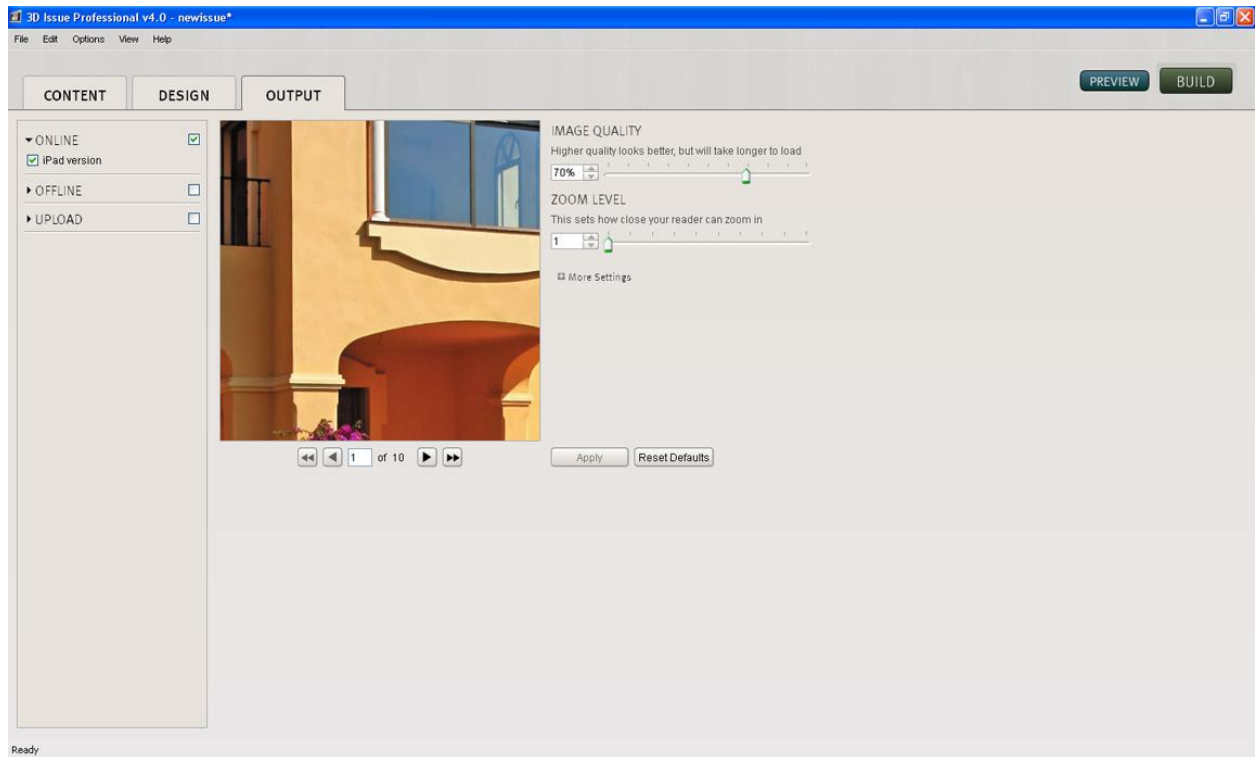


Guide To the FTP Wizard and Using the Archive Function



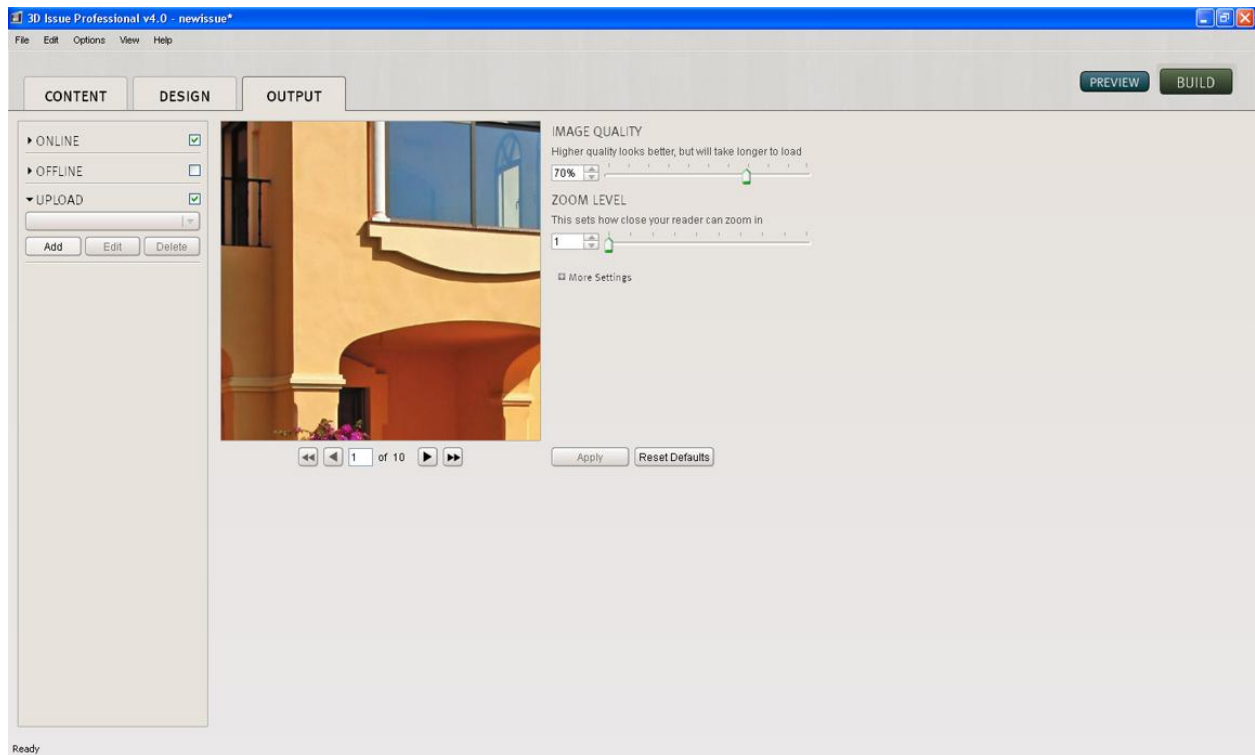
Step 1

Please navigate to the Output tab. To the top left of the screen you will find three publication options:

ONLINE – If enabled, this prepares the project files for uploading. Click on the arrow to reveal the iPad option. This must be enabled to create the files required to run the iPad compatible edition of your digital publication.

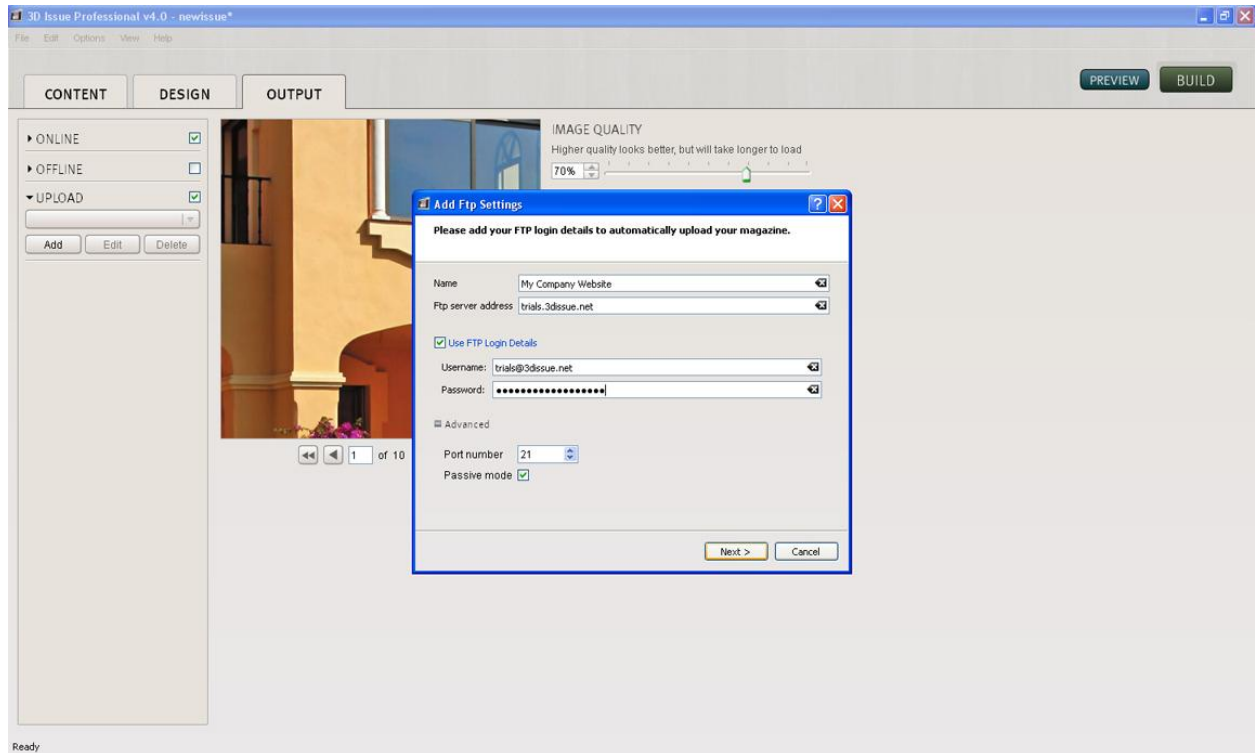
OFFLINE – If enabled, this will create an offline edition of your publication. Set the drop down box to your preference.

UPLOAD – If enabled, this will upload the publications files to the site specified in the ftp wizard.



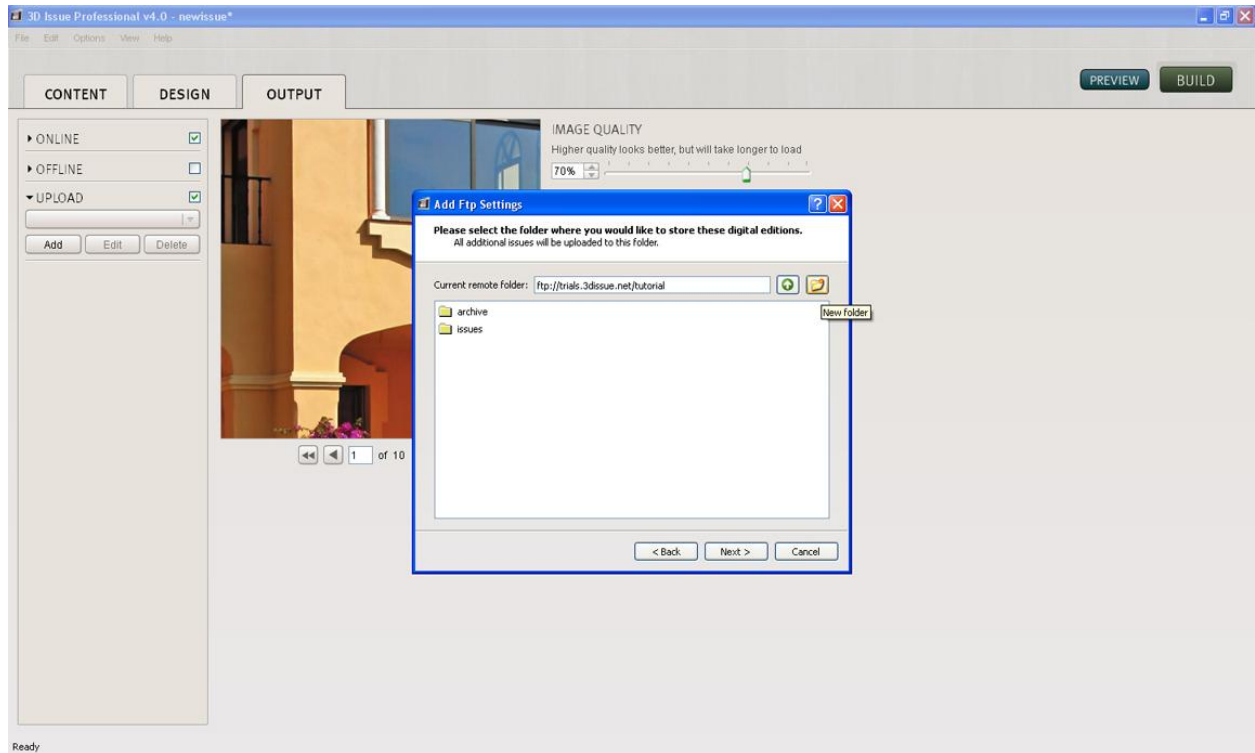
Step 2

Click the arrow beside 'UPLOAD' to reveal the ftp profile options. Click on 'Add' to begin the ftp wizard.



Step 3

Enter your ftp details into the form. If you need to change the port number from 21, click on 'Advanced' and make the necessary changes.

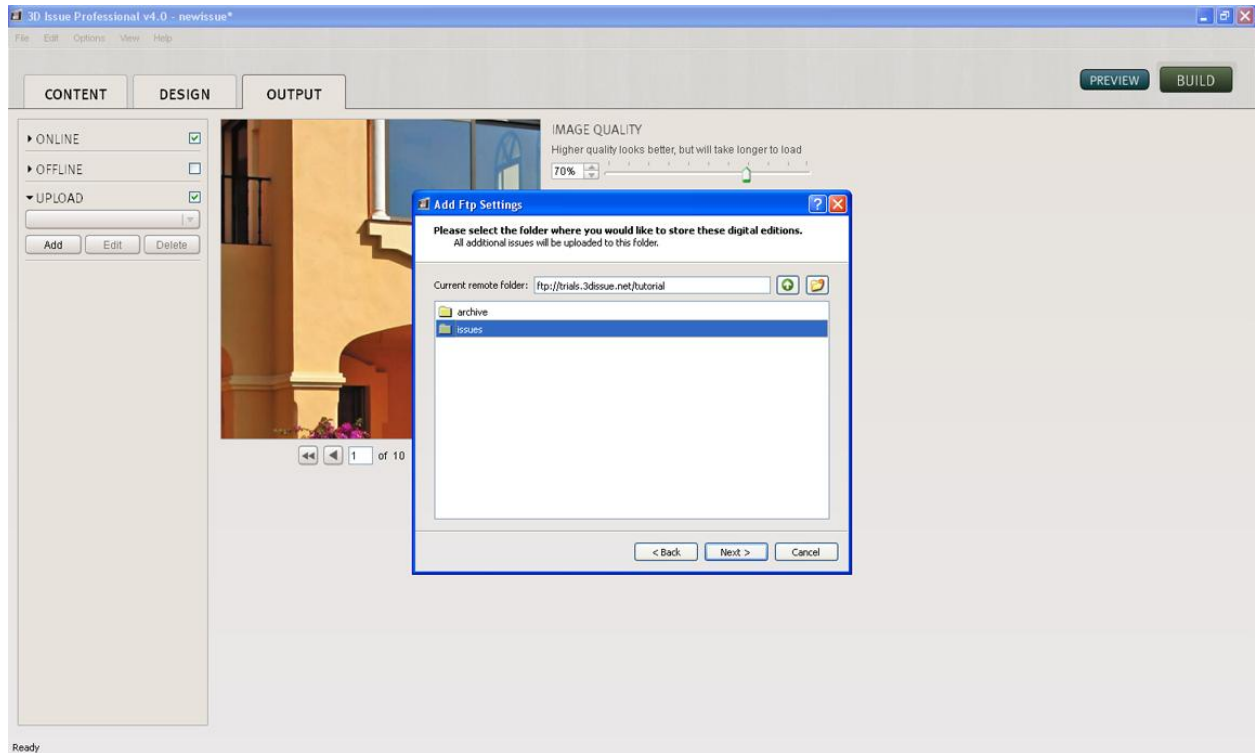


Step 4

Navigate to the directory on your site where you would like to upload your digital editions.

In the image above, I navigated from the root to a directory called 'tutorial'. I then used the 'New Folder' button to create two new folders named 'Issues' and 'Archive'. This is not necessary but it is good practice.

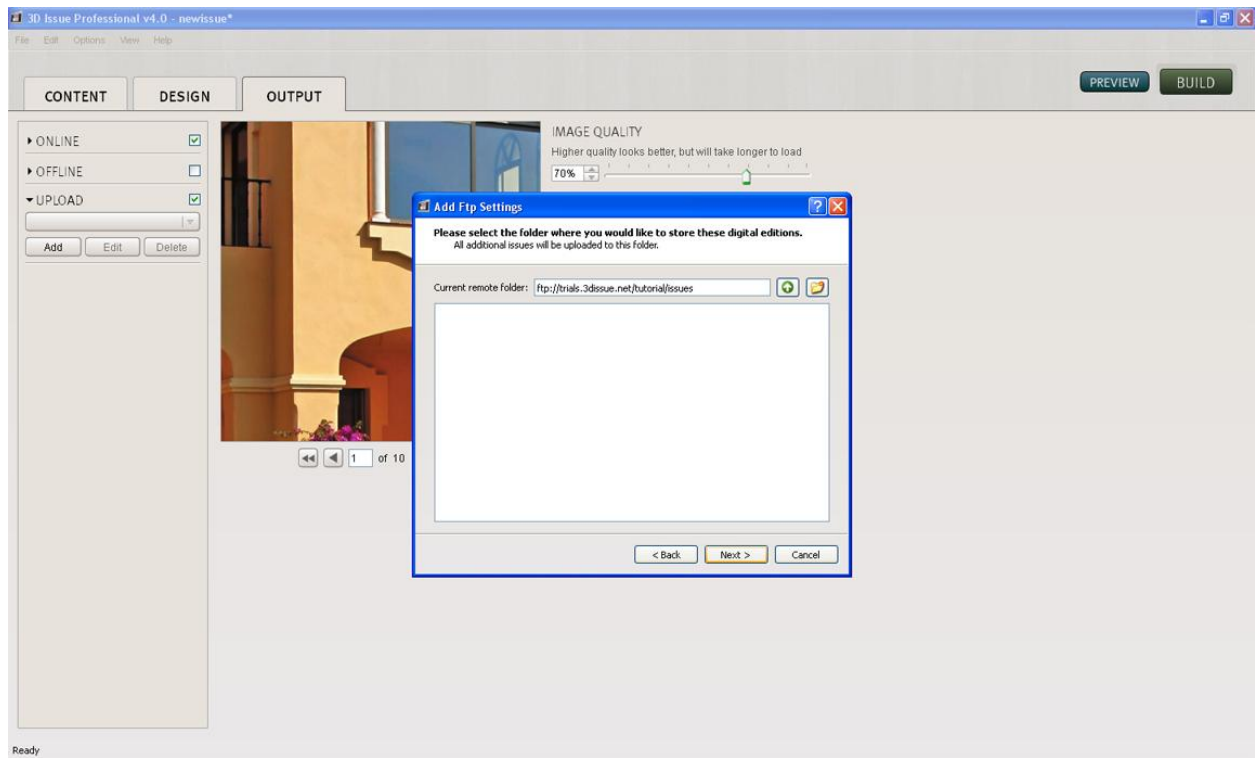
*Some users will find there are restrictions on their hosting and will only be able to upload to certain directories (usually named 'public_html' or 'www'). If you cannot make a new folder in a directory, you probably don't have the permissions that are needed for uploading to that path.



Step 5

Double click on the directory or folder where you wish to store your digital edition.

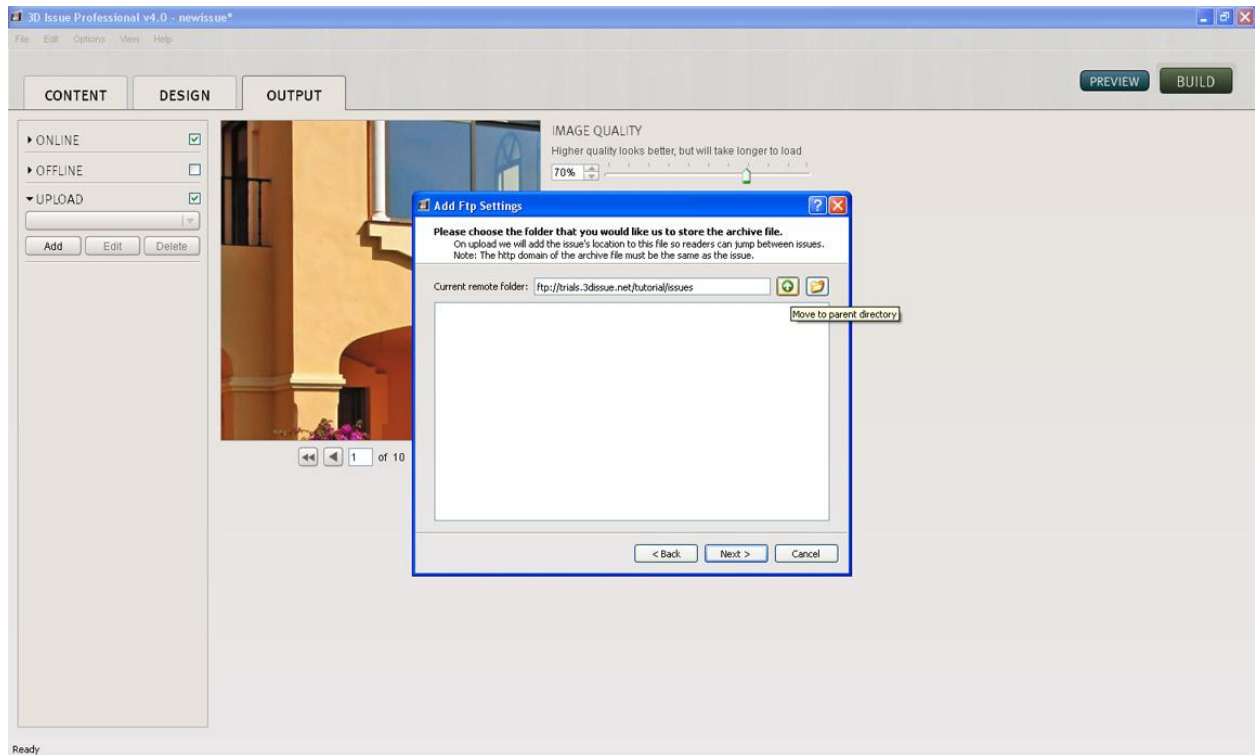
If later on you want to reopen a saved project in 3dissue to make revisions and then re-upload it to this folder, you will be prompted to overwrite the existing project of the same name, therefore updating the online publication with any changes you have made.



Step 6

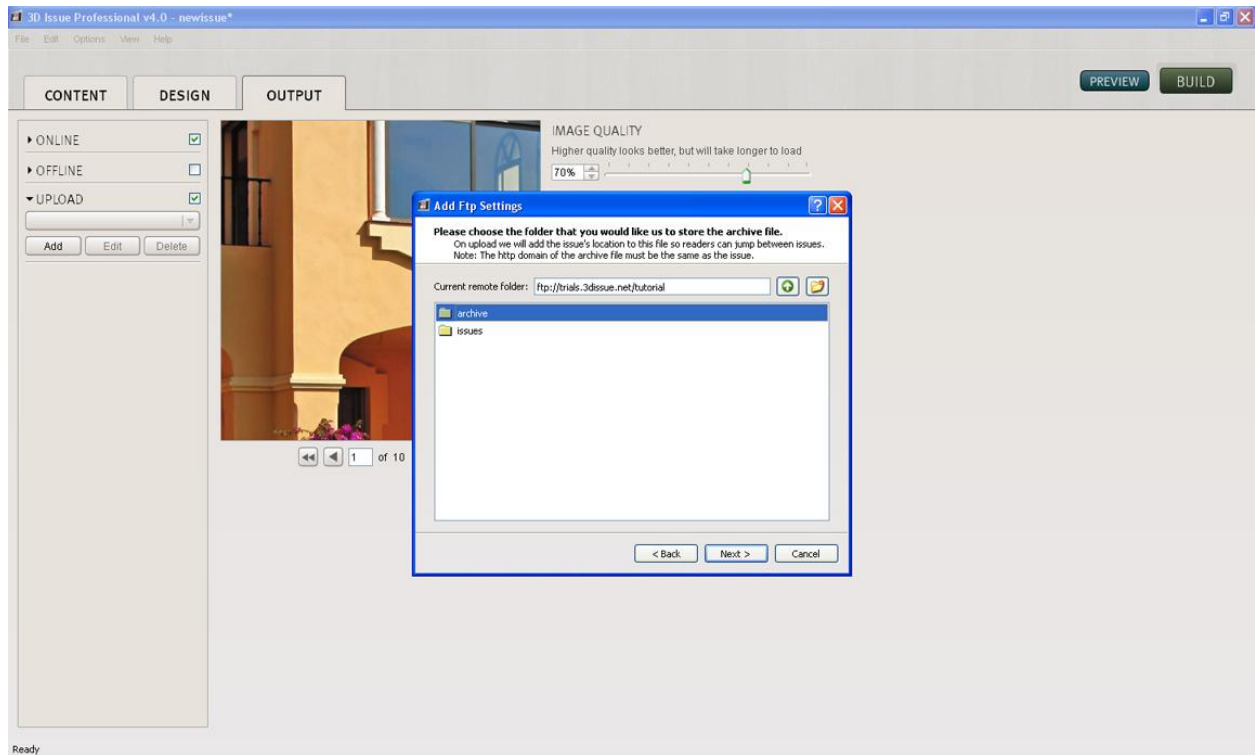
In this screen we have chosen the issue folder and are viewing its contents.

Click 'next' to verify that you are happy to upload the digital editions to this location. (If you had another sub folder within 'issues' that you wanted to upload to, you would double click that folder and click 'next' to select it.)



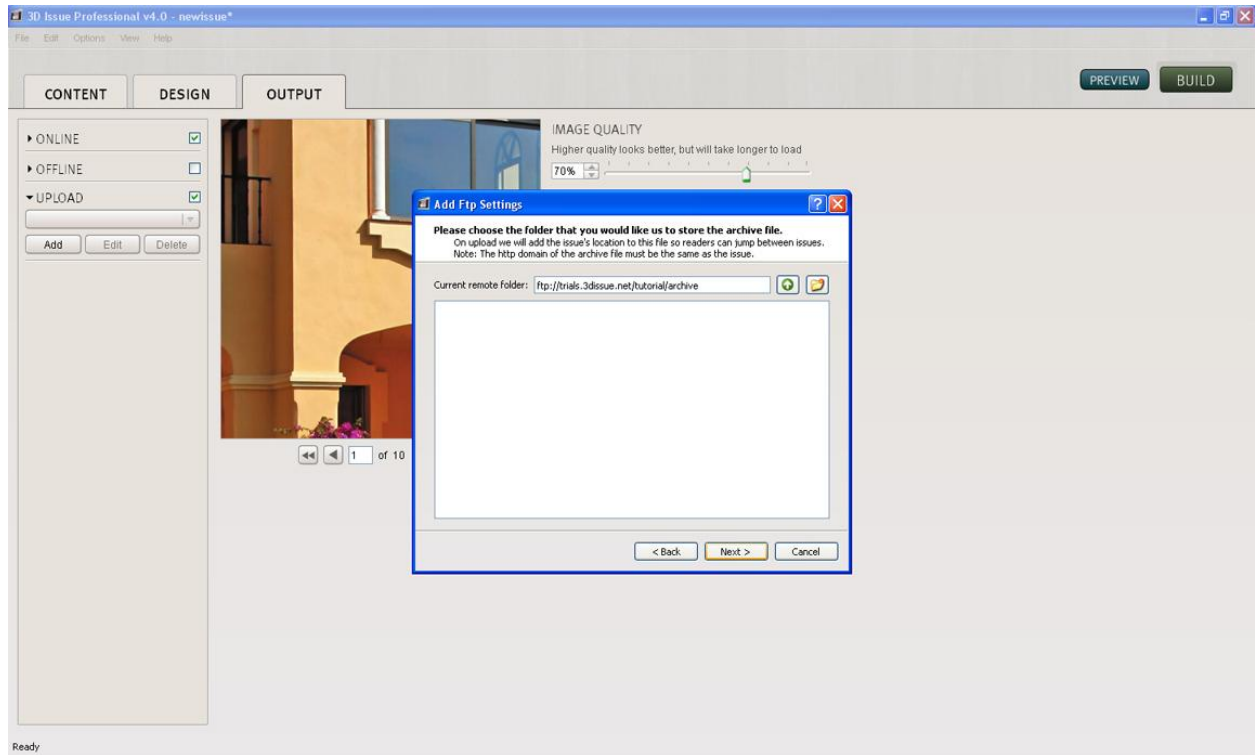
Step 7

Here you are being asked where you wish to store the archive file. This file is necessary for the archive button to work in your online edition. The archive lets the end user jump to other magazines that you have uploaded. The user can click on the archive button on the menu panel and access your other uploaded publications (more about this in steps 13-16) that have been added to the archive.



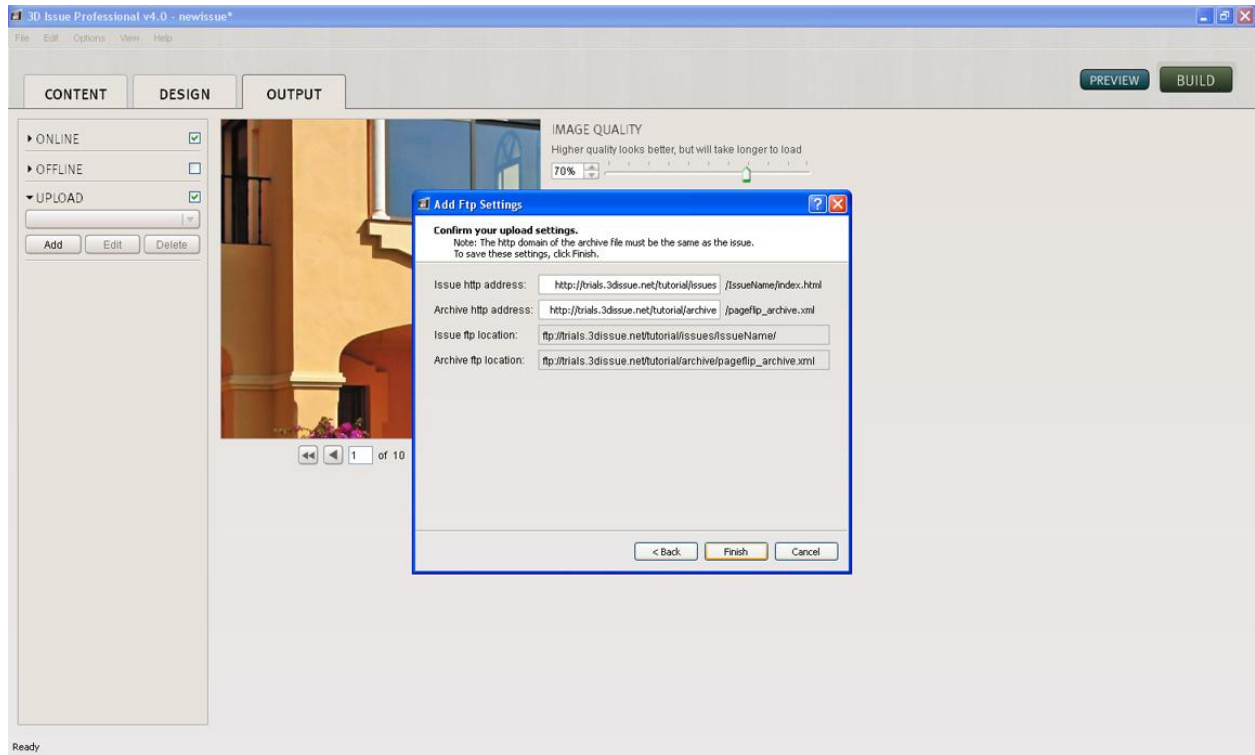
Step 8

Here you are choosing the directory or folder that you wish to store the archive file.



Step 9

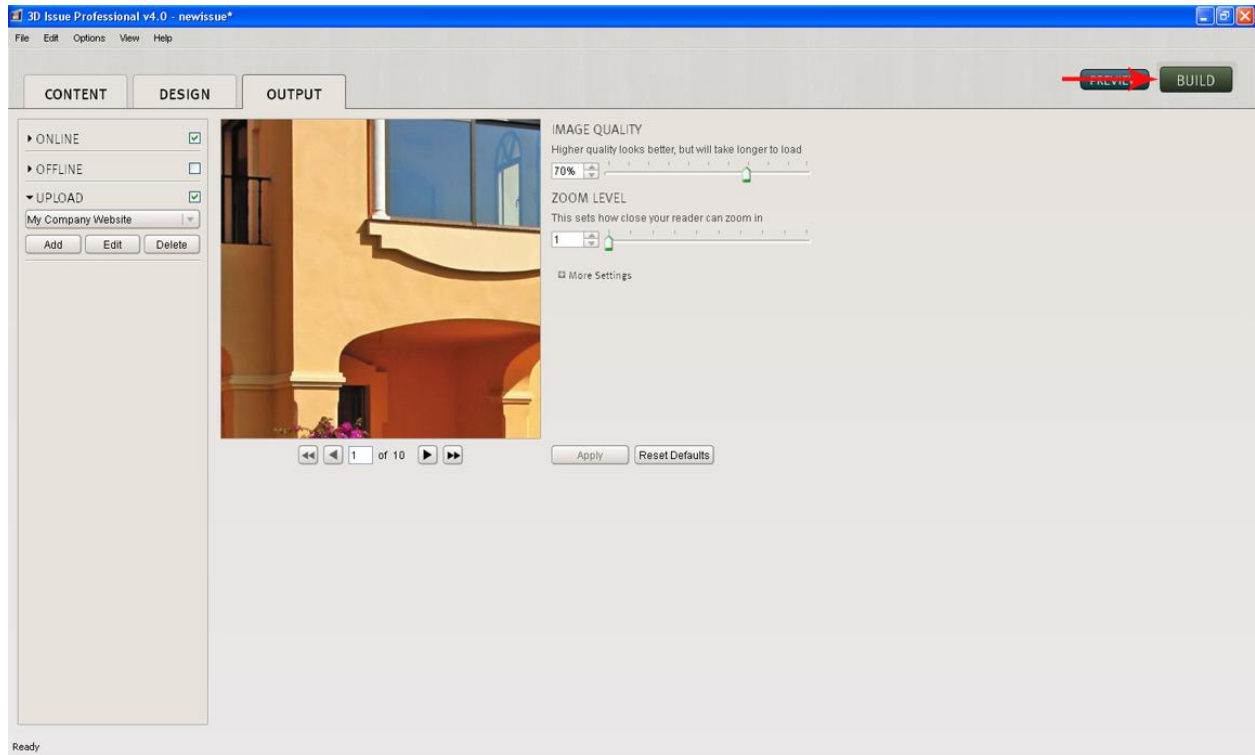
By clicking 'next' you are verifying that you want to store the file here.



Step 10

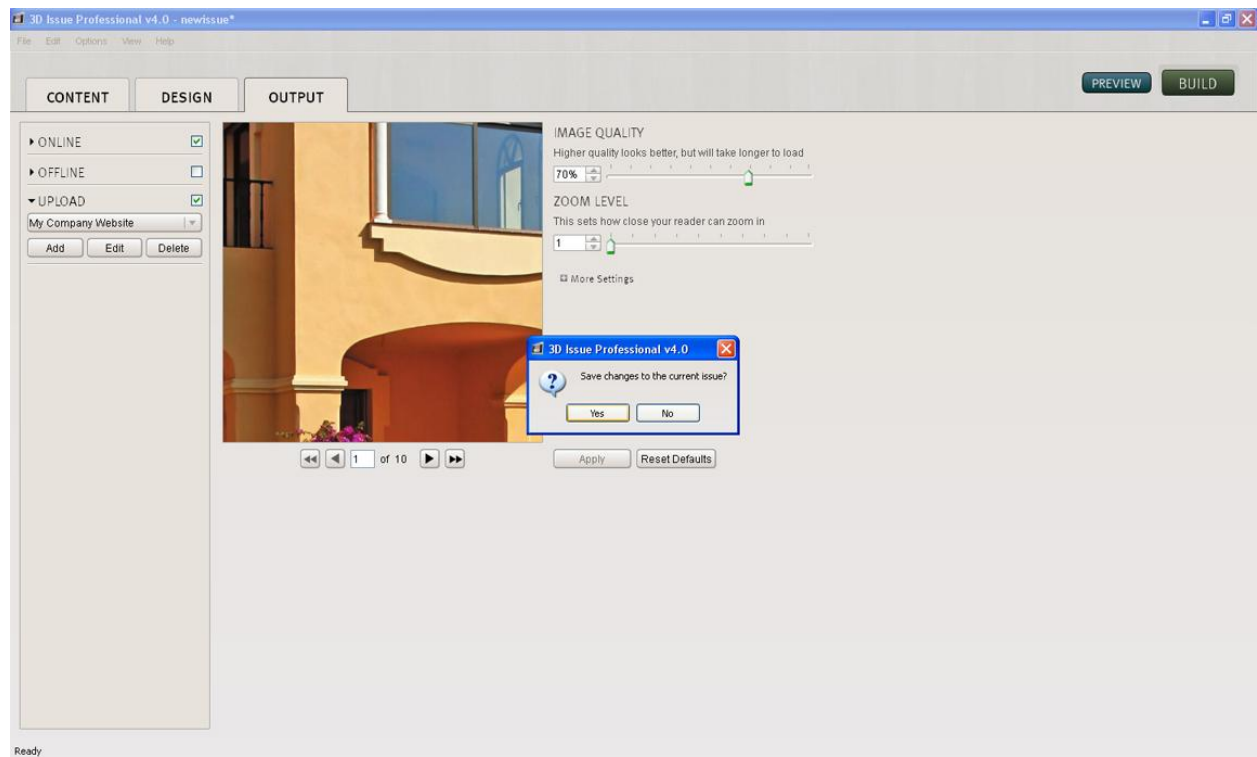
This is a summary page. Some users will have to edit the http addresses to accommodate for redirected URLs*, but for most users the generated addresses should be fine. You can just click 'Finish' here. That completes the ftp wizard stage. You only have to go through steps 1-10 once for each ftp profile that you wish to use – after a profile has been set up, you can just skip right to step 11.

*some user who upload to an ip address will need to enter the web address of their site here.



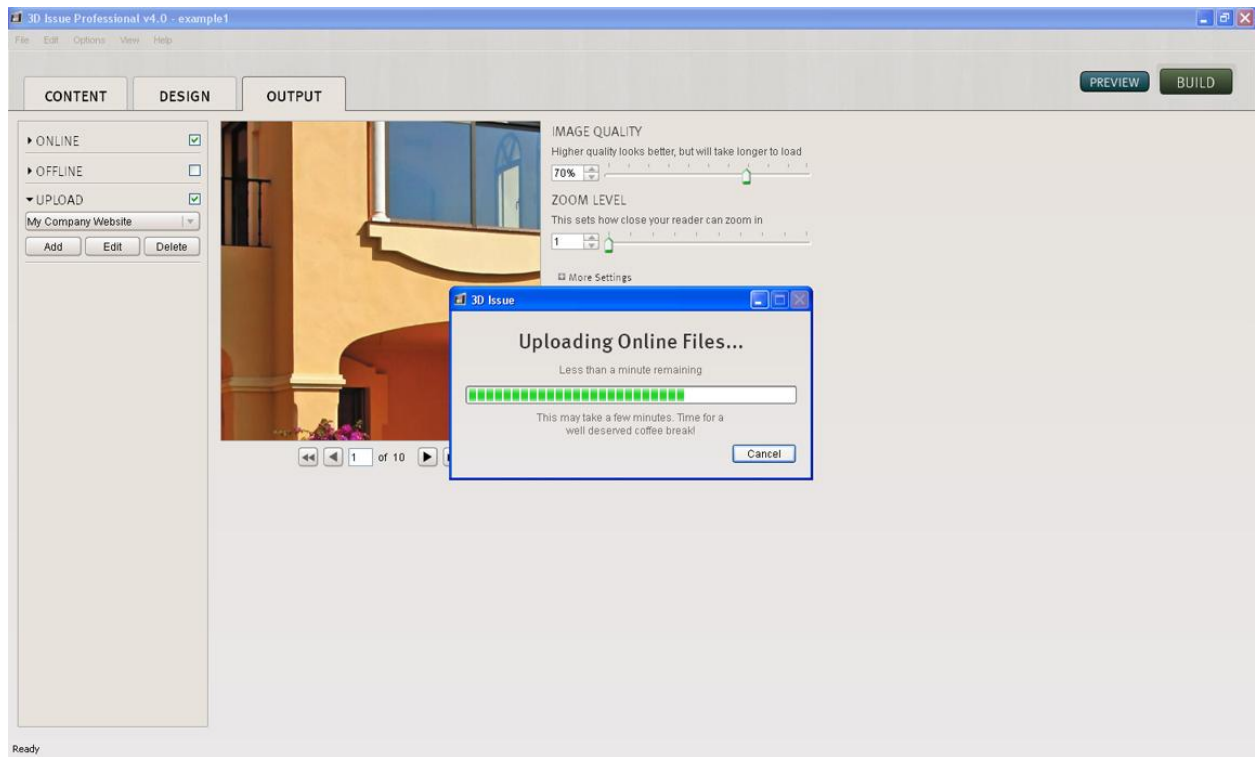
Step 11

Check that you are uploading to the correct ftp profile. If you are happy with your digital publication and are ready to publish online, click 'Build'.



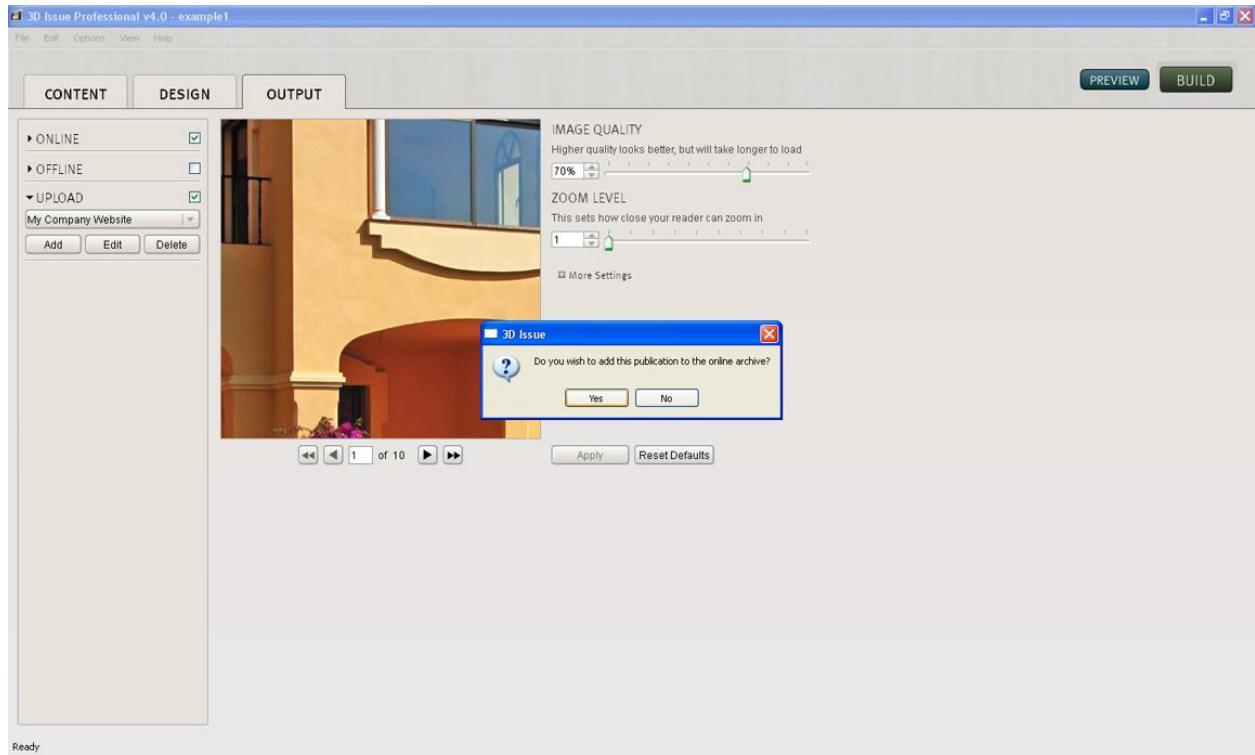
Step 11

If you have not done so already, save your issue when prompted.



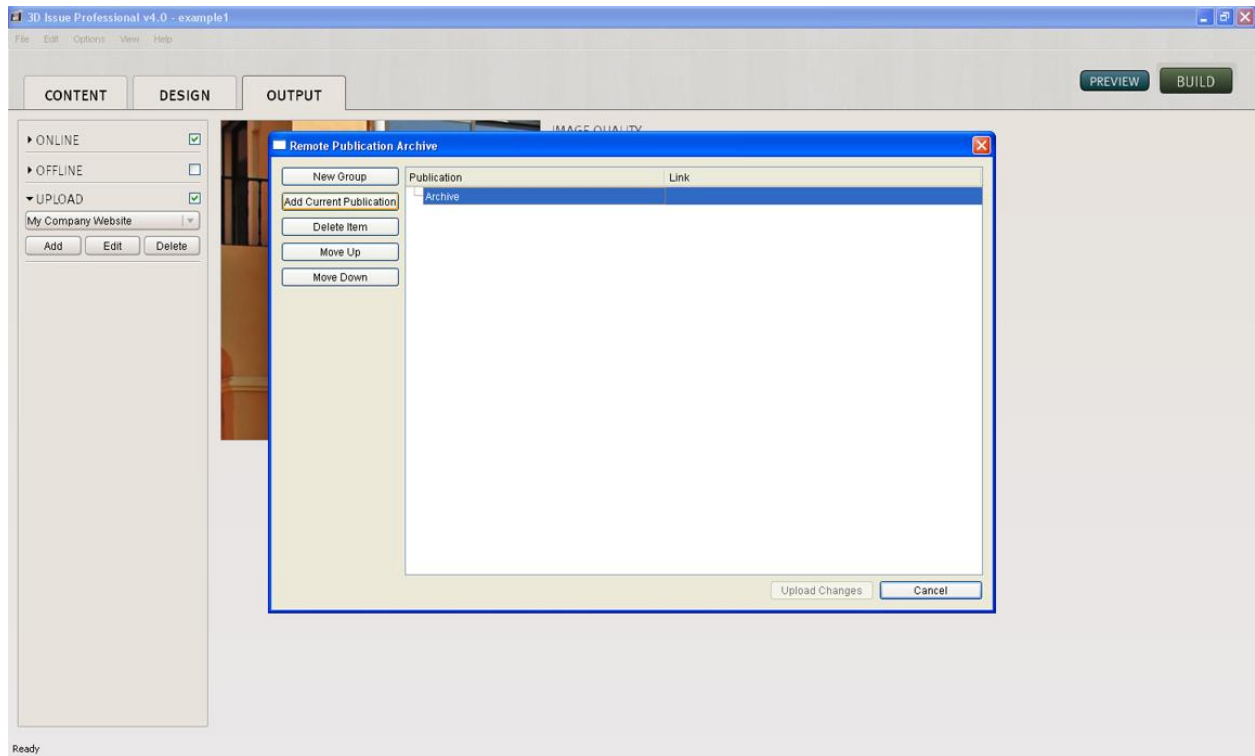
Step 12

Your publication will now upload to your site.



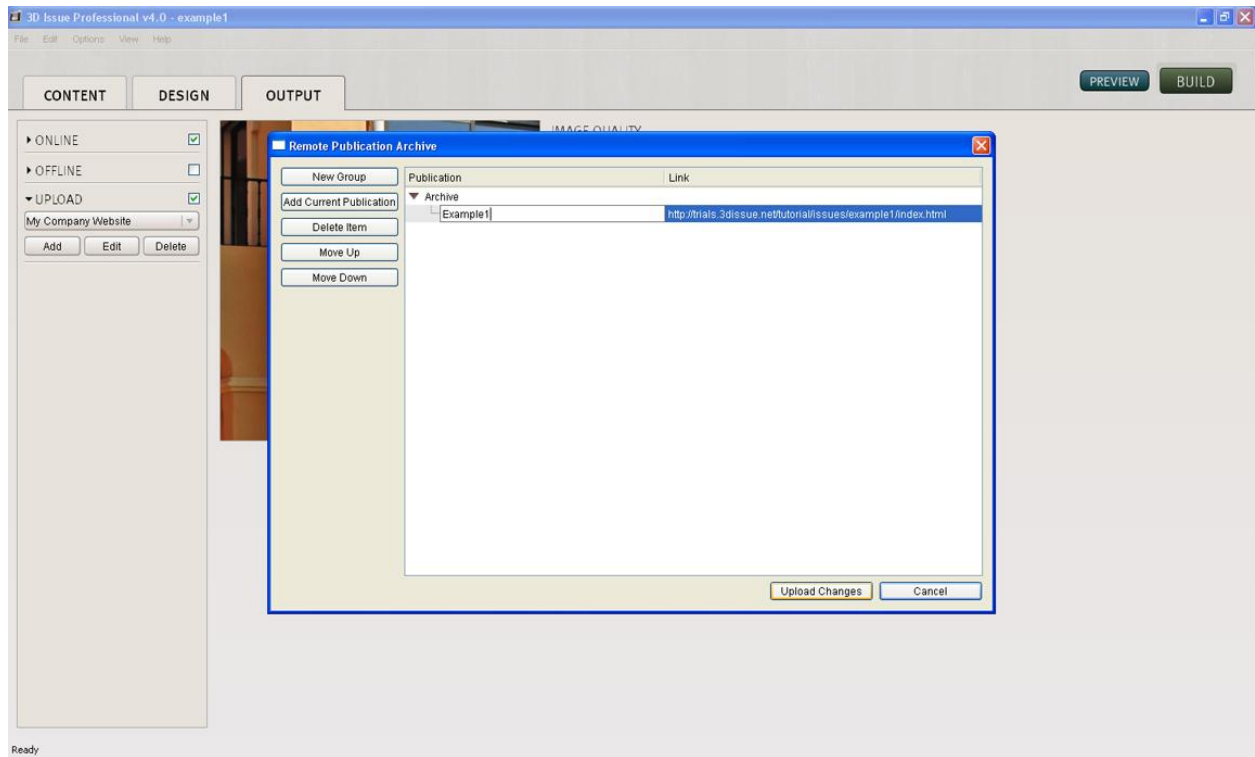
Step 13

Once the upload is almost complete you will be prompted to add your publication to the online archive. You do not have to add the publication but if you do, all previously added magazines and all future publications that have the archive button enabled will link to the current publication (see step 7).



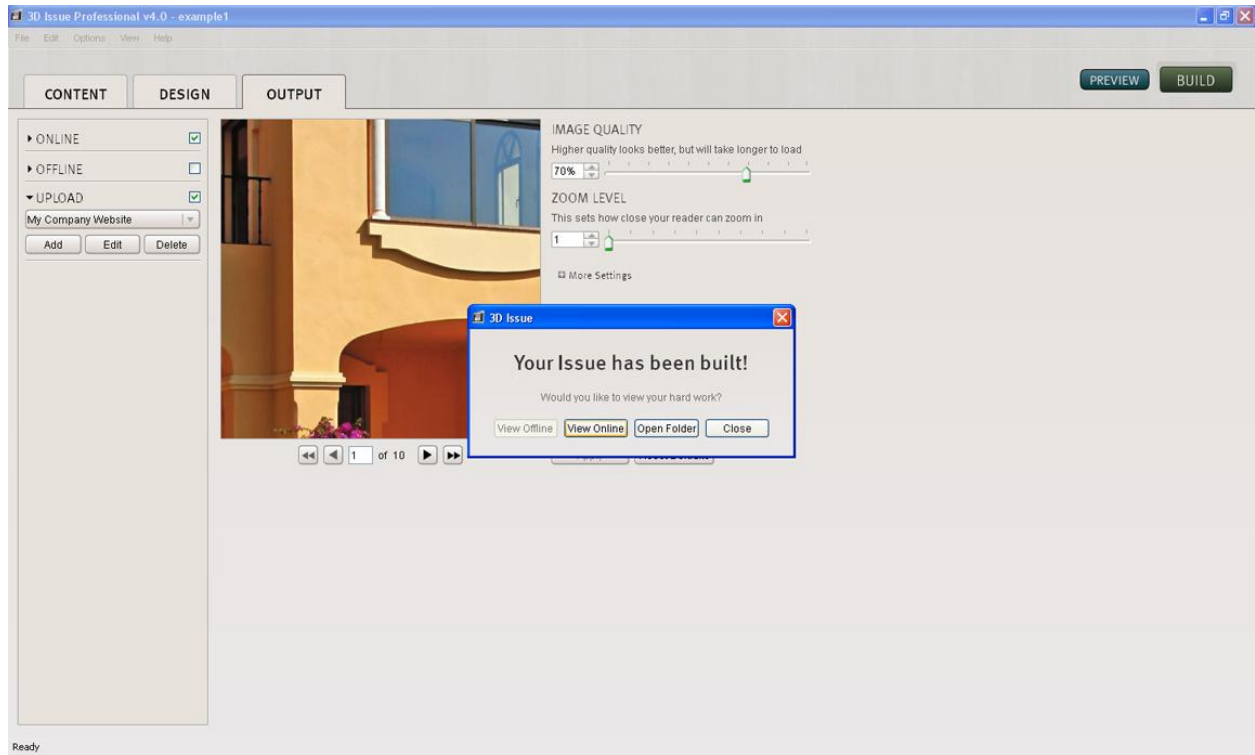
Step 14

This is the window for editing the online archive. If you create a new group, this will show up as a new tab in the archive window in the online edition. In this example I am choosing an already existing group called 'Archive' and adding my current publication to it. Do this every time you upload and the group will be populated with all your publications.



Step 15

Here I have added the current publication to the 'Archive' group. In this instance it is called 'Example1' and this is the title that will appear in the archive. You can rename it to whatever you like by double clicking on the title. Clicking on 'upload changes' finalizes all the changes you have made to the archive.



Step 16

Once you click 'Upload Changes', the upload should finish. You will then be prompted to view the offline or online editions or be taken to the folder where the project files are stored on your computer. Clicking 'online' will open the URL for your new issue and clicking on the archive button on the menu panel will show the archive window.

