



**NewspathNow.com Quick Reference Manual
May, 2016**

This reference manual is designed to get you started using [NewspathNow.com](http://www.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:

The screenshot shows the NewsPathNow.com login interface. At the top left is the CBS NEWS NEWSPATH logo. At the top right is a 'Home' link and the text 'powered by MEDIA BEACH'. Below the header, there is a prompt: 'Please enter your email address and password.' Underneath is the 'Account Information' section with two input fields: 'Email address' and 'Password'. A 'Log On' button is positioned below the password field. A blue link 'Forgot/Change Your Password' is located below the 'Log On' button. In the center of the page, it says 'Welcome to NewsPathNow!' followed by a link to the help site: 'Visit our help site at <http://www.cbsnewspath.com/how-to/> to learn more.' Below that, it says 'Need an account? Contact us at register@mediabeach.com or call 1-877-814-8557. Please include your name, station name and phone number.'

Callout boxes provide additional instructions:

- Left callout: 'Enter your email address and password here and then click "Log On"'
- Bottom-left callout: 'Click here if you forget your password or need to change it.' (pointing to the 'Forgot/Change Your Password' link)
- Top-right callout: 'Help is always a quick phone call away!' (pointing to the help site link)
- Bottom-right callout: 'Need to create a new login? Click this link or send an email to register@mediabeach.com. Include your name, station name and phone number.' (pointing to the account registration information)

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 NewspathNow.com

Local Admin page

Client Information

Email: KZTV.CBS@MediaBeach.com [Change Password](#)

* Company: KZTV

* First Name: Steve

* Last Name: West

* Main Contact Telephone: 361-886-6153

Alert: []

Client Preferences

Preferred Media Format: NTSC MPG 1080i - 1920x1080i TFF 17Mbps 29.97 stereo L+R 48KHz

File Naming Convention: Date - MediaID

Additional logins

	Name	Email
	Lincoln Brown	lincoln.brown@kztv.com
	Jerald Thompson	jthompson@kztv.com
	Tessa Barrera	tbarrera@kztv.com
	Sam West	swest@kztv.com
	Monica Chavarria	mchavarria@kztv.com
	Bob Grotenhuis	bgrotenhuis@kztv.com
	Nikela Pradier	npradier@kztv.com
	Joshua Parker	jparker@kztv.com
	Bob Web	bweb@kztv.com
	Michelle Margaux	mmargaux@kztv.com
	Aaron Blaser	ablaser@kztv.com
	Cameron Gorman	cgorman@kztv.com
	Drew Collins	dcollins@kztv.com
	Daniel Torres Jr.	dtorresjr@kztv.com
	Elizabeth Seaton	eseaton@kztv.com
	Jose Martinez	jmartinez@kztv.com
	Jaime Saiz	jsaiz@kztv.com
	Lisa Leal	lleal@kztv.com
	Ross Ramirez	rross@kztv.com
	Victor Alvarez	victor@kztv.com
	Ben Lloyd	blloyd@kztv.com
	Yvette Garcia	yvette@kztv.com

Add Login

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.

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

Hover your mouse over any item and the video will "play" to show you what elements are included in the clip. Click on the video to open up the preview page and view a proxy video with sound. You can also view the Script, Restrictions and other important metadata by opening the item.


Use the download icon to download a single clip. Check multiple boxes under each item to download several items in one batch.

The screenshot displays the CBS Newspath website interface. At the top, the CBS logo and 'NEWSPATH' are visible. Navigation tabs include 'CBS', 'Upload', 'Wires', and 'Admin'. A search bar is present with a magnifying glass icon. Below the header, there are filters for 'Mode' (Advanced, Basic), 'Sort By' (Date - Newest first), and 'View' (Tile, List). A sidebar on the left contains a 'Toolbox' with 'DOWNLOAD' and 'DELETE' buttons, and a 'Newspath Website' link. The main content area shows a grid of news items, each with a video thumbnail and a title. For example, one item is titled 'TINA KRAUS CLOSERS WEST/MOUNTAIN London' and another is 'TINA KRAUS CLOSERS EAST/CENTRAL London'. A 'LIVE CHAT' button is on the right side. At the bottom right, there is a 'DESTINATION FOLDER' button.

Preview and Clip information page

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


CBS | NEWSPATH powered by **MEDIA BEACH**



00:00 | 01:25

Campaign 2016 430p PKG Boswell

Media ID	20160518 - WED0333
Story Date	5/18/2016
Location	Washington, DC
Reporter	Craig Boswell
Expiry Date	n/a <input type="checkbox"/> Archive
Duration	85 sec.
Filesize	122.3 MB
Sender	bucknama@cbsnews.com
CID	36047704
Filename	20160518 - WED0333.mp4
Created	5/18/16 15:51
Format	PKG

SCRIPT  

NNS-N
CORRESPONDENT: Craig Boswell

TRT PKG: 1:15
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.

(PKG)
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	CONTACT
NNS-N	

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

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.

The screenshot shows the CBS Newspath interface. At the top, it says "CBS | NEWSPATH" and "Logged in CBS Newspath | Help | Log Off". Below this, there are navigation options: "Mode" with "Advanced" selected and "Basic" unselected, and a "Configure Web Agent" link. There are also "SORT BY" options (Date - Newest first), "Tile" and "List" view options, and a "Workflow" dropdown set to "Approved Video".

The main content area displays a grid of video thumbnails. A "Web Agent Configuration" dialog box is overlaid on top. The dialog box contains the following text:

Web Agent Configuration

NOTE:
If you want to download the files locally to your computer (Local mode) make sure you have the Web Agent installed and running.

Network

Local **Local Agent Detected**

Buttons: Save, Cancel

The background interface also shows a "Toolbox" with "DOWNLOAD" and "DELETE" buttons, and a list of video thumbnails with titles and dates, such as "THU0136 P-3 5/19/16", "THU0108 - Note to Self Joe Biden CTM PKG 5/19/16 10:10 CBS News", "THU0137 STILL US Navy Aids in Search TEMORE 5/19/16", "THU0112 - Campaign 2016 Analysis CTM SOT McCaskill 5/19/16 09:53 CBS News", and "THU0137 STILL US Navy Aids in Search TEMORE 5/19/16".

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:**

Click "choose file" and locate on your computer or the computer network the video file you wish to upload. Common formats are .mp4, .mxf, .mpg and .mov

Add basic information about the story in the title field. Include the location (dateline) and if this is a reporter package put the reporter name here.

You must select at least one of these categories.

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 box. We must be careful with third party video and your help is needed here.

Once you've completed this information click "upload" to submit your story.

The screenshot shows the CBS Newspath upload interface. At the top, there's a navigation bar with 'CBS', 'Upload', 'Wires', 'Network', and 'Admin'. Below that, it says 'Logged in CBS Newspath | Help | Log Off' and 'powered by MEDIA BEACH'. The main form is divided into several sections: 'MEDIA FILE' with a 'Choose File' button and 'Supported File Formats' link; 'BASIC INFORMATION' with fields for Title, Story Date (2016/05/18), Expiry Date, Location, and Reporter; 'CATEGORIES' with a grid of checkboxes for various content types like Campaign 2016, Entertainment, and Region-Southeast; 'SCRIPT' with a large text area; 'RESTRICTIONS' and 'CONTACT' with text boxes; 'ATTACHMENTS' with an 'Add Attachment ...' button; and 'INTERNAL DISTRIBUTION' with a radio button for 'Everyone' (checked). An 'Upload' button is at the bottom.

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

Groups & Members

- Alabama
- california
- CBS AND AFFILIATES**
- CBS LA
- CBS Newspath

Everyone

Allow

Deny

Allow All

Remove All

Distribution list

- CBSNews.com
- CBSRadioNews
- CBSSports.com
- KALB
- KAUZ
- KBAK
- KBOI
- KBTX
- KCBS
- KCCI
- KCNC

Save as group

Allow

Allow

Allow

Allow

Allow

Allow

Allow

Allow

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