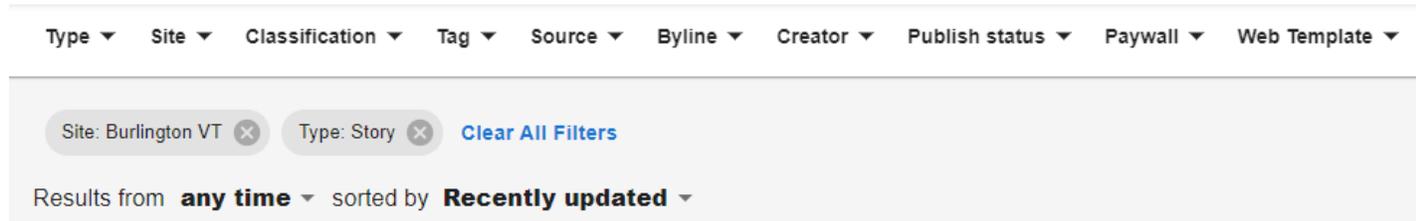


How to make New Presto work for you

*When you first open New Presto, it might seem overwhelming. So many stories! So much content! But filters are here to help. **Before you bookmark New Presto, set your filters.**

*Choose your site. Click on Site and start typing your paper in the search box. Choose it when it pops up.

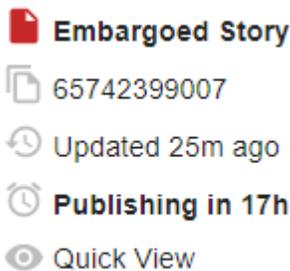


*Another helpful filter is Type. For example, if you just want to see stories in your view, click on Type and choose Story.

*Once you've set your site and any other filters you want for everyday use, bookmark New Presto.

Other helpful filters

*Publish status is also useful, especially to verify that the stories that should be embargoed for the morning are indeed embargoed. You can also hover over the "Publishing in xxx" portion of the Presto entry and see the exact time and date the story is embargoed for.



*You can also search by Byline to find all stories from a specific reporter.

*Want to see what's premium? Choose "subscriber only" from the Paywall filter.

A few little tricks

***Only one person can be in a story at a time.** So if a reporter or editor is working on the story, you can't get in to send anything to print, embargo or grab a slug. The slug can be found in Naviga on the planning cards, but you'll have to wait for embargoing or sending to print. Sometimes it gets stuck and says someone is in the story when they aren't. You can always ask the person it says is in it if you can steal it and handle whatever you need to take care of.

*Presto ID, word count and photo information can all be found from New Presto without opening the story. For photo information, click "quick view," where you will be able to see all the assets associated with the story.

*If you search for a story by Presto ID, it will show up regardless of any filters you have on. To get back to the main view, remove the Presto ID from the search bar and hit enter.

*Be mindful of the filters you're adding and make sure you remove ones you won't need. For example, if you don't have a Presto ID but want to find a published story by a certain author, you won't find it if you have Publish status: Embargo or Publish status: Draft on.