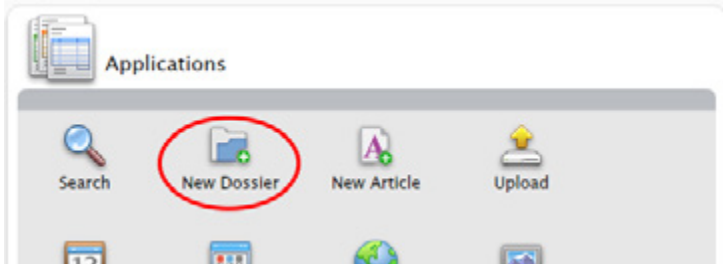


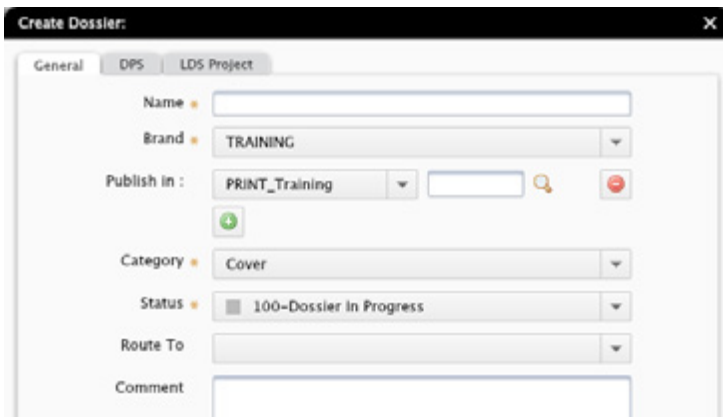
# Content Station

## Create a New Dossier

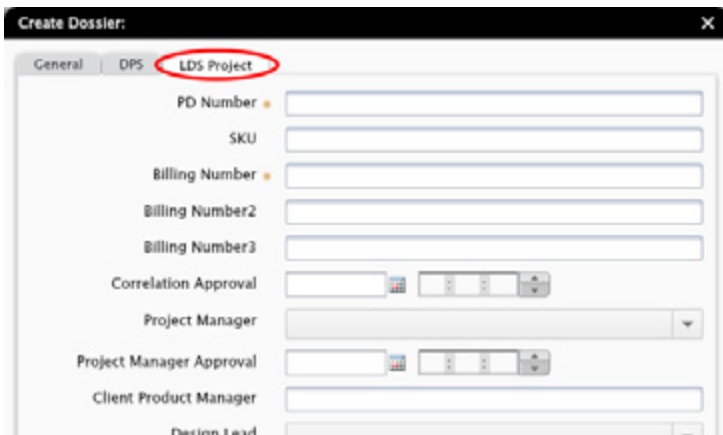
1. Confirm that the needed brand and issue are available in Content Station
2. Select 'New Dossier' from the Applications palette on the Home tab (or File > New > Dossier)



3. Name the dossier in the window that appears



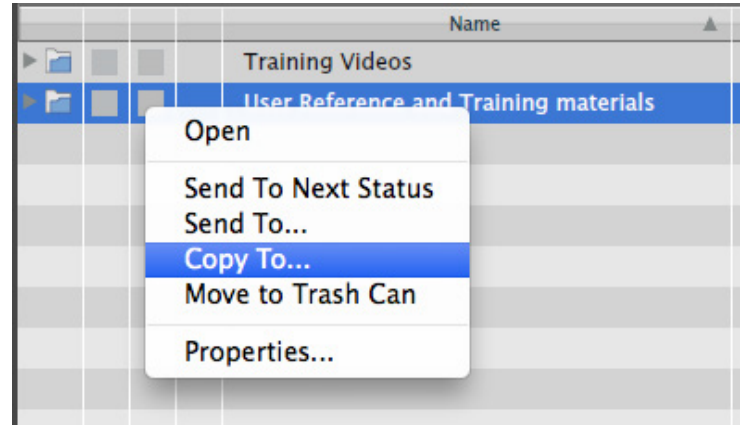
4. Select the appropriate brand from the drop-down menu
5. Select the appropriate issue from the 'Publish in' drop down menu
6. Update the Category and Status if needed. (These are also required fields, but come with default values)
7. Select the 'LDS Project' tab



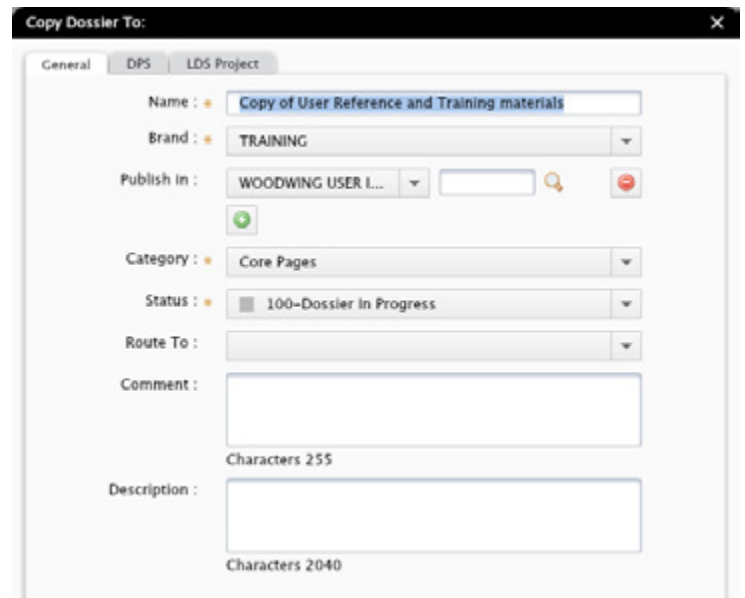
8. Enter the PD number (if one has not yet been assigned, enter '0')
9. Enter the billing number (if one has not yet been assigned, enter '0')
10. Enter any other relevant information. Click 'OK' when finished

## Create a New Dossier from an existing Dossier

1. Confirm that the needed brand and issue are available in Content Station
2. Select Dossier you want to copy
3. Right click and select 'Copy to' (or File > Copy To)



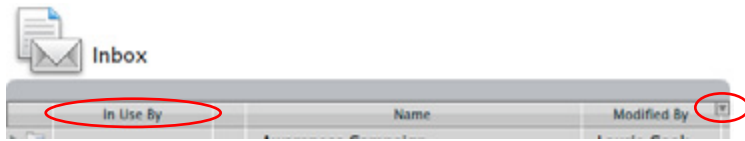
4. All information is copied from the original dossier



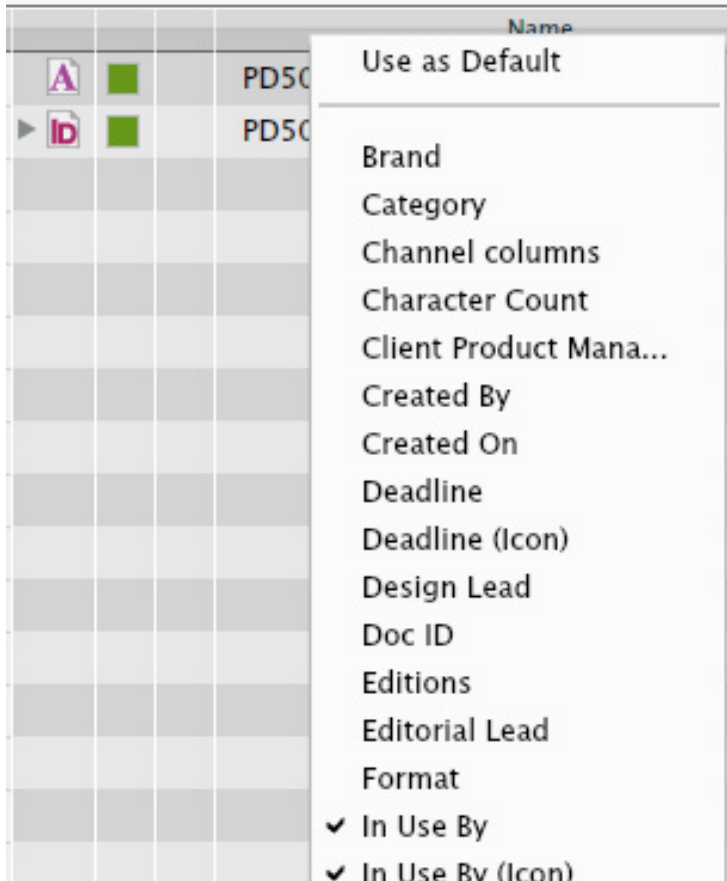
5. Change the name, select the correct Brand and Issue
6. Update any other information in the 'General' and 'LDS Project' tabs. Click 'OK' when finished
7. The new dossier will contain all the same files as the original dossier. To remove these files right-click each file and choose 'Remove from Dossier'—do NOT 'Move to Trash'

## Setting up column views

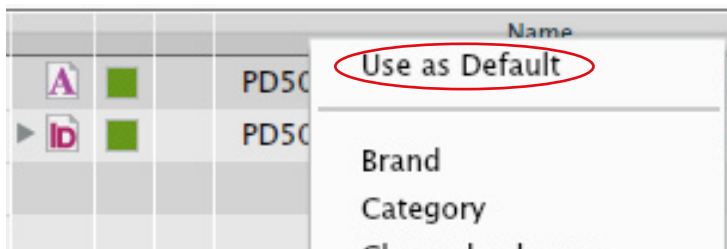
1. Right click over an existing column heading or open the fly out menu on the top of the far right column (small, downward pointing arrow)



2. Select the column you want to add or remove (a check-mark indicates columns currently visible)



3. Arrange columns by clicking and dragging the column heading to the desired position
4. If arranging columns from a dossier tab, open the column menu and select 'Use as Default'. All dossiers will then open with the selected columns



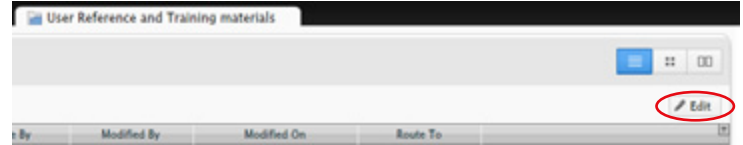
5. Repeat steps 1–3 for your Inbox and Search views as they will not carry over

Recommended columns include: Issue, Route To, Modified On, Modified By, Labels, and In Use By

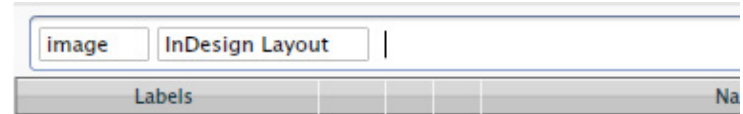
## Using Labels

Labels help organize files within a dossier. Use labels to group similar files by following these steps within a dossier tab:

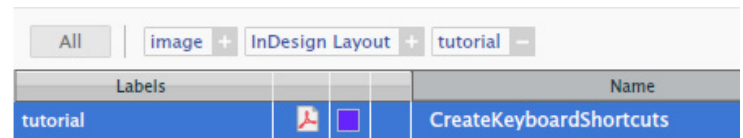
1. Click the 'Edit' button above the far right column



2. Type the name of a desired label. If multiple labels are needed, use the tab or return key to separate the labels (label names can contain spaces)



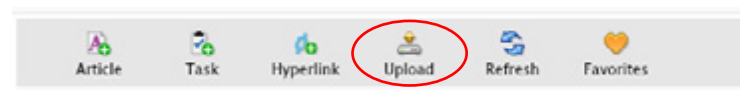
3. When finished, click the 'OK' button to the right of the label area
4. Single click on a file, then click the '+' sign that will appear on the labels you want to apply. Applied labels will appear in the 'Labels' column (if visible)



5. Remove labels from a file by single clicking the file then clicking the '-' sign that appears next to applied labels
6. Click on a label's name to see only files with that label applied
7. Click the 'All' button to the left of the label bar to see all files in the dossier

## Save an InDesign Document into WoodWing

1. Confirm that the needed brand, issue, and dossier are available in Content Station
2. Locate and open the dossier in a new tab
3. Click the 'Upload' button near the top center of the window



4. Select the file to upload, then press 'Open' (the desktop version also supports drag & drop)
5. Confirm the metadata is correct
6. Click 'Okay' to begin the upload