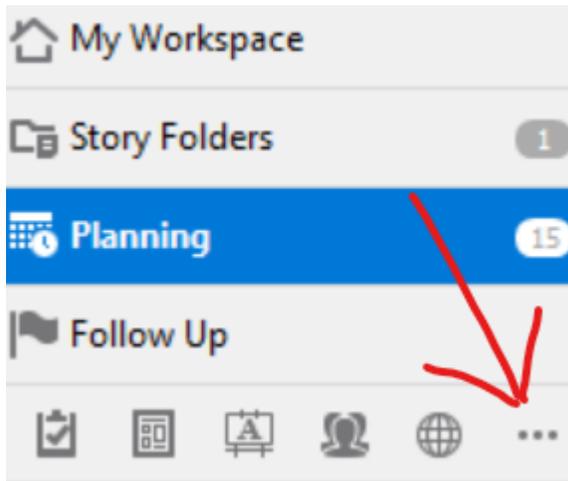


How to make copies in CUE

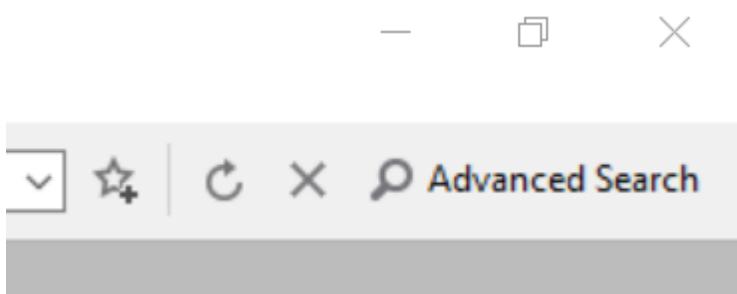
Making copies for sites within your region

*Open CUE.

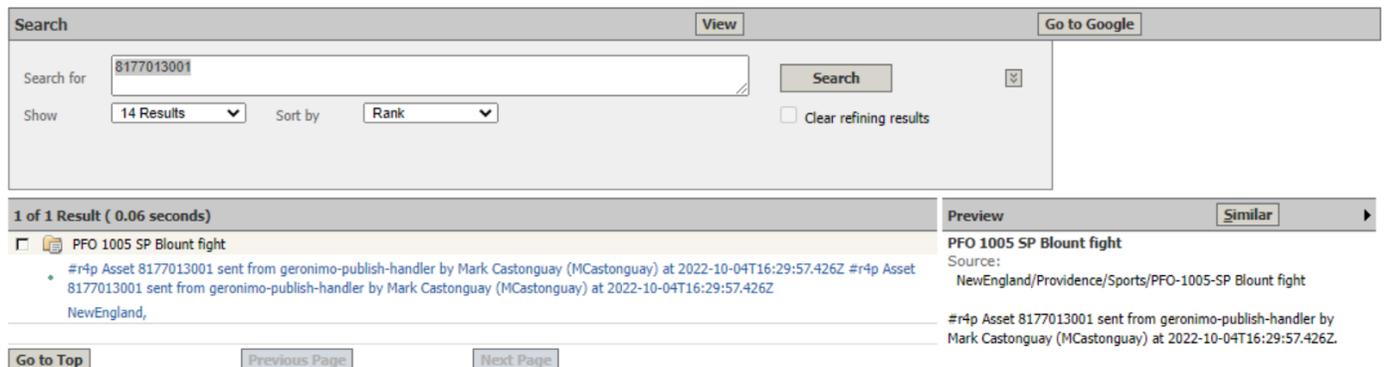
*Click the three dots in the lower left and select Research from the menu that pops up.



*Click on Advanced Search in the upper right.



*Enter the Presto ID for the story in the Search for box and click search.



*In the Preview section to the right, click the small arrow and choose “go to folder.”

Search View Go to Google

Search for Search ▼

Show 14 Results ▼ Sort by Rank ▼ Clear refining results

1 of 1 Result (0.06 seconds) Preview Similar ▶

PFO 1005 SP Blount fight

- #r4p Asset 8177013001 sent from geronimo-publish-handler by Mark Castonguay (MCastonguay) at 2022-10-04T16:29:57.426Z #r4p Asset 8177013001 sent from geronimo-publish-handler by Mark Castonguay (MCastonguay) at 2022-10-04T16:29:57.426Z NewEngland,

PFO 1005 SP Blount fight
Source:
NewEngland/Providence/Sports/PFO-1005-SP Blount fight

#r4p Asset 8177013001 sent from geronimo-publish-handler by Mark Castonguay (MCastonguay) at 2022-10-04T16:29:57.426Z.

Go to Top
Previous Page
Next Page

*Under Packages, double click the story package. It's usually the top option, but it will be the one with the little monitor-looking icon. **This will open a new window.**

Packages				
	PFO-1005-SP B...		PFO Presto 10-04-2022, s...	10-04-2022 02:26 PM cci
	RSB PFO-1005-...		BUR1Brd 10-06-2022, Da...	10-05-2022 10:01 AM
	PFO-1005-SP B...		FRA1Brd 10-06-2022, Me...	10-05-2022 10:22 AM Rod...
	PFO-1005-SP B...		FRA1Brd 10-06-2022, Mil...	10-05-2022 10:22 AM Rod...
	PFO-1005-SP B...		GRD1Brd 10-06-2022, Ga...	10-05-2022 10:22 AM Rod...
	PFO-1005-SP B...		HYN1Brd 10-06-2022, C...	10-05-2022 10:22 AM Rod...
	PFO-1005-SP B...		MDT1Brd 10-06-2022, Da...	10-05-2022 10:22 AM Rod...
	PFO-1005-SP ...		MDT1Brd 10-06-2022, Da...	10-05-2022 03:23 PM Batis...

*In the new window, click on the line with the @ symbol on the left.

▼ PFO Presto: PFO-1005-SP Blount

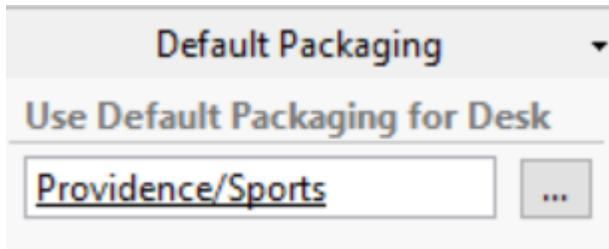
@ sports/nfl/patriots

PFO-1005-SP Blount fight

BlountIs A Veteran Pile Driver

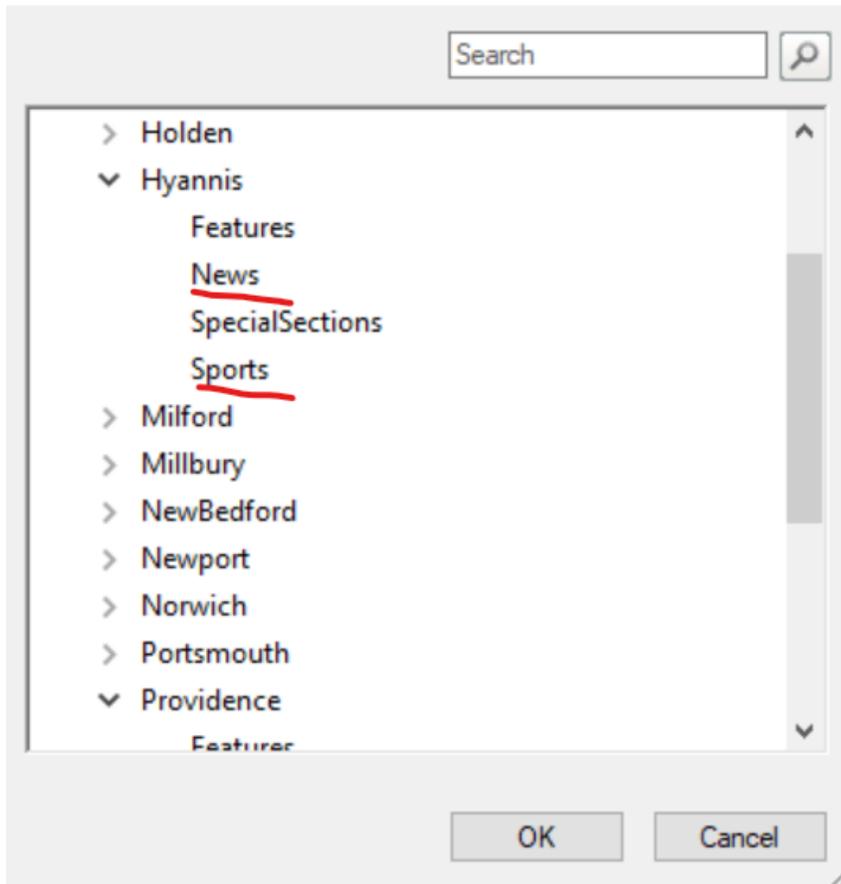
Lions Camp Football 95303.jp

*On the right, go over to Default Packaging. If this says Modify Packaging, click on the words and choose Default Packaging from the menu. **Never change anything under Modify Packaging.**



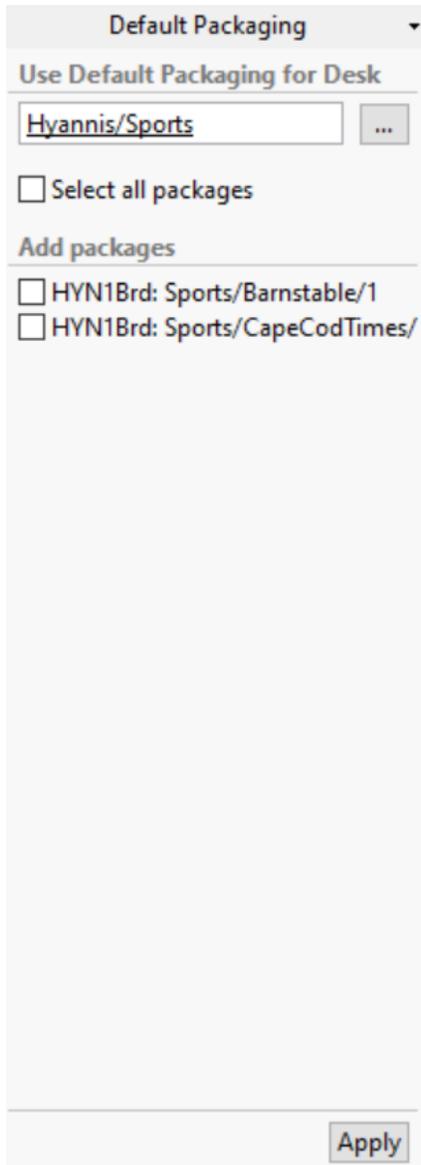
*Click on the three dots to navigate to your own site. Choose News or Sports from the drop-down and click OK.

ENT: Select Desk

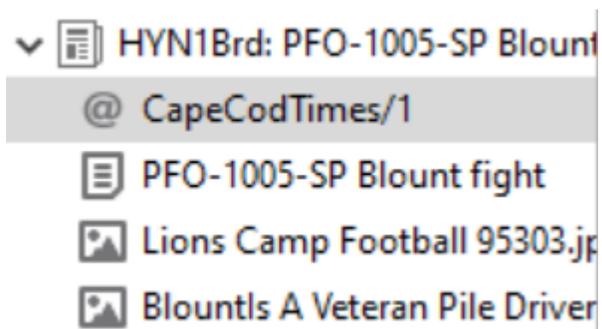


****FOR BURLINGTON:** Skip below to the section about [making copies for sites outside our region.](#) Everyone else, keep reading.

*Click the checkbox next to your pub and click apply. This creates a copy of this story for your pub over in the left-side menu.



*In the left-side menu, for the copy you just made, expand the menu and click the line with the @ symbol.



*Make sure you change the run date if it's not the date you want the story to run in print.

Product...	HYN1Brd
Run Date...	10-06-2022
Destination...	CapeCodTimes/1 - Sports

*Click the save icon at the top and close this window.

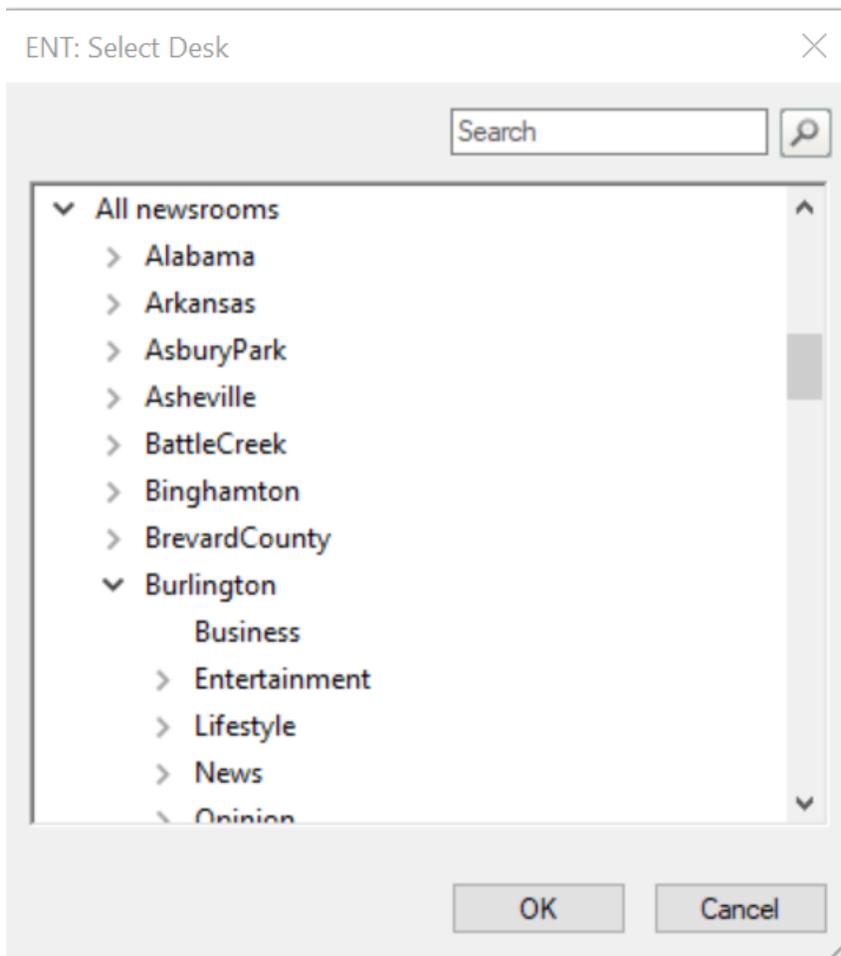
*Verify the story is showing in No Page for your site for the day you want it.

Making copies for sites outside your region

You should never do this in general, but Burlington is outside our region in the system, so this really applies only to Burlington.

*Follow all the steps above to the default packaging and clicking the three dots step.

*Burlington is not listed under New England but instead under All Newsrooms. Choose News from here.



*In the left-hand menu, expand BURPresto and click on the line with the @ symbol.

*Click on Product and choose BUR1Brd.

Product...	BUR1Brd	▼
Run Date...	10-06-2022	▼
Destination...	Daily/1 - Sports	▼

*Change the run date to the day you want it to run in print, if it's not right.

*Change the Destination to whichever one populates for Daily/1 (might be News or Sports depending on the story). Should NOT be "no layout desk."

*Click the save icon at the top and close the window.

*Verify the story is showing in No Page for your site for the day you want it.

Making copies for every paper in the region

*Follow the [steps for Burlington](#), as it's a little different from other NE papers.

*Add the following pubs:

HYN1Brd: News/CapeCodTimes (under Hyannis)

GRD1Brd: News/GardnerNews (under Framingham)

FRA1Brd: News/Metrowest (under Framingham)

FRA1Brd: News/Milford (under Framingham)

PRT1Brd: News/Portsmouth (under Portsmouth)

PRT1Brd: News/FostersDaily (under Portsmouth)

MDT1Brd: News/DailyNews (under Portsmouth)

NRW1Brd: News/Bulletin (under Portsmouth)