

# **The News-Sentinel Guide to CCI: An Introduction**

**by Jon Swerens  
with help from CCI documents  
and with goofy little doodles by Jon Swerens**





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# An introduction to everything

## From golf cart to Mars Rover

It's moving day, and you're waiting for your friend to arrive with a truck. Since you're a typical journalist, you have only a few sticks of furniture, several dozen egg boxes filled with old textbooks and two cartons of Ramen noodles.

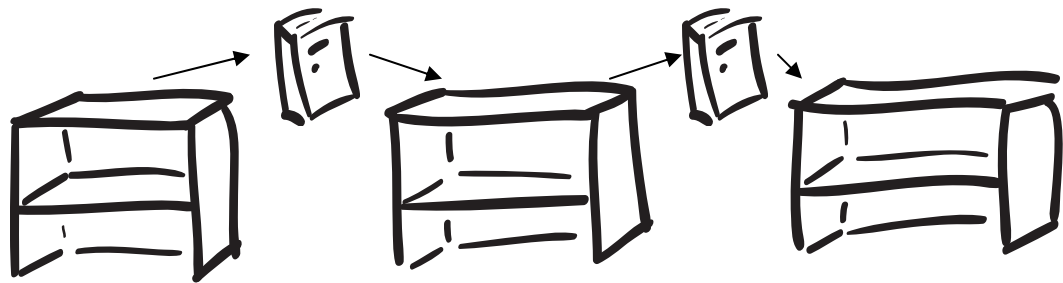
But instead of the small U-Haul you expect, here comes your friend driving a 22-ton, 14-speed stick shift behemoth, with enough interior space to move an orchestra, grand piano included. The truck clips utility poles and silver maples as your friend tries to negotiate down an alley built to accommodate wheelbarrows.

Welcome to CCI! As we trundle through the many features and uses of this new pagination and story system, you will be pleased we are finally getting some helpful software for the 21<sup>st</sup> century. But sometimes, as you consider the magnitude of the new system, you may think, we didn't need *this* much help.

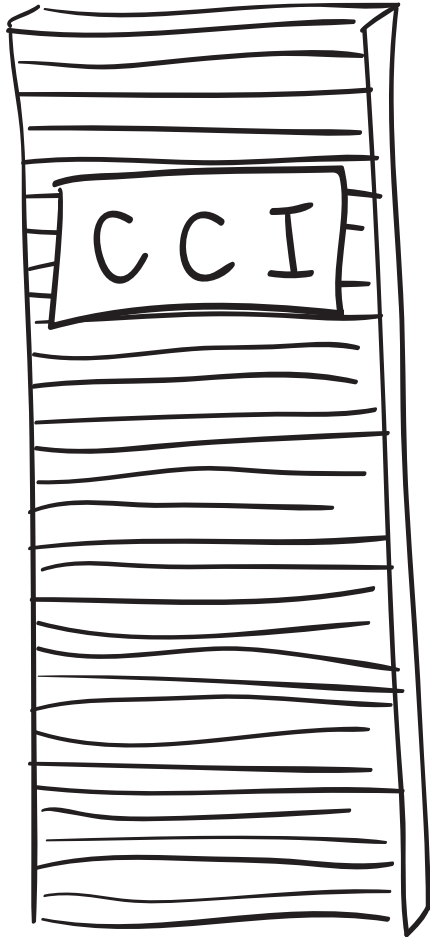
## Comparing old and new

The CCI system is incredibly powerful and flexible, but as you can expect with any machinery that does a lot of dissimilar tasks, CCI is much more complex than anything we currently use.

For comparison, let's try a simple metaphor. We can think of our Triple-I stations as separate bookcases. A Triple-I story can be thought of as a book with the slug being the binding of the book – what we see before we open it.



The only thing on the binding of each book is the name, page and date of publication. The book goes from bookcase to bookcase along its journey to being published. The way you know the editing state of each book is by the location of the book. If it's in the METDLY bookcase, it's ready to be designed. If it's in IN @ IN, it's ready to be copy edited.



So what happens if you put a book on the wrong bookcase? You're outta luck, mister.

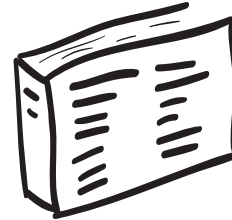
Now, think of CCI as one gigantic bookcase the size of city block. Every book in the system is located on this one huge bookcase. Each new book is merely added to the end of the bookcase or stuffed wherever there's space somewhere in the middle.

But how can you find the story you need?

### Two great CCI features

CCI does two things that help us in this task:

First, the "binding" of the books in CCI have an incredible number of attributes, much more than just name, page and date.



Each story in CCI has multiple *fields* for not only name, date and page, but also for the creation date, the creator, the last edited date, the length, the last user, the current user, the content desk

(such as metro or sports), the edition, the editing state (Has it been copy edited?), the head-and-fit state (Has a headline been written?), the type of content (Is it a story, photo or graphic?) and many, many more.

In fact, many of the categories that CCI provides we won't even find useful. But they're there, in case we need them in the future.

Second, CCI gives users what we could call special goggles, or *list windows*.



These list windows narrow down the number of stories you see at one time. For example, there are windows called Wire Categories, Copy Editor and Source Editor. (*Source editor* is the term CCI uses to describe those who edit stories written by the reporters, such as a metro editor.)

But many of the list windows are smart: they know who you are, what publication date you're working on and what department you're with and give you a window that reflects those facts. Each department will have a Source Editor

window, and each department will see only stories marked as belonging to your department.

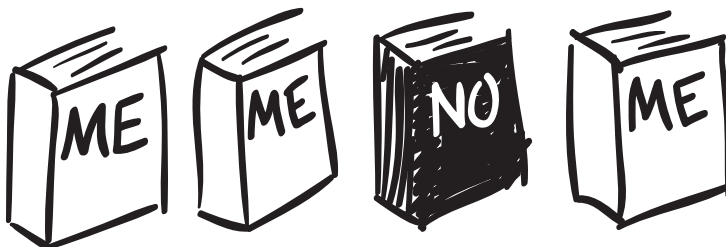
(My fellow nerds may have already put two and two together and know that such a storage system is called a *database*. If you're familiar with Microsoft Excel, you know the database's cousin, the *spreadsheet*. One big difference is that the database is absolutely more rigid in how the fields – that's the rows and columns – are organized. For this purpose, that rigidity is essential.)

So, put together the fields and the list windows, and you get a powerful way of organizing and manipulating data.

### Here's an example

A reporter comes up to you and says he filed his story, but he doesn't know where he filed it or what it's called.

Well, that's a tough task in any situation, but at least with CCI there is such a thing as a *creator* field. You can click on this field in a window called the *budget*, do a search on the reporter's name, select the story, send the story to the right place, and knock the reporter on the head for being careless.



(OK, that last part is an add-on for editors and not a part of the CCI system.)

It's like the books have little flags that say, "Me! Me!" and all you have to do is perform the right search or open the right window to find them.

So here's the CCI system. It's more than we need – and trust me, we who have been working with the system have already deleted some functions that would just make your head hurt – but it will do what we need it to do: Keep track of all of our stories, photos, graphics, headlines, cutlines and marginalia and pop it out in some form that resembles a newspaper.

And it's not Triple-I. Goodbye NET ACK, and good riddance.



### Tidbit

You'll find these "Tidbit" boxes littered throughout this book. It will contain particular nuggets of information that you may find helpful on your quest to CCI competence.



# Logging in



## Yes, an entire chapter on logging in

There's more to logging in than you may have guessed. When you double-click the CCI NewsDesk icon on your desktop, this window will greet you:

Editorial\_TRBLUS: CCI Login

Welcome to the CCI System.  
Version: 6.1.0 Test.21 30.Jul.01 11:38:49  
Copyright © 1990-2001 CCI Europe.

All rights reserved. The CCI System is protected by Danish and international copyright laws and may be used as described in the agreement with CCI Europe.

User name:

Password:

Group name:

OK Password... Clear Cancel

In the CCI Login window, enter your user name, password and *group name*. Or use the pull-down menu on the right to choose a group name.

Your group name is a definition of your job duties: **Reporter**, **Copy Editor**, **Designer**, etc. You may have more than one to choose from. If a copy editor also does some design, that copy editor may have both the Copy Editor and Designer group names.

This group name helps CCI know what list windows to show you. A reporter would want to see different list windows than a designer, for example.

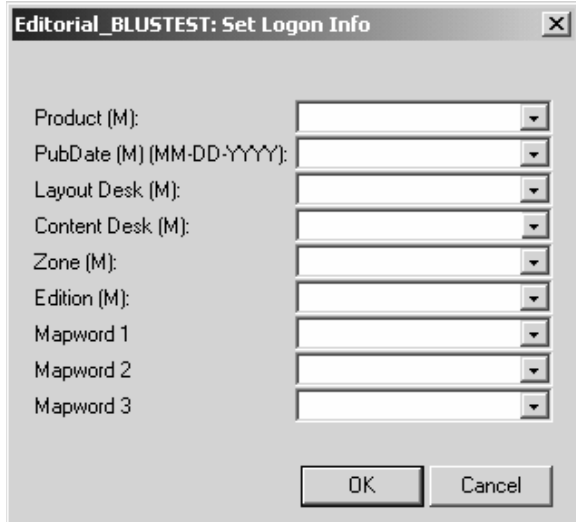
Also, notice that here you can change your password by clicking the **Password...** button and following the instructions.

This opens the Set Login Info window (see the next page):



### Tidbit

Notice that many of the fill-'em-in fields in CCI are **case-sensitive** — typing in “reporter” doesn't work when CCI is expecting to see “Reporter.”



### The Set Login Info box

Pause and consider the importance of this window.

Here you set the default work settings while you are working in CCI. You'll be able to change these settings once inside CCI, but hey, it's easier to get them right the first time.

Let's step through these fields one at a time:

**Product:** This will most likely be NS, for the broadsheet News-Sentinel pages. But CCI is peculiar

on tab pages: It insists on having tab sections as separate *products*. So if you know you'll be working exclusively in Ticket!, Business Monday or PrepSports, select the appropriate product here.

**PubDate:** Unless you enjoy losing your stories, use the date of the upcoming newspaper as your *publication date*. Working a Tuesday morning? Choose Tuesday's date. Working a Sunday afternoon? Choose Monday's date.

**Layout Desk:** There are two. Almost everyone will select **Design**, except for the editorial department, which will select **Editorial**.

**Content Desk:** Ah, this is important. Be sure to select the correct department here: **Metro**, **Sports**, **Business**, **Features** or **News**. Copy desk, design desk and news desk personnel should choose **News**.

**Zone:** We have no zones. Select **Zone**.

**Edition:** Keep it simple. Select **First**. Later, you can always go **Home**.

**Mapword:** This is a new concept. The major purpose of mapwords is to make sure the stories you write end up in the right place on the Web. For now, just select **General** for Mapword 1.

Click OK and CCI NewsDesk will start.

So you know, it takes a while to load. Go grab a coffee and come back for the next chapter.



### Logging off

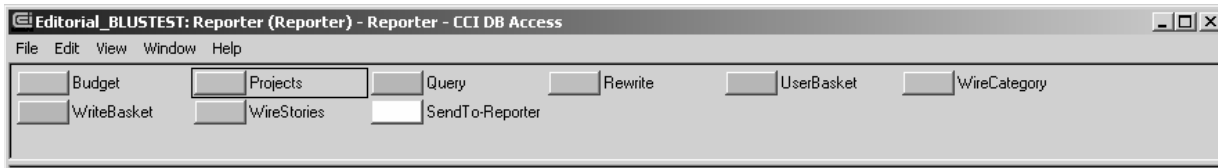
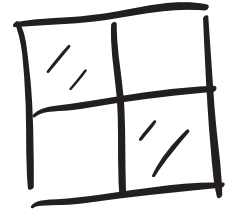
When you're all done and ready to go home, simply go to the **File** menu of the DB Access control window (see the next chapter) and select **Exit and Logoff** at the very bottom of the menu.

# List windows

## The remote control for CCI

Your windows into the wonderful world of CCI are the *list windows*, each one calibrated to let you see certain types of information.

But there are so many different types of list windows that you need a *control window* to keep track of them. This control window is called DB Access (DB stands for database):



Each big rectangular button represents a list window.

Your actual buttons may vary. But that's OK; you can always add or remove buttons when you need to.



To remove a button, just *right click* on any button and a little menu pops up. Select **Remove List Window** from the menu, and the button disappears.

Do you want that button back? Click on the **File** menu, select **Add List Window** and choose from the substantial list.

The name CCI gives these buttons is *notify buttons*. That's because, by their color and the symbols they display, the buttons tell you of changes in the list window.

If the button is **gray**: The window is closed.

If the button is **green**: The window is open or hidden.

Symbols called *revision marks* appear on the buttons to tell you what has happened in the window since you opened it. The three symbols we'll deal with for now are:

**A plus sign +:** There's something new in the window.

**A minus sign -:** Something has been moved or deleted from the list window.

**A tilde ~:** Something in the window has changed.

Every time you double-click the green button, the revision marks will be cleared and the button will be able to show you the presence of more updates in the list window.

## Your first list window exercise (wow!)

Click on the WireCategory button in the DB Access control window. (If the button isn't there, do you know how to add it?) Select a category from the window:



You will then see your window into the wires:

A →

B →

Name	Keywords	ul	C
02075920.APDS.W1974.			i
03105741.APDS.W1690.87	87		i
03105737.APDS.W1689.87	87		i
02102850.APDS.i7636.AP-HI--Hawa	AP-HI--HawaiiDaybook		n
01102741.APDS.i7608.AP-HI--Hawa	AP-HI--HawaiiDaybook		n
01104622.APDS.a0419.BC--Banglad	BC--Bangladesh-Stampede		i
01235545.APDS.a0546.BC--Tahiti-	BC--Tahiti-ShipFire		i
02013113.APDS.W1898.BC-A&E-CEL-	BC-A&E-CEL--US-Michael		i
04004020.APDS.a0732.BC-Abortion	BC-AbortionFiles		a
02071332.APDS.a0402.BC-ACLU-Gla	BC-ACLU-Glance		w
01185031.APDS.a0482.BC-ACLU-Gla	BC-ACLU-Glance		w
04135531.APDS.a0506.BC-AdolphGr	BC-AdolphGreenTribute		e
03033819.APDS.W1547.BC-AF-FEA-G	BC-AF-FEA-GEN--Kenya-		i
03013624.APDS.W1497.BC-AF-FEA-G	BC-AF-FEA-GEN--Kenya-		i
04011610.APDS.W1163.BC-AF-FEA-G	BC-AF-FEA-GEN--SouthAf		i
04011620.APDS.W1165.BC-AF-FEA-G	BC-AF-FEA-GEN--Tanzani		i

Filter: NotUsed Text filter: Sort: ~Creation

3897

There's a lot going on here. Let's take a tour through this window. By the way, what you learn here will be applied to other windows, as well.

A → In row A, first thing you see is that green *notify button*. Hey, that's the same as in your DB Access control window!

Next is a *time stamp*. This lets you know the last time you updated your notify button by clicking on it.



Next is the *basket chooser*. Remember when you selected a particular wire in the little window when you first selected the WireCategory window? You can see that little window again by click-selecting WireCategory here.

Next is the *list view selector*. Notice the WireCategory list window example on the previous page. You see a list of stories and a single story displayed beside it. Now see that the list view selector says **List** and **Single**. So you can change this list view by selecting other views. This doesn't change what stories are displayed, only *how* they are displayed.


**B** →

Now on to **row B**. The *filter* keeps items out of your list window. For example, in the illustration on Page 8, the filter is marked for **NotUsed**. That means it's showing you only those stories which have not been selected for possible use in the newspaper. If you don't see a story you are expecting to see in a window, look to your filter. It may be keeping out stories you want to see.

Next is the *text filter*, which acts like a search on all the fields shown in the window. Just type in your search request and press Enter. Then the window shows you only those items that match your search. Delete it and press Enter to go back to seeing all the items.

What if you want to search in only one or two of the fields instead of all of them? Right click on the title box of any of the fields and select **Use Field in Text Filter**. See the little symbol at the end of the field title box? To go back to using all of the fields again, right click on a field title box and select **Use All Fields in Text Filter**.


Last is the *sort* box. A sort isn't a filter. A sort only rearranges the stories that are listed. One sort is **-Standard-**, which lists in alphanumeric order starting from the field on the far left and working to the right. The sort called **Creation** of course lists the stories in order of when they were created, newest story first.

You can also do an alphanumeric sort upon each of the fields. Click on a field title box and see the little stair-step symbol . This symbol tells you it's sorting



### Tidbit

On Page 8 in the WireCategory window, see the **vertical scroll bar** just to the right of the text of the story? You would think it would be for scrolling through the text of that story. But instead, if you use that scroll bar, you will scroll through the stories listed on the left. To scroll through the story itself, first click in the story's text and another vertical scroll bar appears.

in ascending, or A to Z, order. Click again and see a similar symbol . This one tells you it's sorting in descending, or Z to A, order. Go back to normal sorting by choosing either **-Standard-** or **Creation** from the sort box in row B.

If there's a tilde (~) in front of the sort word, what do you think that means? Think about what it means in the notify button.



So you know, the list window can be configured with great flexibility. Under the **View** menu, we can select **Define Display...** and change how the window is split (vertically or horizontally). Under the **Notify** menu, we can change how the notify button and revision marks operate. Under the **Field** menu, we can add or remove fields and change their order.

It all adds up to a dizzying array of manipulations one can do to a list window. For now, let's leave them how they are and continue.

### **Your personal spider hole**

Click on the **User Basket** button in your control window. This **User Basket** is a place for you to store stories that aren't ready for anyone else to see. (We'll learn how to create stories in an upcoming chapter.)

Is this a good place to keep your stories? Not the ones that you plan to have published anytime soon – no one else has access your user basket.

### **Reverting to your default setup**

After all this opening and closing of windows, you may have a big mess on your screen. But you can always go back to your standard setup in the **DB Access** control window and all list windows that you had when you first logged on.

To do this, go to the **File** menu in the **DB Access** control window and choose **Revert to Saved DB Access Setup**. This will reset all list windows and the contents of the control window.

# Changing your work settings

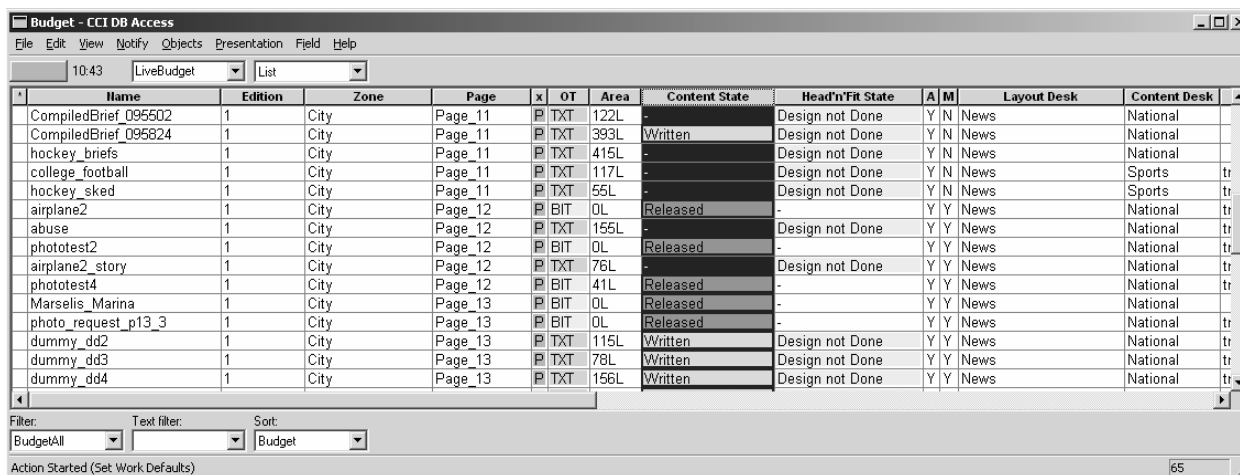
## Global changes and local changes

When you logged on to CCI NewsDesk, you chose your default work settings, such as publication, publication date and content desk. If you want to change any of those settings, you don't have to log off and on again.

You can change these work settings either globally, so all of your windows are affected, or specifically for a certain window.

## Set work defaults

To see the global change, any window will do, but let's open your Budget list window because it will show you everything in the CCI system that corresponds to your current work settings.



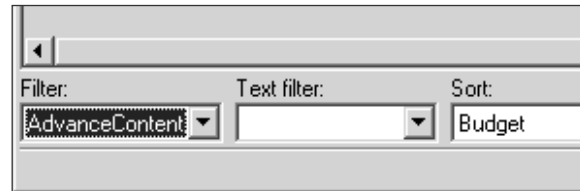
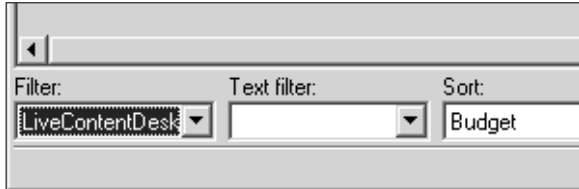
Name	Edition	Zone	Page	x	OT	Area	Content State	Head'n'Fit State	A	M	Layout Desk	Content Desk
CompiledBrief_095502	1	City	Page_11	P	TXT	122L	-	Design not Done	Y	N	News	National
CompiledBrief_095824	1	City	Page_11	P	TXT	393L	Written	Design not Done	Y	N	News	National
hockey_briefs	1	City	Page_11	P	TXT	415L	-	Design not Done	Y	N	News	National
college_football	1	City	Page_11	P	TXT	117L	-	Design not Done	Y	N	News	Sports
hockey_sked	1	City	Page_11	P	TXT	55L	-	Design not Done	Y	N	News	Sports
airplane2	1	City	Page_12	P	BIT	0L	Released	-	Y	Y	News	National
abuse	1	City	Page_12	P	TXT	155L	-	Design not Done	Y	Y	News	National
phototest2	1	City	Page_12	P	BIT	0L	Released	-	Y	Y	News	National
airplane2_story	1	City	Page_12	P	TXT	76L	-	Design not Done	Y	Y	News	National
phototest4	1	City	Page_12	P	BIT	41L	Released	-	Y	Y	News	National
Marselis_Marina	1	City	Page_13	P	BIT	0L	Released	-	Y	Y	News	National
photo_request_p13_3	1	City	Page_13	P	BIT	0L	Released	-	Y	Y	News	National
dummy_dd2	1	City	Page_13	P	TXT	115L	Written	Design not Done	Y	Y	News	National
dummy_dd3	1	City	Page_13	P	TXT	78L	Written	Design not Done	Y	Y	News	National
dummy_dd4	1	City	Page_13	P	TXT	156L	Written	Design not Done	Y	Y	News	National

Now, right click anywhere in the list window and select Set Work Defaults. You will now see the same Set Login Info window that you saw when logging in to the system.

You can change the date or content desk to see a corresponding list in the Budget window. But be sure to change it back when you're done.

## Changing settings for a list window

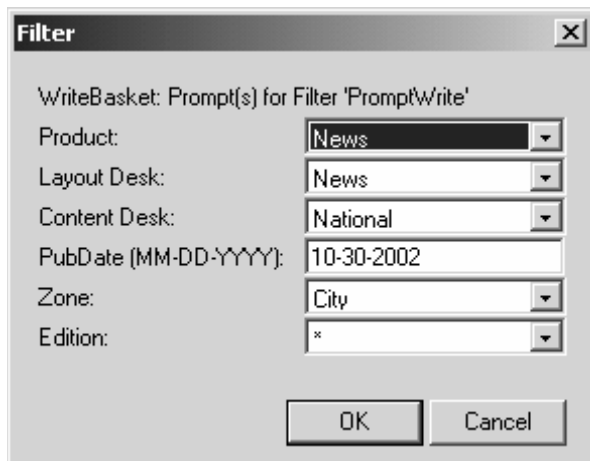
You can also change these settings one window at a time. Open your Write Basket window and look at the Filter field at the bottom-left corner.



Make sure that Live Content Desk Write is selected. This means that you see only stories with your current work settings.

From the Filter field, select the filter Advance Content Desk Write. This will show all stories in the Write Basket *except* the ones for your current publication date. (That’s right: In the CCI world, this “advance” filter means every other day, not just those days that happen to be in the future.)

Next, in the Filter field, select Prompt Write. A *prompt* is a pop-up window that will ask you for some information. In this case, it’s asking for the product,



layout desk, content desk, publication date, zone and edition information to be displayed in your Write Basket window. You can choose, say, sports, and take a look at any stories in the sports department’s write basket.

Note that in most of these prompt windows, you can use an asterisk (\*) instead of anything particular. Anyone familiar with good ol’ fashioned searches on a computer knows that an asterisk is

a *wild card* – the computer will give you all results for that field.

For example, if you put an asterisk in the content desk field, you will get to see stories from *all* of the content desks. If you put an asterisk in the edition field, you will see stories for *all* editions.

### Bonus food for thought

You can go to your control window and open more than one Write Basket window. They operate independently of each other. Considering the filters, can you think of a use for having more than one Write Basket open at a time?

# Story flow

## From shore to shore

The CCI system groups all of our stories, photos and graphics into two grand categories which we could call the production pipeline and the storage silo.

We could, but we won't.

Instead, let's use CCI's words: Either the story is *in the flow* – or not.

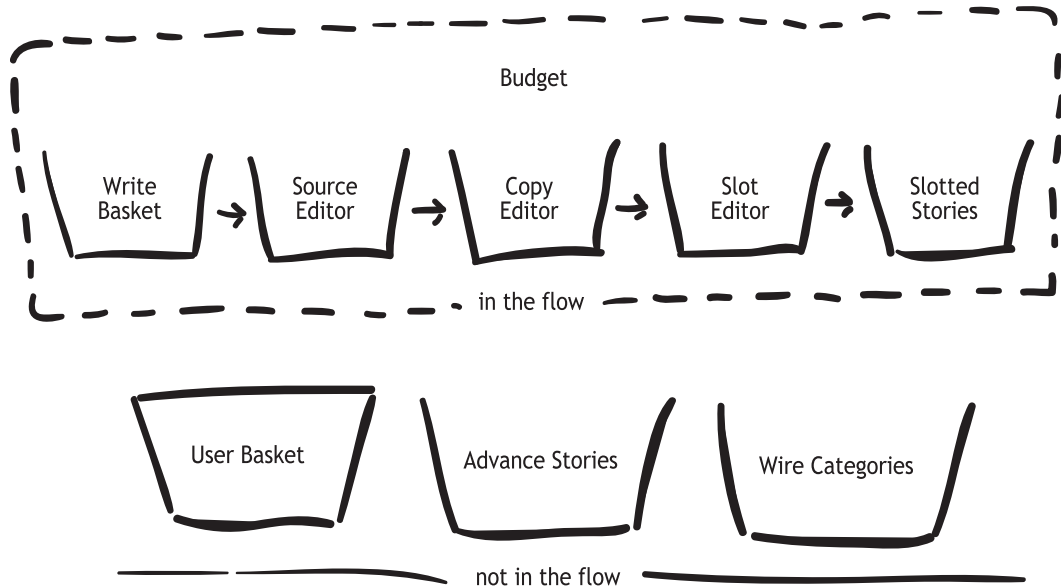


## In the flow

Remember that **Budget** list window you opened in the last chapter? That is your window into the flow – that is, into seeing what stories, photos and graphics are currently anywhere in the production pipeline.

The **Budget** list window shows you a wide-angle view of five work areas: **Work Basket**, **Source Editor**, **Copy Editor**, **Slot Editor** and **Slotted Stories**.

From the Budget list window, users can see the entire flow, from Write Basket to Slotted Stories. User Basket, Advance Stories and Wire Categories are among the baskets not in the flow — so their contents are not seen in the Budget.



The **Work Basket** list window shows stories that reporters are writing or need to work on. The **Source Editor** list window shows stories that have been completed by the reporters. The **Copy Editor** list window shows those stories that are ready to be designed and edited. The **Slot Editor** list window shows stories

that are ready to be slotted and the **Slotted Stories** window shows ... well, you can figure it out.

And the **Budget list** window sees it all.

## Parallel workflow

But where are the page designers in all of this?

Here is where the beauty of the CCI system really blossoms. The designer can select the story *anywhere* along this story flow – the design flow is *parallel* to the copy flow.

Here, then, is a typical story flow through the CCI system (as adapted from CCI training materials):

- Stories are written by reporters.
- Stories may be created by source editors, assigned to reporters and budgeted.
- Stories for standing elements such as columns or briefs packages may be requested on the basis of a designed page. (This is called *layout-driven* workflow.)
- Stories may be written by reporters working away from the CCI system – such as at a sporting event – and filed into CCI later using a *gateway* such as a through a Web page or via an e-mail address.
- During the transition period, stories may be written in Triple-I and filed into the CCI database (or written in CCI and dumped back into Triple-I).
- Written stories are sent to source editors.
- Source editors check the stories.
- Source editors may send stories to reporters for rewrite.
- When stories are approved by the source editors, they are sent to the copy desk where they may be assigned to a copy editor by the slot editor.
- Stories are edited by copy editors and sent to the slot editor.
- The slot editor checks and approves the stories or returns them to copy editors for further changes.
- In parallel to the copy editing of the stories, designers may assign the stories to pages, mount them on pages and finish the design of the stories.
- Designers send stories to copy editors for headlines, captions and fitting.



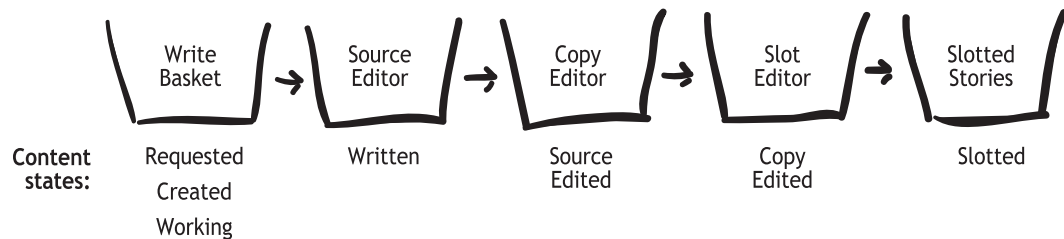
### Tidbit

If you have fifteen windows on your screen, how can you easily find the **control window**? Go to the View menu of any window and select Show Control Window at the very bottom —or use the shortcut *ctrl-shift-c*.

- Copy editors write the headline, captions and other missing elements and fit the stories to the layouts.
- The stories are passed on to the slot editor.
- The stories are checked by the slot editor and typeset.

Remember that the stories aren't really moving from place to place in the system, like in Triple-I. Instead, little flags called *states* are attached to the stories and are being changed. The list windows are doing a constant search for stories with certain states.

Here are the different baskets in the flow, along with the corresponding content states.



For example, when a reporter is done with a story, he does an *action* on the story called, simply enough, **To Source Editor**.

When this happens, the story doesn't move. Instead, a little flag called a content state changes to **Written**. The **Source Editor** list window is on constant watch for stories with that *content state*. So the story, with its changed flag, now shows up in the **Source Editor** list window and not the **Write Basket**.

Two additional points about the CCI system should be made:

It's flexible enough to allow, say, the slot editor to send a story back to a reporter, who can then make a fix and send it back.

The system also will be simultaneously handling photos, graphics, ads and pages, all of which have their own flow.

### Not in the flow

So, when are stories *not* in the flow? Anything kept in the following places will not show up in the **Budget** list window:

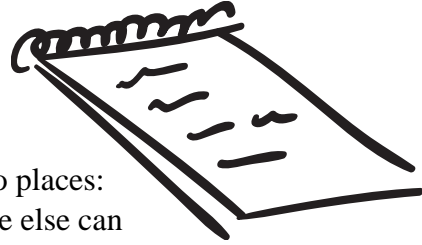
**Your User Basket (introduced a couple of chapters ago).** Actually, anything in your User Basket is *completely* invisible to other users.

**The wires.** We'll talk more about the wires in an upcoming chapter. Suffice to say that stories on the wires do not automatically move into the flow. They must be copied into the flow to be seen in the **Budget**.

**Advance stories.** These stories also are not in the Budget list window.



# Writing a story

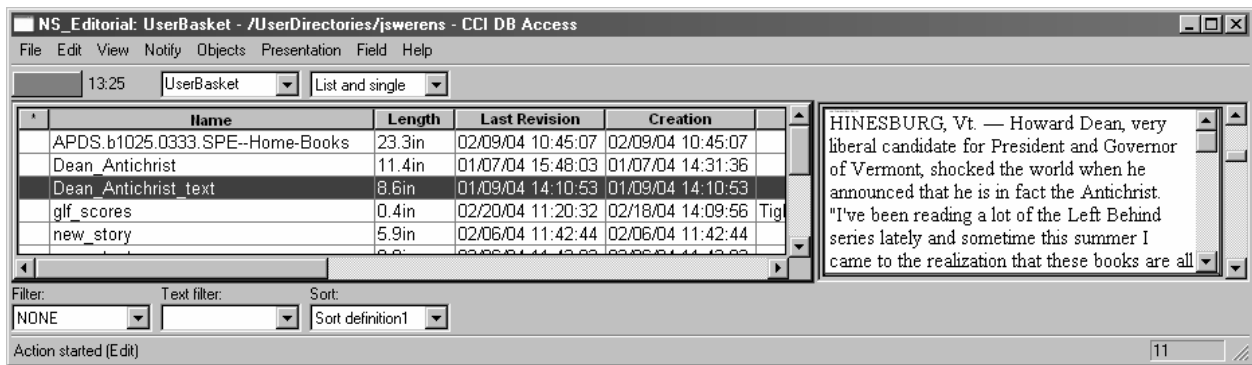


## Opening your User Basket

You can create a new story in one of two places: Your own private User Basket, which no one else can see, or the more public Write Basket, which is shared by you and the rest of your department.

you and the rest

For now, let's create a story in your User Basket.



Your User Basket likely looks on lot like the above – except with different stories, of course. Notice that the large window with the many *fields* has scroll bars – and you have a *lot* of fields to peruse and, in many cases, safely ignore.

The first field with the asterisk shows the *revision marks* for each story. These marks are then reflected in the notify button.

In the User Basket list window, right-click, and select the action Create Story. This will open the



window to the left. Enter a name in the Name field and make sure the other mandatory fields (marked by M) are filled out. Note that the suggested values correspond to the values from your login. Click OK.



**Tidbit**

**Double-clicking** a story in a list window in the CCI database won't open the story. Instead, you enter a database no-man's-land. To fix your window, click on the *basket chooser* in row A of the list window (see below). Your view will be restored.

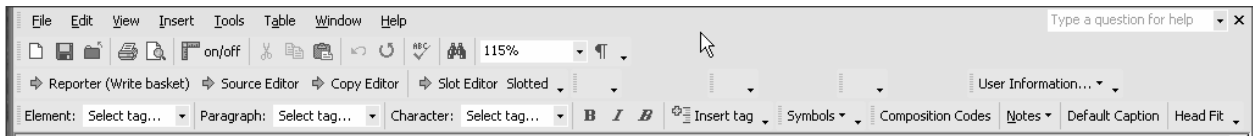


Now you have an empty story in your **User Basket**. Note that the story is listed in the list window.

Right-click your new story and select **Edit** to open the story in CCI Edit/MS Word.

## CCI hijacks Microsoft Word!

Yes, it's true. You will soon see that the CCI flavor of Microsoft Word is somewhat different than regular true-blue Word. Its toolbars should look somewhat similar to those shown below.



The bottom two rows of buttons are CCI specific. (Your buttons may appear at different places on your toolbar – they will work the same regardless.) The buttons with little yellow arrows will save and send your story off to a different list window. And the menus that say “**Select tag...**” are discussed next.

By the way, I wouldn't recommend trying to use regular Word while using CCI. Word seems to get confused when that happens.

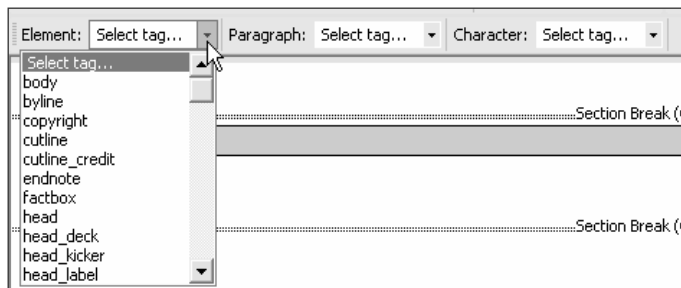
## Tags

In any typesetting system, from Triple-I to Microsoft Word to QuarkXPress to CCI, the computer needs some way of knowing what text is body copy, what is a byline, what is a cutline, and what is a headline. And then it needs to know what *typography* – typeface, font size, justification – to apply to body copy, or a byline, or a cutline, or a headline.

Triple-I has no idea in its little pea-brain what text is a headline and what is body copy. All those codes in the brackets change what the text *looks* like, but don't in any fundamental way tell Triple-I that such-and-such is a byline or such-and-such is marginalia.

Quark and Word are smarter. In each of these, you can set up styles to apply to different portions of text. You can define a headline style and apply it to what you know are headlines. Then if you change the style later, the software can update the headlines in the text to reflect the changes.

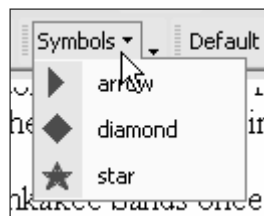
Similarly, CCI has *tags*. You can see the available tags in the pull-down menus in CCI Edit/MS Word, as shown on the next page.



There are four types of tags:  
**Element tags** – These are the bedrock tags. *All* of your text has to live inside one of these tags. Examples include **body**, **cutline**, **cutline\_credit**, **head**, **byline** and **factbox** (which we use to call *marginalia*).

**Paragraph tags** – These tags live inside element tags and affect an entire paragraph (or more). Examples include **byline\_email** (which lives inside the **byline** element tag), **factbox\_head** (inside the **factbox** element tag) and **subhead** (inside the **body** element tag).

**Character tags** – These live inside element tags, too, but do not have to affect an entire paragraph. They can affect as little as one character. Examples include **bold** and **italic** and **dateline** (all inside the **body** element tag) and **quote\_attrib** (inside the **quote** element tag).



**Macro tags** – These are special tags for things such as bullets and stars. You will most likely place the three odd characters – arrow, diamond and star – into your text using the **Symbols** pull-down menu, as pictured at the left.

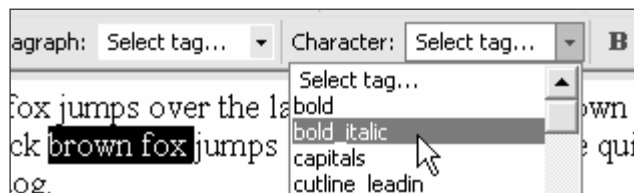
## Tagging and untagging

By default your story has a byline and a body tag. Depending on some presets deep within the bowels of the CCI system, your actual name and e-mail address may automatically type themselves in the right space.

If you need more tags, it's easy to add them.

To add an *element* tag, just click somewhere in the story and select the tag from the correct pull-down menu. CCI Word will add a new tag space.

If you select some text first, that text will be placed inside the tag. So, for example, if a byline is on the story, but there is no byline tag in sight, just select the text of the byline and choose **byline** from the element tag menu. Groovy!



For *paragraph* and *character* tags, it's best to select the text before selecting the tag. So in the example at the left, we selected "brown fox" in the text and then selected the **bold\_italic** character tag.

But look at the text in your Word document. It's not necessarily the same size or typeface as our design style dictates, although the text of the headline *does* look like a generic headline.

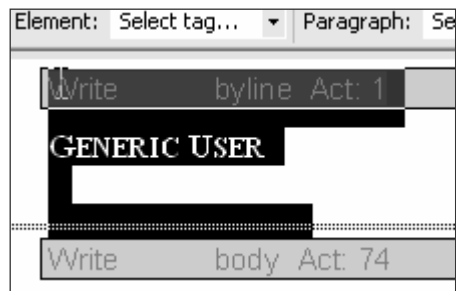
So how will these tags look in print? You can see a *proof* of your story by going to the File menu and choosing **Open CCI ProofView** – or type F8. Since your story hasn't been placed on a page by a designer yet, you will see only a one-column proof.

But ProofView is smart. As the story travels through the flow, anyone opening ProofView will see an accurate view of the story as a headline is written, a picture is added and a design is implemented.

Untagging the text is a little trickier, but still manageable.

To see all the tags in your text, go to the **Edit** menu and select **Tags in Text**. You'll see a window like the one to the right. Here, you can simply select a tag and either replace it with a different one or delete it entirely.

If you select a tag and click **Untag**, you do not delete the *contents* of that tag, only the tag itself. The text inside the tag just floats inside whatever element tag it finds itself in.



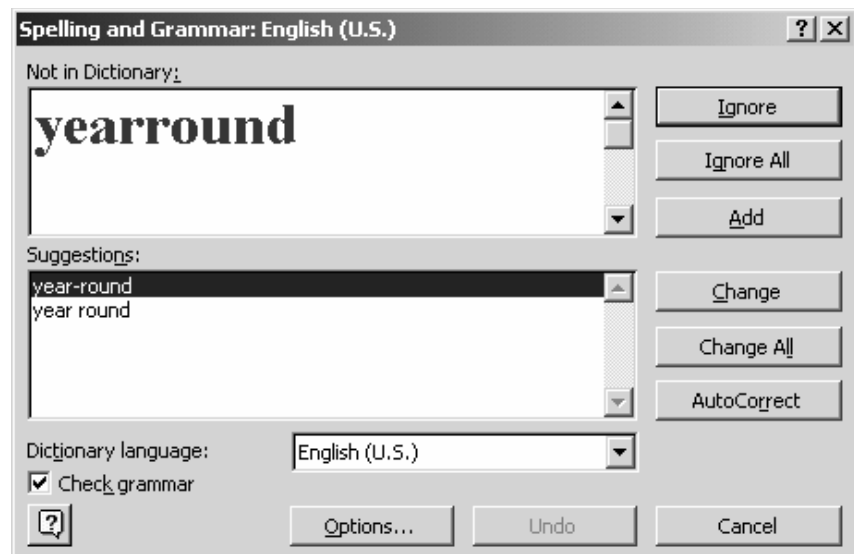
You cannot delete an element tag from the **Tags in Text** box. Instead, just stay in the main Word window. With your mouse, click-drag select the portion of the story that contains the tag header and the text within the tag, as shown to the left. Then press the **Delete** key.

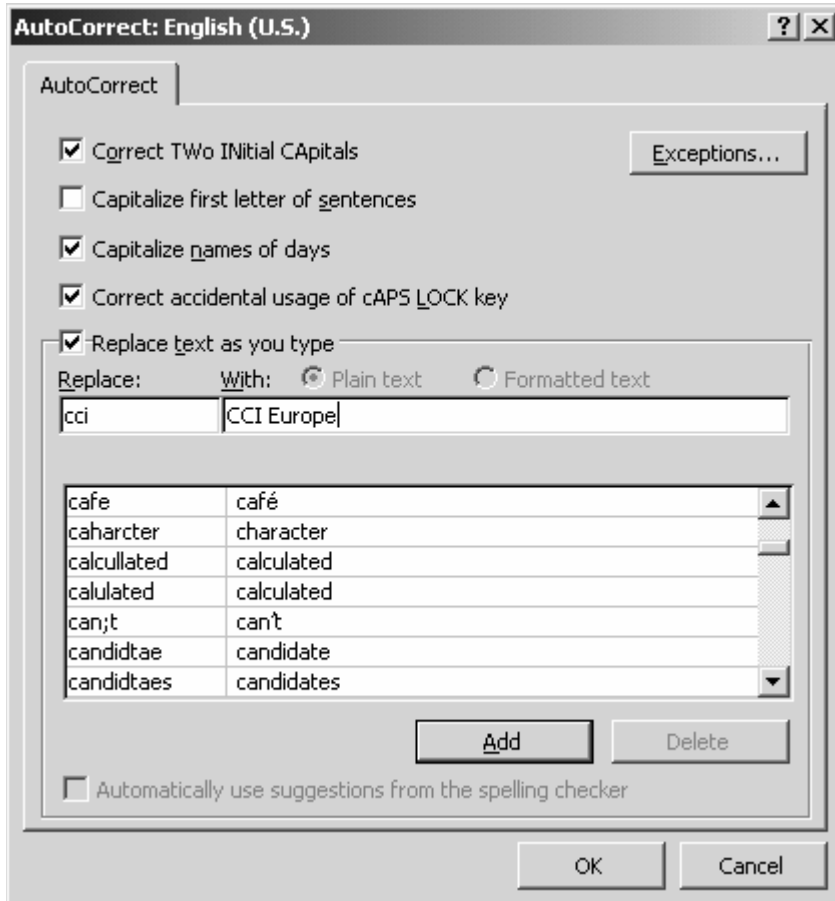


## Spelling and grammar check

CCI Word has a very good spelling and grammar checker installed. Click **Spelling and Grammar** on the **Tools** menu or click F7. You will see the box to the right.

If you don't want CCI Word to check grammar, just click off the **Check grammar** box at the bottom of this dialog box.





## AutoCorrect

Another cool feature in CCI Word is AutoCorrect. Choose AutoCorrect Options... in the Tools menu to access the box to the left.

When the Replace as you type function is checked, AutoCorrect notices when you type a word that appears in the first column, like *cci*, and replaces it with the corresponding work in the second column, like *CCI Europe*.

You can type in new entries. For example, if you notice you often accidentally type *wayne* when you always want to capitalize it, you can put *wayne* in the replace: column and *Wayne* in the

With: column.

Also, if you grow weary of typing Southeast Allen County Schools several times a day, you can put *sacs* in the Replace: column and Southeast Allen County Schools in the With: column. Then as you type, AutoCorrect automatically replaces *sacs* with Southeast Allen County Schools.

Note: Make sure your abbreviation isn't a word itself, or every time you'd type it that word, Bam! The replacement appears. You *can* delete delete delete to return to your original word, but wow that's annoying.

## Notes

Refer to CCI docs for this, Jon!

## Save and Save Public

What's the difference between these two?

First, the difference is seen only when your story is stored in an area where others can view it in the database, such as the Write Basket or Copy Editor. That is, it must be in the flow.

Now, if you do a regular **Save**, the story is saved locally. Period.

But if you do a **Save Public**, your story is saved back into the database. You still have sole ownership of the story, but now others can see your changes, including editors and designers.

## Mapwords

The purpose for mapwords is to get your story to the right place on The News-Sentinel web site. Select the appropriate mapwords from the drop-down menus.

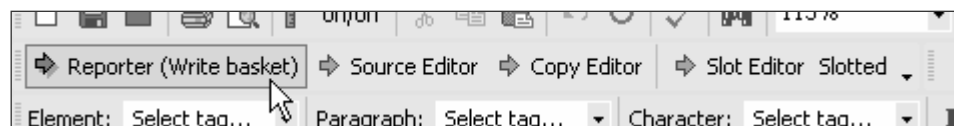
Note that they are smart. If you have selected Features for your content desk, the mapword menus reflect features content, such as Entertainment and Food. Also, each drop-down menu depends on the one above it. Select Food for Mapword 1 and you'll see Recipes, Restaurant Notes and Restaurant Reviews for choices for Mapword 2. Similarly, choose Listings and you'll see Anniversaries, Engagements and Weddings.

## Pass it forward

When it's time to send your story to someone else, you have some options.

You can choose several destinations from within CCI Word, as seen below.

Also, if the story is in your user basket, you can send it to *someone else's* user



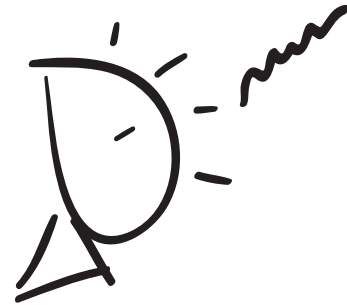
basket. Save your story and right-click on it in your User Basket. Choose To User. Then you can choose another user from a drop-down menu. But be careful! When you do that, you can no longer access your story. It is sealed tight inside someone else's user basket.

A better idea would be to send the story to the write basket, where another reporter can pick up the story, but where the story is still accessible by others.

## Reading the wires

### Finding the story

Wire Category list window.



## Importing and exporting

### E-mail your stories and photos

Text goes into Remote Input. Photos go into Photo Pool.



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