

2. Publishing steps in a nutshell and how they relate to edDesk

This chapter outlines the publishing steps (briefly) and how it relates to what you need to do in edDesk.

2.1 GENERAL PUBLISHING PROCEDURES

Step	What needs to be done	edDesk procedure	Chapter in User Guide for more information
Step 1	Decide on what story is needed	None yet	
Step 2	Write story brief	Create a New Article Fill in the details in the Basics and Brief tabs Brief details include instructions on length, payment, briefing instructions and illustration instructions, copy deadline, copyright options	Chapter 6 – Creating an article that is ready for briefing out
Step 3	Send brief to desired author	Email using edDesk's Brief tab.	Chapter 6 – section 6.5 – Briefing out your article
Step 4	Author writes article	Can write article in edDesk (if they have access to edDesk – determined by your organisation). If no access to edDesk, copy written in MS Word then emailed to the sub-editor.	Chapter 7 – Editing articles – entering copy into edDesk. Chapter 8 – Formatting text Chapter 9 – Including documents and images in articles
Step 5	Author submits article	If article written in edDesk then submitted via edDesk and workflow updated to reflect that copy has been Filed. If article is not written in edDesk, article submitted by email (eg. as Word attachment in email)	Chapter 13 – Workflows

Step	What needs to be done	edDesk procedure	Chapter in User Guide for more information
Step 6	Sub-editor or production-editor loads received content into edDesk	Edit article that was created for the briefing instructions. Add the text of the submitted copy. Update workflow of article.	Chapter 7 – Editing articles – entering copy into edDesk. Chapter 8 – Formatting text Chapter 9 – Including documents and images in articles Chapter 13 - Workflows
Step 7	Sub-editor edits copy in edDesk	Make appropriate changes to the uploaded copy. Update workflow of article.	Chapter 7 – Editing articles – entering copy into edDesk. Chapter 8 – Formatting text Chapter 9 – Including documents and images in articles Chapter 13 – Workflows
Step 8	Graphic artist does layout	Edits edDesk article, takes out any attached files, creates pages using Quark and Indesign. Creates PDF of finished pages and attaches the PDF to the edDesk article. Update workflow of article.	Chapter 9 – Including documents and images in articles Chapter 13 - Workflows
Step 9	Sub-editor does final check of laid out pages, pictures, captions etc	Reviews completed edDesk article with attached PDF.	
Step 10	Sub-editor requesting changes to article (not always required)	Comments entered into the PDF (not the edDesk article).	

Step	What needs to be done	edDesk procedure	Chapter in User Guide for more information
Step 11	Editor does finals	Update workflow details in edDesk article.	Chapter 13 – Workflows
Step 12	Publish article	Update workflow for the intended publishing format. Articles to be published to the web will be published automatically when the workflow status is changed to “posted”.	Chapter 13 – Workflows

2.2 TYPICAL ROLES AND EDDESK KNOWLEDGE/SKILLS REQUIRED

Role	Relevant chapters /sections in this User Guide
All roles	Chapter 1 – Introduction Chapter 2 – Publishing steps and how they relate to edDesk Chapter 3 – Getting started Chapter 4 – Views Chapter 5 – Searching for articles
Author / Contributor	<i>In addition to those chapters listed for All roles:</i> Chapter 6 – Creating an article that is ready for briefing out (not all authors will need to know how to do this) Chapter 7 – Entering copy into edDesk Chapter 8 – Formatting text Chapter 9 – Including documents and images in articles Chapter 10 – Article toolbar – Tools, New, Import, Export. Particularly sections 10.2 Tools menu and 10.3 Import menu. Chapter 12 – Creating hierarchical content – related articles Chapter 13 – Workflows – only section 13.2 Workflow for authors
Sub-editor and Editor	<i>In addition to those chapters listed for All roles:</i> Chapter 6 – Creating an article that is ready for

Role	Relevant chapters /sections in this User Guide
	briefing out Chapter 7 – Entering copy into edDesk Chapter 8 – Formatting text Chapter 9 – Including documents and images in articles Chapter 10 – Article toolbar – Tools, New, Import, Export Chapter 11 – Using article tabs Chapter 12 – Creating hierarchical content – related articles Chapter 13 – Workflows Chapter 14 – Housekeeping <i>It is a good idea to be familiar with:</i> Chapter 15 – Folders Chapter 18 – Webifying your article – Getting ready to publish on the web Chapter 19 – Printing edDesk content
Administrators	Entire User Guide
Webmaster	Entire User Guide