Mezz" format is a 1080i mp4 file and is what Newspath uses to populate the system. If you can work with this type of file it will be the fastest video you can get on your air.

The local admin can also select from a few options the file naming convention. Explore and determine which works best for you.

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To change the "admin" password click here.
Share the Local Admin credentials with only a few people who will serve in this role

Click "Add Login" to create new users. Each new user will be able to change their password using tools on the login screen.

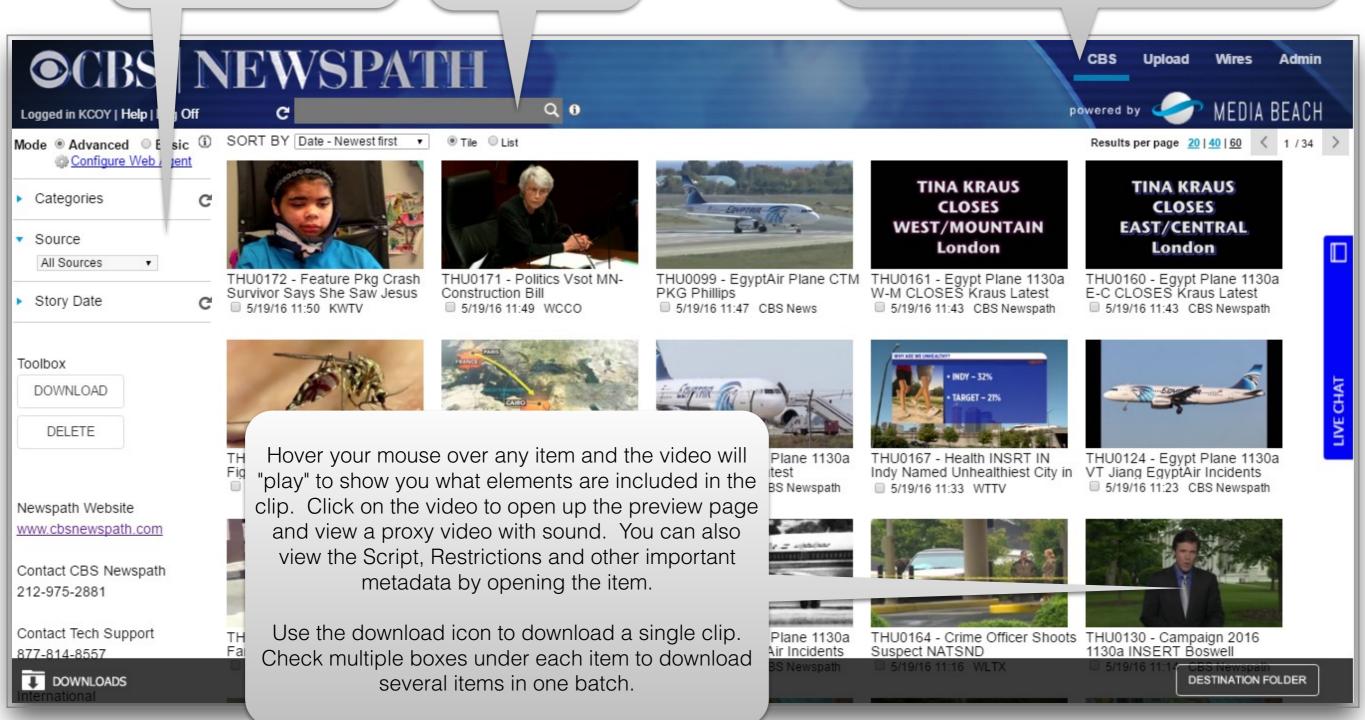
Return to this screen from time to time and use the tools to remove any users who may no longer need access.

Click "Save" after you have made changes.

Use other filters (categories/ source, etc.) to refine your view. Remember you will always see the last 30 days of content until you change the story date ranges and add your search items Enter search terms
to find items from the
past 30 days.
Change the story
date (at minimum the
start date) to look
deeper into our
archive

Use these tab links to switch between different zones on the site.

Want to return to the main view while in any zone or when reviewing search results? Click "CBS" in the upper right to return to the "Home" screen



Preview and Clip information page

Click the arrow on the video to play and preview the item.

Restriction information will be seen here. IMPORTANT INFORMATION YOU NEED TO KNOW!!!



NNS-N

CORRESPONDENT: Craig Boswell

TRT Insert: 1:12

OUTCUE: clinching the nomination

:33 - :39 Craig Boswell/CBS News/The White House

:51 - 1:00 Sen. Bernie Sanders/(I-VT) Democratic Presidential Candidate

(SUGGESTED INTRO)

The battle over the Democratic presidential nomination threatens to split the party. While Donald Trump is trying to bolster his conservative credentials with a list of judges he would consider for the Supreme Court. Craig Boswell is at the White House with more details.

(PKC

Donald Trump unveiled a list of his potential Supreme Court nominees.

(gfx

Trump says he chose these 11 judged based on their conservative credentials and willingness to uphold the constitution.

There is a vacancy on the high court after Justice Antonin Scalia's death...and Republicans are vowing to block President Obama's nominee, Merrick Garland, to allow the next president to submit his or her choice.

RESTRICTIONS

NNS-N

CONTACT

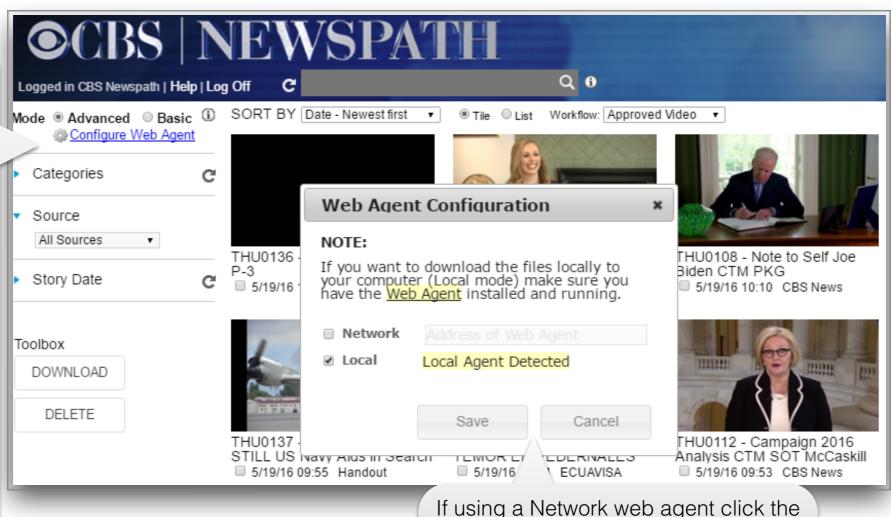
Important script information is seen here. Use the copy to clipboard icon (just to the right of the word "script" to copy all script information. You can then paste it into iNews, ENPS or other newsroom systems.

Your IT and editing department may want to take advantage of the "web agent". Ask them to phone our 24x7 support desk at 877-814-8557 to learn more about this tool.

Consult with your IT department about use of the Media Beach Web Agent. The agent accelerates downloads and offers help to stations who wish to have all downloads point to a single location.

Click "configure web agent" to complete installation of a web agent.

Click "basic" to download videos only to your computer and into the folder your web browser is set to.



If using a Network web agent click the box and then input the IP address of the server running the web agent. Select local only if you have the web agent running on your computer.

Then you can point downloads to any folder on the computers C: or D: drive

When you have video you wish to share with Newspath - or to send to one other or a small group of stations only - click "upload".

Follow the on-screen information:

©CBS | NEWSPATH Upload Admin Wires Network MEDIA BEACH **MEDIA FILE** Choose File no file selected Supported File Formats BASIC INFORMATION Click "choose file" and locate Title Add basic information about the story in the title Story Date 2016/05/18 on your computer or the field. Include the location (dateline) and if this is **Expiry Date** computer network the video Location a reporter package put the reporter name here. Reporter file you wish to upload. Common formats CATEGORIES Campaign 2016 Entertainment Newspath Sweeps Pieces Region--Southeast are .mp4, .mxf, .mpg Caught On Camera Feature Notable Video Region--Southwest PKG CBS Evening News File Video Region--West and .mov You must select at CBS News Great Video Politics Specials CBS News Moneywatch Health/Medical Promos Sports least one of these CBS News Supertease ☐ Insert Region--International Tease CBS Owned Stations Kicker Region--Latin America This Day in History categories. CBS This Morning Live to Tape Region--Midwest Tie-In Consumer Network News Promos Region--National Undefined Custom Closes Region--Northeast ○ Weather Newspath Correspondents **SCRIPT** Add script information if you have it. Include supers and if any restrictions (YouTube video, Facebook pictures, etc.) are included please let us know this by adding that information into the RESTRICTIONS CONTACT restrictions box. We must be careful with third party video and Once you've completed this **ATTACHMENTS** your help is needed information click "upload" to Add Attachment .. here. submit your story. INTERNAL DISTRIBUTION Everyone 🗹 Upload

Want to share your video with only a few stations?

Want to share your video with only one or some (not all) stations?
Uncheck the "everyone" box and this widget will appear. Select the stations on the left (you can select many)

INTERNAL DISTRIBUTION	Everyone		
Groups & Members		Distribution list	Allow
Alabama	Allow	CBSRadioNews CBSSports.com KALB	Allow Allow Allow
california	Deny	KAUZ KBAK KBOI	Allow Allow Allow
CBS AND AFFILIATES	Allow All	KBTX KCBS KCCI	Allow Allow Allow
CBS LA	Remove All	KCNC Save as hup	Allow
CBS Newspath			

Once you select the station(s) you want to share with click "allow" and when they appear in the "distribution list" box click "Upload"