Visual storytelling: Styles and standard

Resources for Design Center staff

Photos

Getty Images: This is the DC's source for stock imagery for use as-is with stories, or to be modifed as part of an illustration. You should access it through the Getty Images chicklet in Okta.

CUE Wire pane: Cue Wire is the space in Cue where wire stories and photos from AP and other sources come into Cue. The wire desk can assign these assets to be used in our print products.

DC5: DC5 (Digital Collections) is an image archive. Any visual asset that has run in print, including photos and ads, are saved in the archive. Use requires a VPN connection and, possibly, a Service Desk request for access.

Inspiration

Facebook and **Instagram:** The Design Center has pages on both of these social media platforms where our best pages are posted on a regular basis. Check them out to see the great designs your DC teammates have created.

Teams help

Tips N' Tricks/General: This is the current home of the "Tuesday Tips with TLs" from the D/PE team leaders. Soon to be consolidated with other content in the Training and Resources team.

CREATE newsletter: Every other week, the Create committee puts out a new issue of Create, the newsletter of the DC. Create includes educational topics, such as how to use NewsXtreme to confirm your pages have been sent successfully, as well as topics that celebrate our good work and fun activities planned for the DC from the Culture Crew.

DEI channel: The Diversity, Ethics and Inclusion committee is a great resource for answers to questions about the appropriateness of many things, from language used in a story to a photo sent to Cue to illustrate it. Post your questions in this channel for review by the committee.

911 help: This team has multiple channels where you can seek assistance completing a paper on deadline, alert advertising teams of problems with ads and share alerts with EOP team on missing pages, page resends, etc.

Unified style: The Unified Style committee has an escalation policy posted in this channel to get answers to your questions about Unified Style. Answers to questions of broader interest will be posted in this channel and DC General. Many of the questions also will be addressed in Create. The latest guide can be found **here**.

Site Wikis: Every site has a Wiki in its News channel with information ranging from deadlines by time zone to content preferences that will aid your wire content selection.

Software

Adobe Creative Suite: Designers can request Adobe CS software be added to their computer through the Software Center. Requests then go to your manager for approval. Once approved, you'll follow the on screen prompts. If you need assistance, file a Service Desk ticket.

NewsXtreme: As mentioned before, this is a great tool for confirming that pages you've sent have made it successfully to the print site. Instructions on use are on page 5 of the **2.17.22 issue of Create**. Note: you must be logged into a VPN to access NewsXtreme.

Filezilla/Tips and Events: Filezilla, and alternate FTP software, can be used to download missing PDFs, such as weather pages. Download FTP software from the Software Center. Information on where to find different types of files is in each paper's Wiki. Tips and Events, within Cue, can be used to find and attach files to a page if they fail to automount as expected.

VPN: A VPN, or virtual private network, allows us to connect securely to internal Gannett servers across a public network as if we're connected directly to the Gannett servers. Connection to a VPN is required to log in to NewsXtreme.