



ASSOCIATED PRESS

AP BACKUP

Author (Editorial) Guide



FOR AP INTERNAL USE

Do not distribute to customers or vendors

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ACCESSING AP BACKUP



Important


To access the AP Backup Internal site, you must be connected via the VPN (Pulse Secure/Ivanti). This condition applies at all AP bureaus except New York, Washington D.C. and London.

SETTING YOUR INITIAL PASSWORD



During a disaster recovery, AP Backup will automatically email you the System Ready notification. Follow the steps detailed in the email to gain access to the AP Backup system.

1. Click the site access link from the System Ready notification sent to your email:

IMPORTANT NOTIFICATION: AP Backup Website



noreply@apbackup.org
To Williams, Troy

[Reply](#)
[Reply All](#)
[Forward](#)



Mon 7/11/2022 7:06 PM

[EXTERNAL]

We are experiencing a service disruption and have enabled our AP Backup site for reporting breaking news.

Follow these steps to start using the AP backup website:

1. Connect to the AP network via office ethernet /wireless or, if reporting remotely, establish a VPN session via Pulse Secure.
2. Click <https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnews.apbackup.org%2Fauth%2Fset-password&data=05%7C01%7Ctwinfield%40ap.org%7C70ce42c50e494a24904308da6391f087%7Ce442e1abfd6b4ba3abf3b020eb50df37%7C1%7C0%7C637931775703662355%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCQljoiv2luMzliLCJBTi6lk1haWwLjCjXVCI6Mn0%3D%7C3000%7C%7C%7C&data=fEdNnJX%2Fj8PFc4GWjNJG72vPx0KEc2H4N6YE%2BkhCTJc%3D&reserved=0> to access the site.
3. Enter your AP email address. The system will send you a follow-up message.

2. Enter your APGBL email address; then click **Submit**:



>

Set your AP Backup site password

Note: Your password for AP Backup is not your password for other AP systems.



Email Address

Email is a required field

Submit

[Back To Login](#)

Are you having trouble with your account?

Contact Us:  apcustomersupport@ap.org  844-777-2006 (US) 44-808-134-6420 (UK) 44-330-054-3330 (International)

AP Backup sends a password reset message to your email address.




Tip

If you do not receive an email in the next few minutes, please check your Spam/Junk Email folder.

3. Click the password reset link from your email:

[AP] Your AP Backup password request

 noreply@apbackup.org
To: Williams, Troy

[EXTERNAL]

You have requested a password reset for your AP Backup site account with login twilliams32@ap.org.

Please use this link to reset your password:

["https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnews.apbackup.org%2Fauth%2Fset-password%3F%3Dtwinfield%40ap.org%26c%3DdO4Cs-4Kx5X7ug&data=05%7C01%7Ctwinfield%40ap.org%7Cf6e63c424f43cbce1008da638654f0%7Ce442e1abfd6b4ba3abf3b020eb50df37%7C1%7C0%7C637931725853168599%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljojV2luMzliLjBtIl6k1haWwulCjXVCi6Mn0%3D%7C3000%7C%7C%7C&data=TqY1dbl2YjEo%2BcggesZnblWzee9fvbowtpu4WmXO2U%3D&reserved=0"](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnews.apbackup.org%2Fauth%2Fset-password%3F%3Dtwinfield%40ap.org%26c%3DdO4Cs-4Kx5X7ug&data=05%7C01%7Ctwinfield%40ap.org%7Cf6e63c424f43cbce1008da638654f0%7Ce442e1abfd6b4ba3abf3b020eb50df37%7C1%7C0%7C637931725853168599%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljojV2luMzliLjBtIl6k1haWwulCjXVCi6Mn0%3D%7C3000%7C%7C%7C&data=TqY1dbl2YjEo%2BcggesZnblWzee9fvbowtpu4WmXO2U%3D&reserved=0)

Note: This password reset link is now valid for 48 hours; any previous password reset email you may have received will no longer work. This link can only be accessed one time.

If you don't reset your password within 48 hours or follow the link more than once, you will have to issue a new password request.

4. Enter your new password in both boxes, adhering to the password guidelines. Then, click **Save**:



Set Password

Note: The password you set for AP Backup will not change your password in other AP systems.

New Password

Password is required

Confirm New Password

Password must contains

- At least 1 uppercase alphabetical character.
- At least 1 lowercase alphabetical character.
- At least 1 numeric character.
- At least 1 special character except "~".
- Passwords should not be your username or a common word.

Save

Are you having trouble with your account?

Contact Us: apcustomersupport@ap.org | 844-777-2006 (US) | 44-808-134-6420 (UK) | 44-330-054-3330 (International)

AP Backup automatically signs you in to the Internal site.

SIGNING IN AFTER PASSWORD RESET

Gain direct access to AP Backup with your username and newly reset password:

INTERNAL SITE URL	https://ripcord.apbackup.org/ (where you perform your tasks)
CUSTOMER SITE URL	https://news.apbackup.org/ (to observe what customers see; not normally needed for your role)

AP Backup automatically signs you out of your login session after 24 hours, prompting you to sign in again.

RESETTING YOUR FORGOTTEN PASSWORD

If you forget your password, you can change at any time.



Note

Resetting your AP Backup password does NOT affect your SSO password used to access other AP services.

From the Internal site's login page, click **Forgot password?**; then follow the same procedure from [Setting Your Initial Password](#):

Log in

Email address *

Enter your AP email address

Password *

Enter the password you chose. [Forgot password?](#)

Are you having trouble accessing the site? Contact Us:

- Email: ghd@ap.org
- [212-621-5434](tel:212-621-5434) or [202-641-9880](tel:202-641-9880) (US)
- [44-20-7482-7555](tel:44-20-7482-7555) (International)

Log in

NAVIGATING THE SITE

Content Listing Page

Signing into the Internal site automatically navigates you to the Content Listing page, where you initiate your main tasks:

Navigate to different site pages (subtabs) **The disaster recovery status message** **Filter the table** **Reposition the site pages to the left nav**

Content Listing Add Content Logout

Home

00:00:00 UTC – INVESTIGATING – AP systems are unavailable. Next update in 30 minutes. [More detail](#)

Content

[+ Add content](#)

Title Content type Published status Filter

SLUG	CONTENT TYPE	AUTHOR	PUBLISH STATUS	UPDATED	OPERATIONS	VIEW
BC-EU--Spain-Ex-King Returns	News Story	pfdmail@gmail.com	Published	Mon, 07/11/2022 – 17:51 UTC	Edit	View
HZ Denmark Viking Ship	Video	pfdmail@gmail.com	Published	Mon, 07/11/2022 – 15:36 UTC	Edit	View
AP-NJ--Sailboat Overturned-Rescue	News Story	pfdmail@gmail.com	Published	Mon, 07/11/2022 – 15:00 UTC	Edit	View

Sort the table by the blue headings **Edit/preview a story** **Preview a story**

Shortcuts Tab

Click the **Shortcuts** tab to display links (subtabs) to your frequently used task pages. If you navigate away from the Content Listing page, you can always return to it by clicking **Shortcuts → Content Listing**:

Manage **Shortcuts** twilliams32@ap.org Reference Guide

Content Listing Add Content Logout

Profile Tab

Click your username to display links (subtabs) to view/edit your user profile details or sign off the site:

Manage Shortcuts **twilliams32@ap.org** Reference Guide

View profile Edit profile Log out

BROWSING CONTENT

SEARCHING FOR CONTENT

Navigate to **Shortcuts → Content Listing**, apply one or more of the following search filters at top; then click **Filter**:

Content

[+ Add content](#)

Title

Content type

Published status

- Any -

- Any -

Filter

FILTER	DESCRIPTION	EXAMPLE(S)
Title	Enter a story's full or partial Slug.	<i>BC-EU--Spain-Ex-King Spain</i>
Content type	Select a content designation, where content can be a story, media item or AP Backup system messaging. Select - Any - to find content from all content types.	<i>Audio News Alert</i>
Published status	Select a story publication state. Select - Any - to find content from all publication types.	<i>Published Unpublished</i>

Title

Content type

Published status

- Any -

- Any -

Filter

Reset

VIEWING CONTENT

Navigate to **Shortcuts → Content Listing**, perform ONE of the following actions:

- Click the content item's **View** link.
- Click the content item's **Edit** button; then click the page's View tab:

SLUG	CONTENT TYPE	AUTHOR	PUBLISH STATUS	UPDATED	OPERATIONS	VIEW
BC-EU--Spain-Ex-King Returns	News Story	pfdmail@gmail.com	Published	Mon, 07/11/2022 – 17:51 UTC	Edit	View

The preview version of the content appears:

BC-EU--Spain-Ex-King Returns

[View](#)
[Edit](#)
[Revisions](#)

Mon, 07/11/2022 - 17:51 UTC

Headline

Spain's former king mulls 2nd visit amid swirling debate

Summary

Spain's former king, Juan Carlos I, is planning to visit Spain again in June. That's according to the mayor of the northwestern town hosting the former monarch. The comments Friday signaled that the vigorous debate sparked by the former monarch's return is unlikely to fade anytime soon. Juan Carlos returned Thursday for his first visit since his abrupt departure nearly two years ago amid mounting financial scandals. The royal household said the visit would end Monday when he goes back to his "permanent" residence in Abu Dhabi. As the 84-year-old made his first public appearance on Friday in the town of Sanxenxo, where his yacht is taking part in a regatta, the town's mayor said Juan Carlos was planning a second visit in June.

Body

Spain's former king, Juan Carlos I, is planning to visit Spain again in June, the mayor of the northwestern town hosting the former monarch said Friday, signaling that the vigorous debate sparked by the former monarch's return is unlikely to fade soon.

MANAGING CONTENT

The AP Backup platform allows you to quickly create, edit and publish your stories for customers to access during a disaster recovery period.

You can create ANY type of content ([news](#), [APNewsAlert](#), [photo](#), [video](#) and [audio](#) stories); you are not restricted to a single media type. However, you must have the content/media available to create the story. To expedite story creation, AP Backup only provides a limited number of story details.

ADDING A NEWS STORY

1. Navigate to **Shortcuts → Content Listing**; then click **+Add content** (or navigate to **Shortcuts → Add Content**):



Content

+ Add content

Title

Content type

Published status

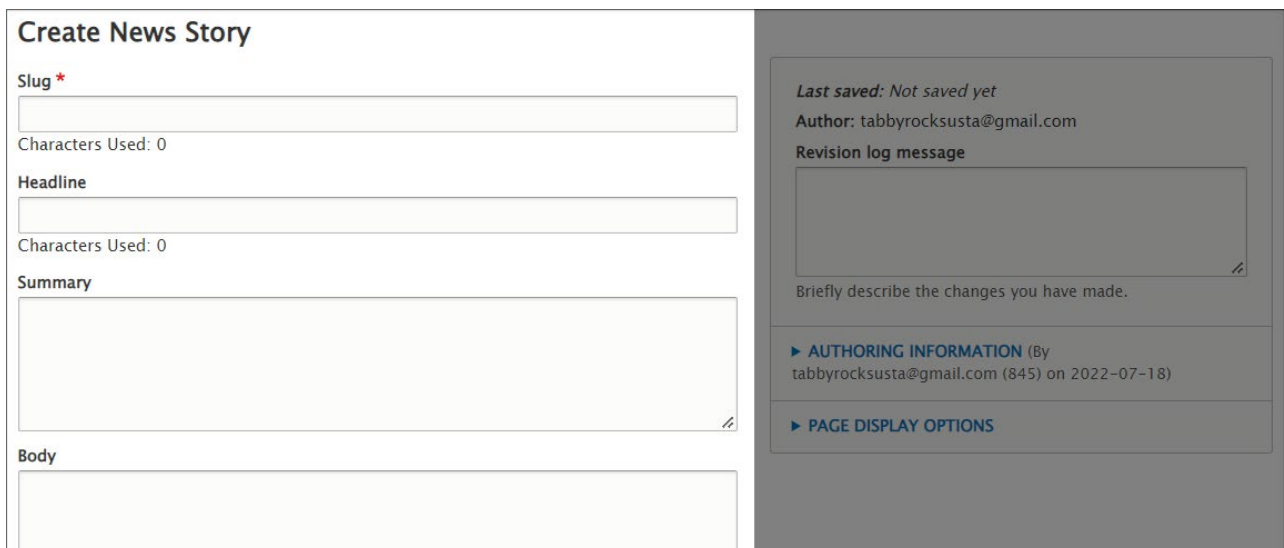
2. On the Add Content page, click **News Story**:



Add content

- ☐ Audio
- ☐ News Alert
- ☒ **News Story**
- ☐ Photo
- ☐ Video

3. On the Create News Story page, specify the following fields at left:



Create News Story

Slug ^{*}

Characters Used: 0

Headline

Characters Used: 0

Summary

Body

Last saved: Not saved yet

Author: tabbyrocksusta@gmail.com

Revision log message

Briefly describe the changes you have made.

► **AUTHORING INFORMATION** (By tabbyrocksusta@gmail.com (845) on 2022-07-18)

► **PAGE DISPLAY OPTIONS**

FIELD	DESCRIPTION	EXAMPLE(S)
Slug *	The shortest human-readable way to identify a story. Character limit: 40 characters.	<i>BC-EU--Spain-Ex-King</i>
Headline	The title/description of the story. Character limit: 60 characters	<i>Spain's former king mulls 2nd visit amid swirling debate</i>
Summary	A single paragraph abstract that encapsulates the story in about 100 words.	<i>Spain's former king, Juan Carlos I, is planning to visit Spain again in June. That's according to the mayor of the northwestern town hosting the former monarch. The comments Friday...<more></i>
Body	The main text of the story, often called the "mainbar" or "print" story.	<i>Spain's former king, Juan Carlos I, is planning to visit Spain again in June, the mayor of the northwestern town hosting the former monarch said Friday, signaling that the vigorous debate sparked... <more></i>
Byline	The name of the story's author/creator.	<i>By ASHIFA KASSAM</i>
Bytitle	The title of the story's author/creator.	<i>AP Lifestyles Writer</i>
Dateline	The city/location where AP obtained the basic information for the story.	<i>MADRID (AP)</i>
Category	The classification/type of news item. You can only select ONE category. Arts and entertainment Government and politics Religion Business Health Science Education Lifestyle Sports Environment and nature Oddities Technology General news	
Eds note	Additional notes visible to newspaper members and some online readers.	<i>EDITS: Corrects various typos</i>



Note

Only the mandatory fields (*) are necessary to create the story.

4. Select *Publish* from the **Save as** menu.
5. Click **Save** to publish the story, making it visible to customers. Also, [preview of the news story](#) appears.



Important

By default, content is set to publish when you click the **Save** button. Please make sure your content is ready for publication BEFORE clicking **Save**. If you change the **Save as** menu to *Draft*, you must reset the menu back to *Publish* when you are ready to publish the content to customers.

ADDING AN APNEWSALERT

1. Navigate to **Shortcuts → Content Listing**; then [click +Add content](#) (or navigate to **Shortcuts → Add Content**):
2. On the [Add Content page](#), click **News Story**.
3. On the Create NewsAlert page, specify the following fields at left:

Create News Alert

Slug *

Characters Used: 0

Alert

Dateline

Category

– None –

Eds note

Last saved: Not saved yet

Author: tabbyrocksusta@gmail.com

Revision log message

Briefly describe the changes you have made.

► **AUTHORING INFORMATION** (By tabbyrocksusta@gmail.com (845) on 2022-07-18)

► **PAGE DISPLAY OPTIONS**

FIELD	DESCRIPTION	EXAMPLE
Slug *	The shortest human-readable way to identify a APNewsAlert. Character limit: 40 characters	<i>US--APNewsAlert</i>
Alert	Information describing the NewsAlert. Character limit: 120 characters	<i>Yellowstone National Park partially reopens 9 days after flooding forced 10,000 to evacuate and wiped out roads, bridges.</i>
Dateline	The city/location where AP obtained the basic information for the story.	<i>Yellowstone National Park, Wyo.</i>
Category	The classification/type of news item. You can only select ONE category .	<i>Arts and entertainment</i>
Eds note	Additional notes visible to newspaper members and some online readers.	<i>CORRECTS: This APNewsAlert has been corrected to report the partial reopening of the park</i>



Note

Only the mandatory fields (*) are necessary to create the story.

4. Accept the default setting, *Publish*, in the **Save as** menu.

- Click **Save** to publish the story, making it visible to customers. Also, a preview of the story appears.



Important

By default, content is set to publish when you click the **Save** button. Please make sure your content is ready for publication BEFORE clicking **Save**. If you change the **Save as** menu to *Draft*, you must reset the menu back to *Publish* when you are ready to publish the content to customers.

ADDING A PHOTO STORY

- Navigate to **Shortcuts → Content Listing**; then [click +Add content](#) (or navigate to **Shortcuts → Add Content**).
- On the [Add Content page](#), click **News Story**.
- On the Create Photo page, specify the following fields at left:

Create Photo

Slug *

Characters Used: 0

Photo

No file chosen

One file only.
10 MB limit.
Allowed types: jpg jpeg.

Caption

Instructions

CREATED

Last saved: Not saved yet

Author: tabbyrocksusta@gmail.com

Revision log message

Briefly describe the changes you have made.

▶ **AUTHORING INFORMATION** (By tabbyrocksusta@gmail.com (845) on 2022-07-18)

▶ **PROMOTION OPTIONS** (Promoted to front page)

▶ **PAGE DISPLAY OPTIONS**

FIELD	DESCRIPTION	EXAMPLE(S)
Slug *	The photo title – the shortest human-readable way to identify a photo. Character limit: 40 characters	<i>Britain Air Show Fair</i>
Photo	Click Choose File to upload a photo from your machine or mapped drive.	Britain_Air_Show_Fair_22199493547649.jpg
	MAXIMUM FILE SIZE	10 MB
	FILE FORMATS	jpg or jpeg
	FILE TYPES / CATEGORIES	<div> <div>A - Domestic News</div> <div>F - Finance & Business</div> <div>I - International News</div> <div>S - Sports</div> <div>V - Advisories</div> </div> <div> <div>SPANNA - Domestic News</div> <div>SPANF - Finance & Business</div> <div>SPANI - International News</div> <div>SPANS - Sports</div> <div>SPANV - Advisories</div> </div>

FIELD	DESCRIPTION	EXAMPLE(S)
Caption	A one- or two-sentence summary that describes the photo and contains the photo's date, location, sources and byline.	<i>A visitor checks an airplane engine made by Pratt & Whitney at the Farnborough Air Show fair in Farnborough, England, Monday, July 18, 2022. (Frank Augstein)</i>
Instructions	Special delivery/purchasing instructions to AP Editorial and sales staff.	<i>This content is intended for editorial use only. For other uses, additional clearances may be required.</i>
Created	The date/time when the photo was taken.	<i>06/14/22 07:33:15 AM</i>
Country / State / City	The location (country, state/province or city) where the photo was taken.	<i>ENGLAND / Hampshire / Farnborough</i>
Byline	The name of the photographer or organization.	<i>By FRANK AUGSTEIN</i>
Bytitle	The photographer's title or organization.	<i>AP Staff Writer</i>
Source	One or more companies or organizations that produced the content.	<i>AP Pool</i>
Credit line	The photographer or their organization.	<i>ASSOCIATED PRESS</i>
Copyright notice	The organization's copyright information.	<i>Copyright 2022 The Associated Press. All rights reserved</i>
Transref	The alphanumeric code automatically assigned for transmission purposes.	<i>AMB114</i>
Category	The AP classification/type of photo. You can only select one category .	<i>A - Domestic News</i>
Supp. Cat.	The AP subcategory code for the photo. You can enter multiple codes.	<i>APN - APNewsFeatures</i>

**Note**

Only the mandatory fields (*) are necessary to create the story.

- Accept the default setting, *Publish*, in the **Save as** menu.
- Click **Save** to publish the story, making it visible to customers. Also, a preview of the story appears.

**Important**

By default, content is set to publish when you click the **Save** button. Please make sure your content is ready for publication BEFORE clicking **Save**. If you change the **Save as** menu to *Draft*, you must reset the menu back to *Publish* when you are ready to publish the content to customers.

ADDING A VIDEO STORY

1. Navigate to **Shortcuts → Content Listing**; then [click +Add content](#) (or navigate to **Shortcuts → Add Content**).
2. On the [Add Content page](#), click **News Story**.
3. On the Create Video page, specify the following fields at left:

Create Video

Slug *

Characters Used: 0

Headline

Characters Used: 0

Source

Video File

Filename	Size	Status
+ Add Files Start Upload		
	0 b	0%

Allowed types: mp4.

One file only.

Body

Last saved: Not saved yet

Author: tabbyrocksusta@gmail.com

Revision log message

Briefly describe the changes you have made.

► **AUTHORING INFORMATION** (By tabbyrocksusta@gmail.com (845) on 2022-07-19)

► **PAGE DISPLAY OPTIONS**

FIELD	DESCRIPTION	EXAMPLE(S)
Slug *	The shortest human-readable way to identify a video.	<i>US BILLIONAIRES</i>
Headline	The video title. Character limit: 50 characters	<i>New York ice cream truck sells Eat the Rich popsicles</i>
Source	One or more companies or organizations that produced the content.	<i>Agencia EFE</i>
Video File	Click Add File to upload a video from your machine or mapped drive. The upload may take a few minutes.	<i>efe047465_US_BILLIONNAIRES_1080i50ESSENCE.mp4</i>
	MAXIMUM FILE SIZE	5 GB (5,000 MB)
	FILE FORMATS	mp4
	FILE TYPES	1080i50 (preferred) or 1080i60

FIELD	DESCRIPTION	EXAMPLE(S)
Body	(If available) The shotlist and storyline for the video.	SHOTLIST: STORYLINE: <i>New York, Jul 12 (EFE). - (Camera: Jorge Fuentelsaz) A pop up ice cream truck in New York is selling 'Eat the Rich' popsicles in the shape of some of the world's wealthiest men, including... <more...> FOOTAGE OF THE ICE CREAM TRUCK IN NYC.</i>

**Note**

Only the mandatory fields (*) are necessary to create the story.

- Accept the default setting, *Publish*, in the **Save as** menu.
- Click **Save** to publish the story, making it visible to customers. Also, a preview of the story appears.

**Important**

By default, content is set to publish when you click the **Save** button. Please make sure your content is ready for publication BEFORE clicking **Save**. If you change the **Save as** menu to *Draft*, you must reset the menu back to *Publish* when you are ready to publish the content to customers.

ADDING AN AUDIO STORY

- Navigate to **Shortcuts → Content Listing**; then [click +Add content](#) (or navigate to **Shortcuts → Add Content**).
- On the [Add Content page](#), click **News Story**.
- On the Create Audio page, specify the following fields at left:

Create Audio

Slug *

Characters Used: 0

Speaker

Intro

Audio file

No file chosen

One file only.
100 MB limit.
Allowed types: mp3.

Save as: Publish ▼

Last saved: Not saved yet

Author: tabbyrocksusta@gmail.com

Revision log message

Briefly describe the changes you have made.

► **AUTHORING INFORMATION** (Authored on 2022-07-19)

► **PAGE DISPLAY OPTIONS**

FIELD	DESCRIPTION	EXAMPLE(S)											
Slug *	The shortest human-readable way to identify an audio story.	<i>Entertainment-Jonas Brothers</i>											
Speaker	The person(s) speaking in the audio story.	<i>Nick Jonas, musician, and Kevin and Joe Jonas, with reporters</i>											
Intro	A brief description of the audio story.	<i>Nick, Kevin and Joe Jonas say they met Sasha and Malia Obama backstage at the "Ellen DeGeneres Show."</i>											
Audio file	Click Choose File to upload an audio file from your machine or mapped drive.	<i>apa257009_Jonas_Bros_Met_ObamaKids_backstage_52360699.mp3</i>											
	MAXIMUM FILE SIZE	100 MB											
	FILE FORMAT	mp3											
	FILE TYPES	<table> <tr> <td>Actuality</td><td>Response to Question</td><td>Voicer</td></tr> <tr> <td>Wrap</td><td>Raw Sound</td><td>Advisory</td></tr> <tr> <td>Voicer</td><td>Scener</td><td>Special</td></tr> <tr> <td>Q&A session</td><td></td><td></td></tr> </table>	Actuality	Response to Question	Voicer	Wrap	Raw Sound	Advisory	Voicer	Scener	Special	Q&A session	
Actuality	Response to Question	Voicer											
Wrap	Raw Sound	Advisory											
Voicer	Scener	Special											
Q&A session													

**Note**

Only the mandatory fields (*) are necessary to create the story.

- Accept the default setting, *Publish*, in the **Save as** menu.
- Click **Save** to publish the story, making it visible to customers. Also, a preview of the story appears.

**Important**

By default, content is set to publish when you click the **Save** button. Please make sure your content is ready for publication BEFORE clicking **Save**. If you change the **Save as** menu to *Draft*, you must reset the menu back to *Publish* when you are ready to publish the content to customers.

EDITING CONTENT

**Note**

Only one user can edit a story at a time.

- Navigate to **Shortcuts → Content Listing**, [search](#) for the content item; then click its **Edit** link:

SLUG	CONTENT TYPE	AUTHOR	PUBLISH STATUS	UPDATED	OPERATIONS	VIEW
APTOPIX White Sox Twins Baseball 2	Photo	tabbyrocksusta...	Published	Tue, 07/19/2022 – 15:49 UTC	Edit	View

- On the Edit page, perform ANY of the following actions as necessary:
 - Modify any of the [news](#), [APNewsAlert](#), [photo](#), [video](#) or [audio](#) story fields.
 - (For photo, video or audio stories) Click **Remove** to remove a media file from the story and upload a new file to replace it:

Edit Photo APTOPIX White Sox Twins Baseball 2

View **Edit** **Revisions**

Slug *
 APTOPIX White Sox Twins Baseball 2
 Characters Used: 34

Photo
 APTOPIX_White_Sox_Twins_Baseball_22198668651607.jpg **Remove**

Caption
 Chicago White Sox center fielder Adam Engel catches a fly ball hit by Minnesota Twins' Carlos Correa during the first inning of a baseball game, Sunday, July 17, 2022, in Minneapolis. The Twins won 6-3. (AP Photo/Craig Lassig)

Instructions
 This content is intended for editorial use only. For other uses, additional clearances may be required.

CREATED
 07/17/2022 06:35:00 PM

Publish
 Last saved: Tue, 07/19/2022 - 04:07 UTC
 Author: tabbyrocksusta@gmail.com
☒ Create new revision
 Revisions are required.
Revision log message
 Briefly describe the changes you have made.
 ▶ **AUTHORING INFORMATION** (By tabbyrocksusta@gmail.com (845) on 2022-07-19)
 ▶ **PROMOTION OPTIONS** (Promoted to front page)
 ▶ **PAGE DISPLAY OPTIONS**

- Update the **Eds Notes** with detailed information about the update.
- Add a description of all story changes in the **Revisions log message** box at right.
- Accept the default setting, *Publish*, in the **Save as** menu.
- Click **Save** to create and publish the revised story. Also, the story is also now visible to customers.



Important

By default, content is set to publish when you click the **Save** button. Please make sure your content is ready for publication BEFORE clicking **Save**. If you change the **Save as** menu to *Draft*, you must reset the menu back to *Publish* when you are ready to publish the content to customers.

REMOVING CONTENT

- Navigate to **Shortcuts → Content Listing**, [search](#) for the content item; then click its [Edit link](#).
- On the Edit page, select *Unpublish* from the **Save as** menu at bottom.
- Click **Save**. The content is removed from the AP Backup customer site and archived.

REVERTING CONTENT TO A PREVIOUS VERSION

1. Navigate to **Shortcuts → Content Listing**, [search](#) for the content item; then click its [Edit link](#).
2. Click the Revisions tab to view a list of all draft and published versions of the story:

Help
Revisions allow you to track differences between multiple versions of your content, and revert to older versions.

View Edit **Revisions**

Revisions for *ATH-World-Canada 2*

REVISION	OPERATIONS
Tue, 07/19/2022 – 18:03 UTC by tabbyrocksusta... Corrected the last name of the athlete.	Current revision
Tue, 07/19/2022 – 18:02 UTC by tabbyrocksusta... Updated the Alert to read, "...won a gold medal..."	Revert ▾
Tue, 07/19/2022 – 17:48 UTC by tabbyrocksusta...	Revert ▾

3. Perform any of the following actions:

TO...	DO THIS...
Preview a previous version	<p>Click the version's creation date/time link:</p> <p>Tue, 07/19/2022 – 18:02 UTC by tabbyrocksusta... Updated the Alert to read, "...won a gold medal..."</p> <p>Revert ▾</p>
Revert to a previous version	<p>Click Revert for the appropriate version; then click Revert when the confirmation message appears:</p> <p>Are you sure you want to revert to the revision from <i>Mon, 07/18/2022 – 23:12 UTC</i>?</p> <p>Revert Cancel</p>
Delete a previous version	<p>Click the version's Revert menu ▾, select Delete; then click Delete when the confirmation message appears:</p> <p>Are you sure you want to delete the revision from <i>Tue, 07/19/2022 – 18:02 UTC</i>?</p> <p>This action cannot be undone.</p> <p>Delete Cancel</p> <p>Once deleted, this version can no longer be retrieved.</p>

GETTING HELP

For issues accessing or using the site, please contact the **Global Help Desk**:

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