ENGAGE℠

PRO PRINT PUBLISHING SYSTEM
TRAINING GUIDE

Welcome
Welcome to the Pro Print Publishing System training presentation. This document provides instructions for how to navigate and administer this easy-to-use calendar ordering system.

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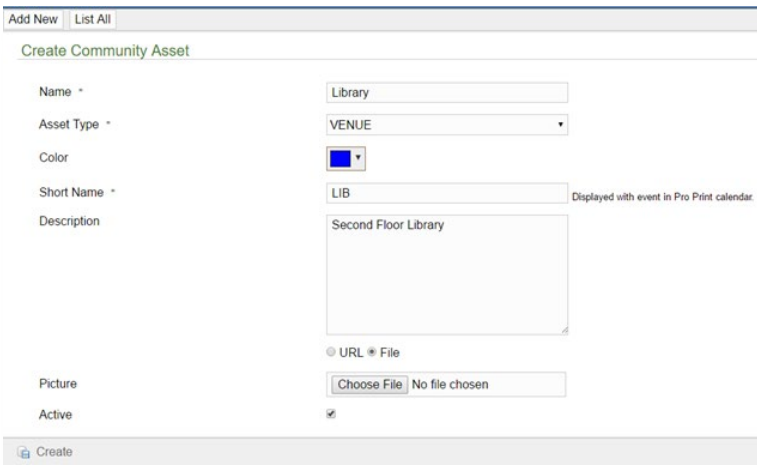
Preparation – Venue Short Names

After your community is set up to access Pro Print and before publishing your first calendar, you need to set up your community's Venue Short Names. The Venue Short Name is a 3 character abbreviation of your venue. You may also apply a color for your Venue. The Short Name appears next to events on the calendar (See page 10 below). A Location Key also displays on the calendar to explain the Short Names. To create a new Venue Short Name, go to System>Community Asset:



Click the Down arrow to access the Color Palette.
Click on your color to choose it.
NOTE: Choose Black for "No Color"

Accessing the Pro Print Feature

1. From the Administrator Dashboard, click on the "Calendars" button.

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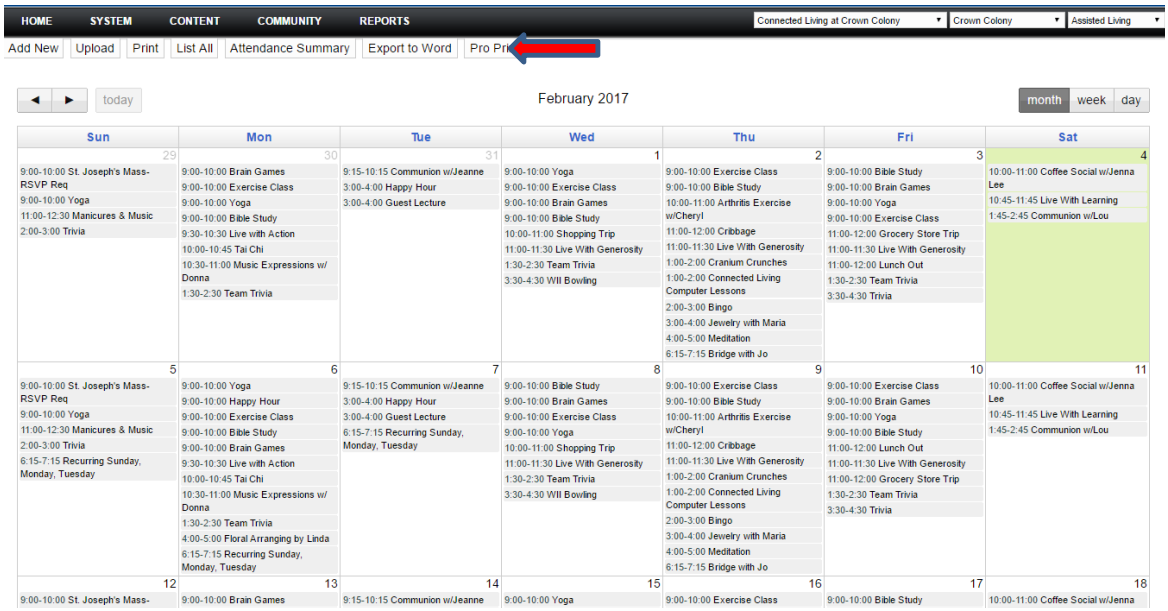
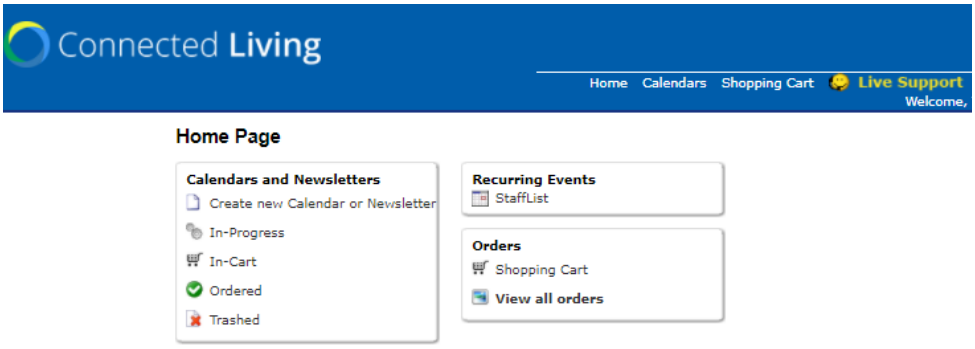
2. Click on the “Pro Print” button



Home Page



Calendars and Newsletters Section:

Create new Calendar	Allows you to start the process of creating a new calendar See Page 4
In-Progress	Takes you to a list of any calendars that you have started to work on but haven’t finished – See page 13
In Cart	Shows a list of completed calendars you have placed in your cart. This is just the document status. If you would like to checkout select the “Shopping Cart” link
Ordered	Lists any calendars that have been ordered
Trashed	Lists any calendars that you have deleted. If you click on a trashed item, you have the option to restore it to ‘In-Progress’ if needed

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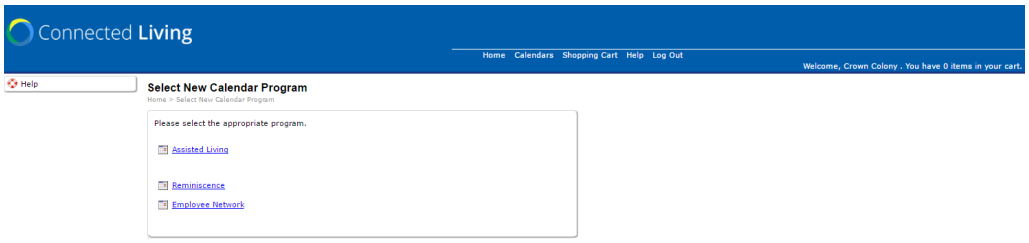
Orders Section:

Shopping Cart	Takes you directly to the shopping cart to start the checkout process See page 18
View all Orders	Takes you to a list of all your past orders. To view order details, select any blue order number See page 20
Staff List	Allows you to save and edit your staff list to be entered in automatically for you each month. See page 15

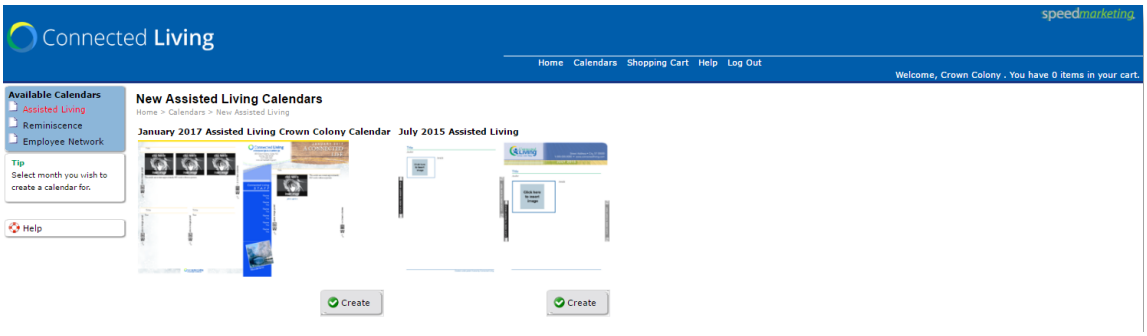
Create New Calendar

Next, choose the proper calendar for your community. Within the Calendars box, click “Create new Calendar”. The following screen displays the calendars available by Program. For example, in the image below, click on Assisted Living.



Select Calendar Month

Next, select the calendar for the month that you are currently working on by clicking the Create button.



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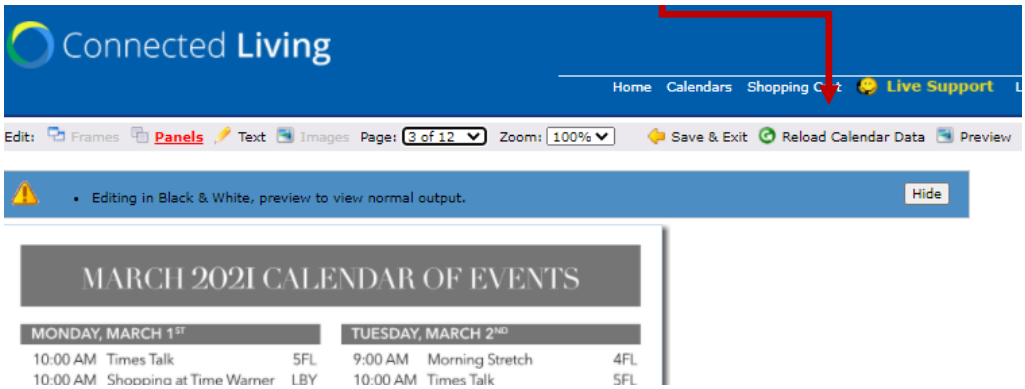
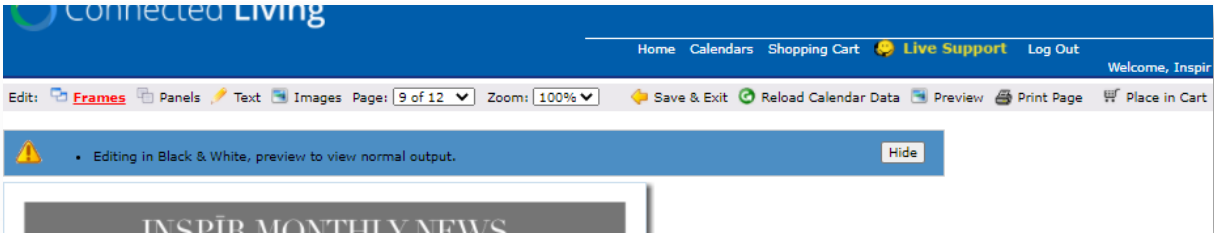
VERY IMPORTANT Once you click Create, all events and property information are loaded into the new calendar from your Connected Living system. Any changes made to the events here DO NOT change anything in the Connected Living System.

If any changes are made to the Connected Living System, calendars that are in-progress must be updated. To bring your data up-to-date, you can select the "Reload Calendar Data" to update your Pro Print calendar events with your new changes.



Editing your Articles



At the top of the page in the grey tool bar, there are options for 'Frames', 'Panels', 'Text' and 'Images' (as needed).

We suggest to start at the left with Frames and make your first selection for your desired layout. Then move to Panels and Text/Images last.

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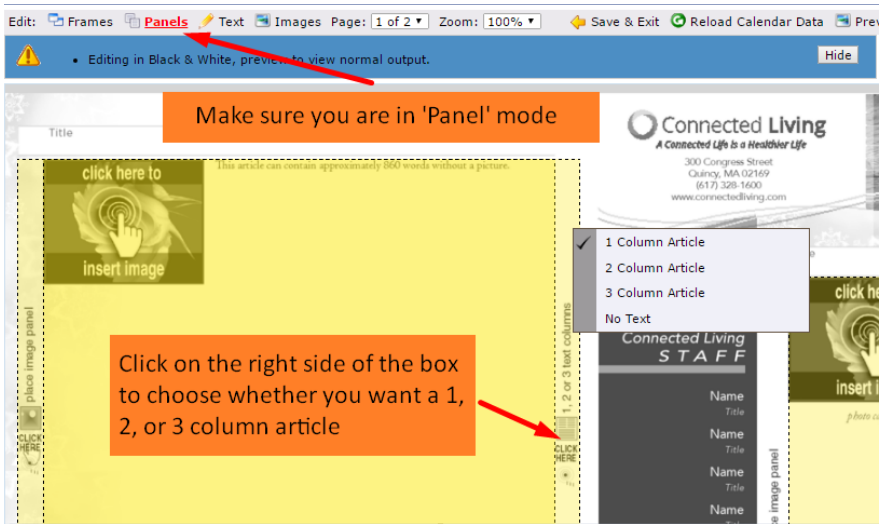
Clicking on the yellow box in 'Frames' mode allows you to choose from several article layouts. There could be several possible options depending on your template design. In this case we have:

- 1 Article Frame – Gives you one large article
- 2 Article Frame – Gives you two articles (over/under)
- 3 Article Frame – Gives you three articles (Large on top or bottom, 2 small top or bottom)

Next step is to choose 'Panels' in the grey toolbar. This will allow you to decide on the text layout and whether or not to have an image in your article. Some template designs will not include options for text and this step will be completed for you. For the purpose of this help guide we are showing you all possible options. Do not be worried if your template does not include the same frame, panels, text and image options. Your corporate design standards determined which options will be available to you.

- Click on the right side box 'Click here to edit text' to set the number of columns you want in your article.

Please note the image and columns options may be reversed depending on your templates.



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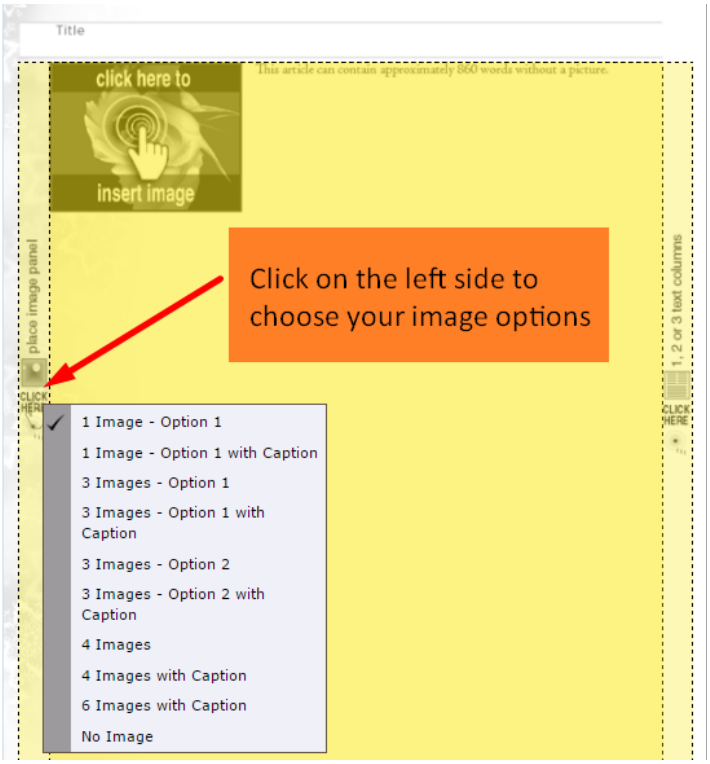
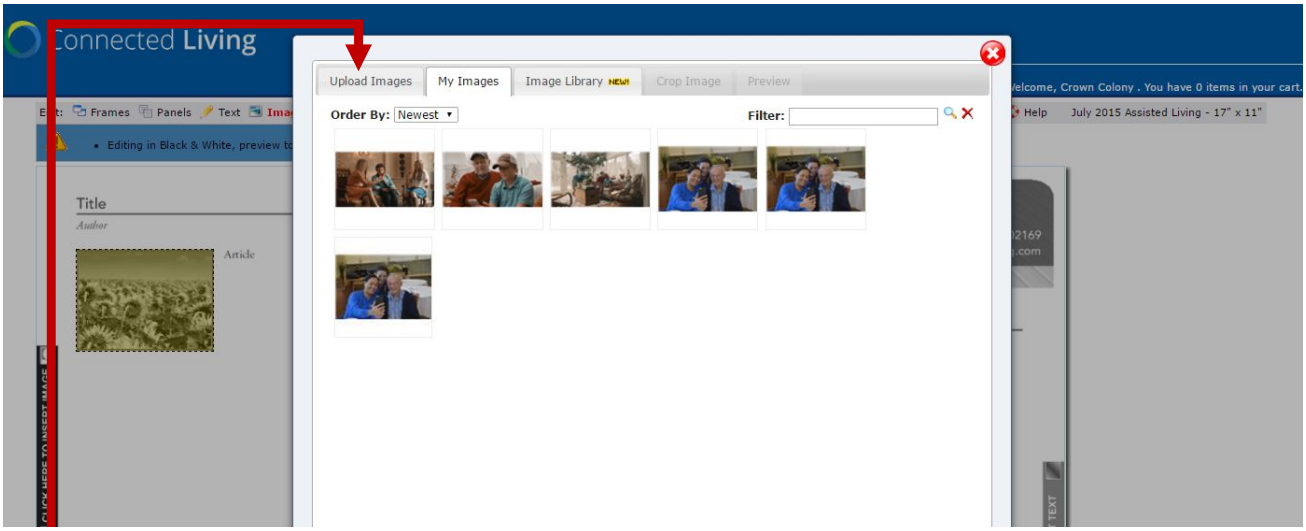
After choosing the Column option, click on the side box that reads 'Click here to insert image' to choose your image options. In this example, you have options for the number of images you would like, their sizes, and their location in your article. These options vary depending on the size of the articles.

Please note the image and columns options may be reversed depending on your templates.



Next is to enter in your text or images. On your tool bar you can now change to 'Text' or 'Image' mode.

In this example, we have chosen 'Image' mode first. Once selected, areas where images are allowed are highlighted in yellow and can be clicked on.



Click on 'Upload Images' to upload your own images. The system accepts .JPG, .PNG, .TIFF, .EPS, and .PDF files. If you are uploading a PDF that includes more than 1 page, the system only grabs the first page of the PDF. The system checks to see if the image resolution is high enough to use to print. It does not allow a low-res image to be uploaded.

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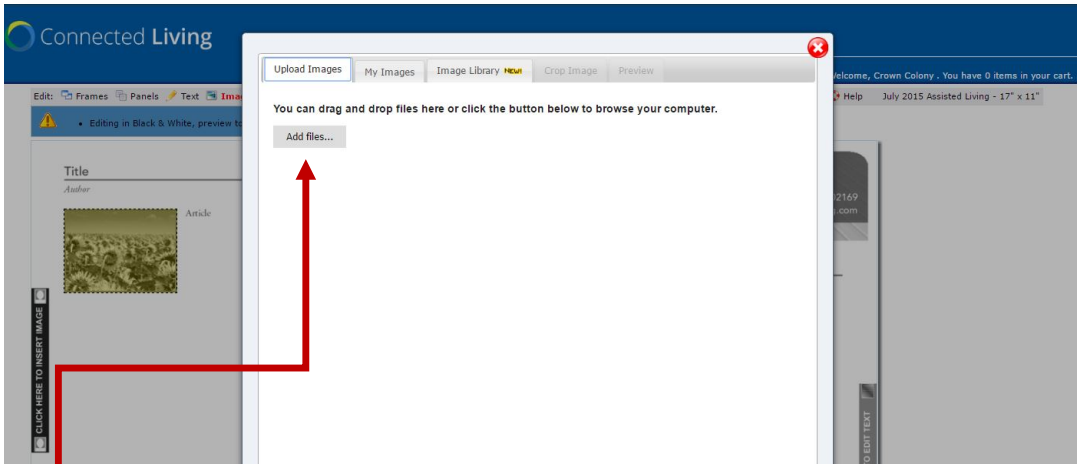
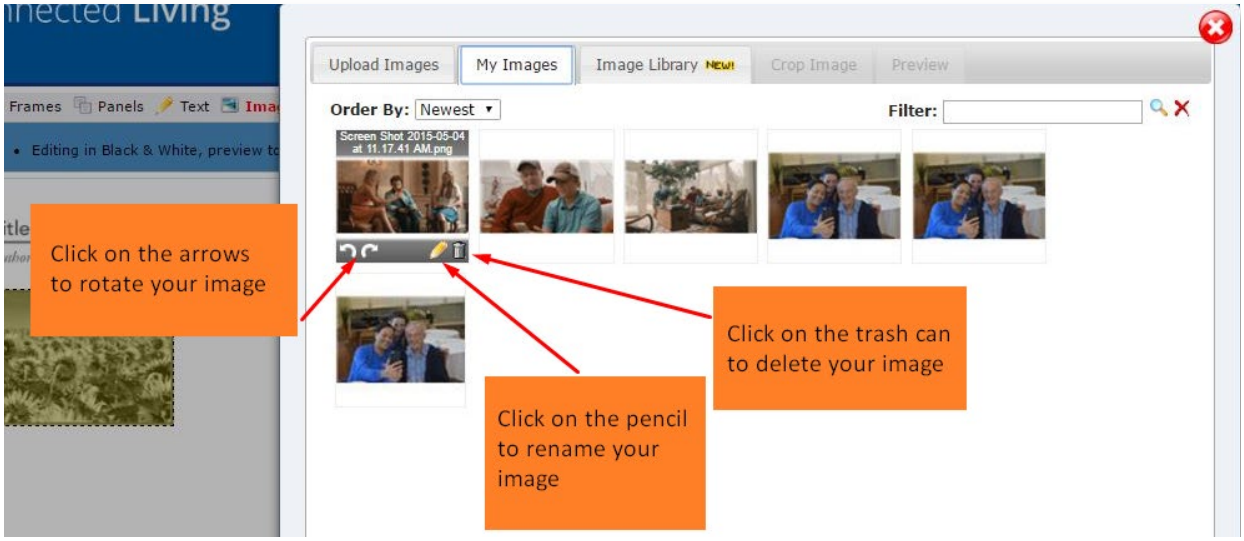


Click ‘Add Files’ or drag and drop your image files to load the image(s) from your computer.

Once you select the image(s) you would like from your computer, they are automatically placed in your ‘My Images’ library.

From the ‘My Images’ tab, you can rename, delete, or rotate the images in your library.



Note: Please remove unwanted images by using the trash can ‘Delete’ option. This will allow you to find images you use more quickly and keep your library running smoothly

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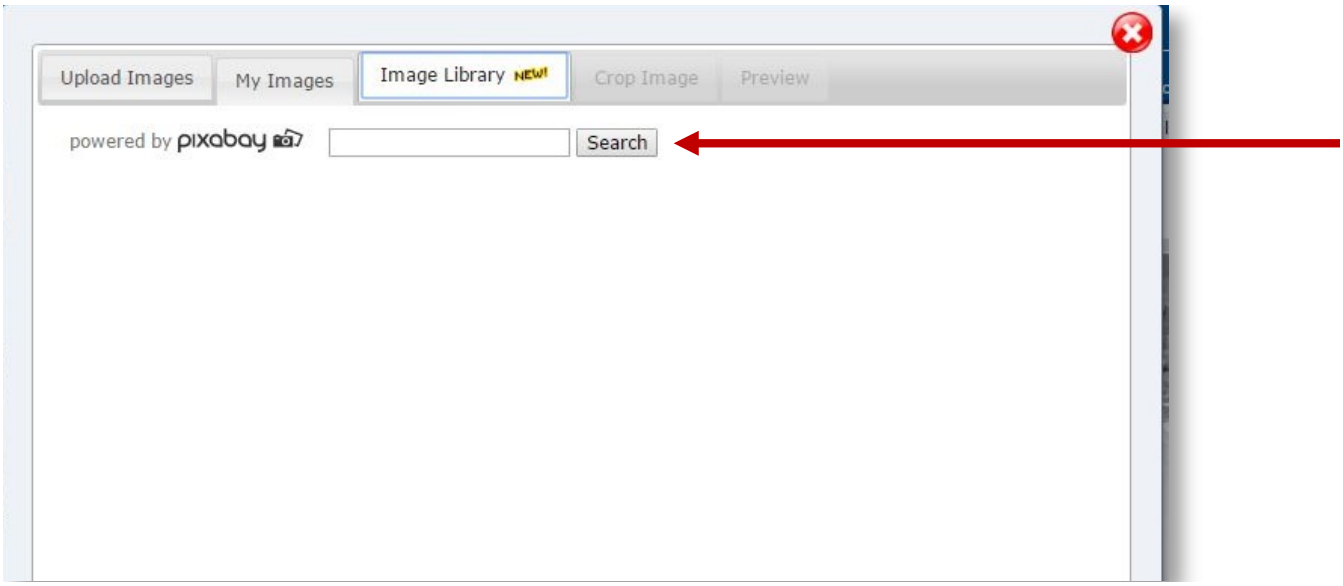
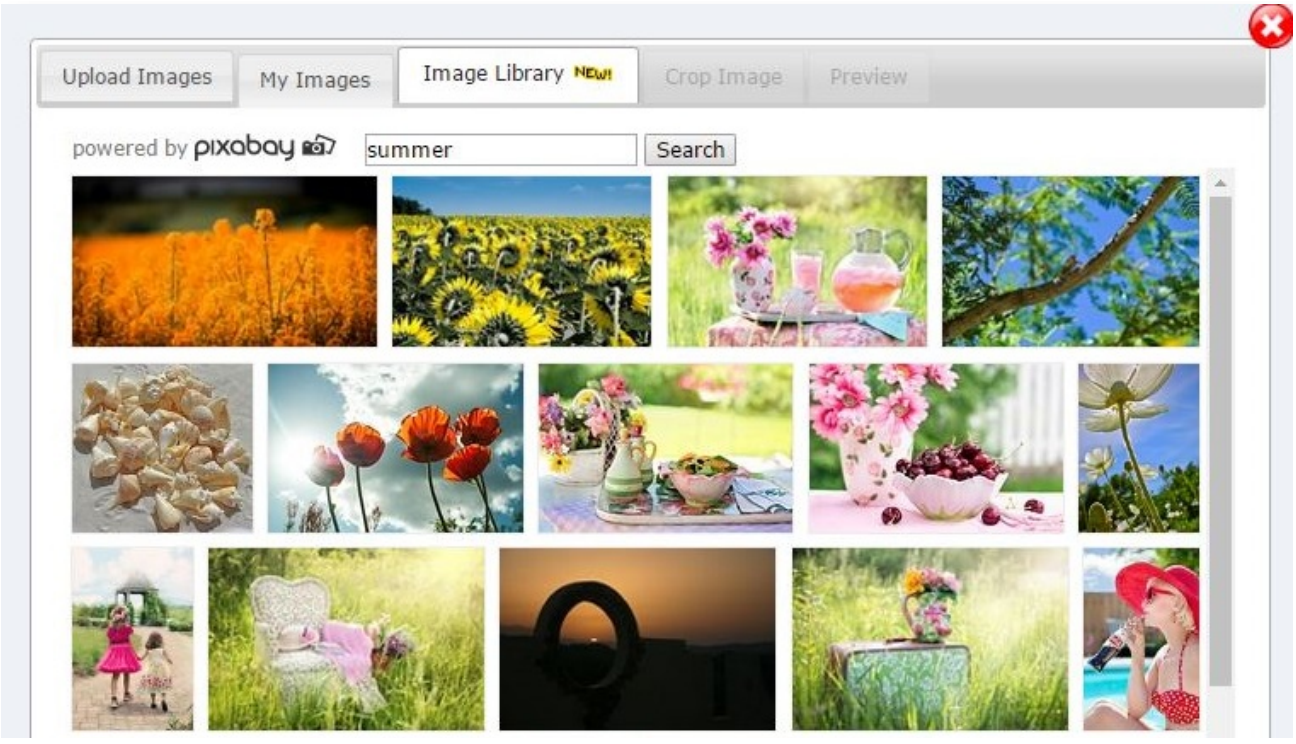
There are also stock images and clip art available to search and choose from under the ‘Image Library’ Tab.



To search for images, you can type the topic or image you’re looking for in the empty text field and then select ‘Search’. For this help guide, we have used the example ‘Summer’.



Images based on your search are displayed. When you’re ready to choose the image you want to place into your document you can click on any of the images here or in your library.

Clicking on the image you want takes you to the ‘Crop Image’ tab.

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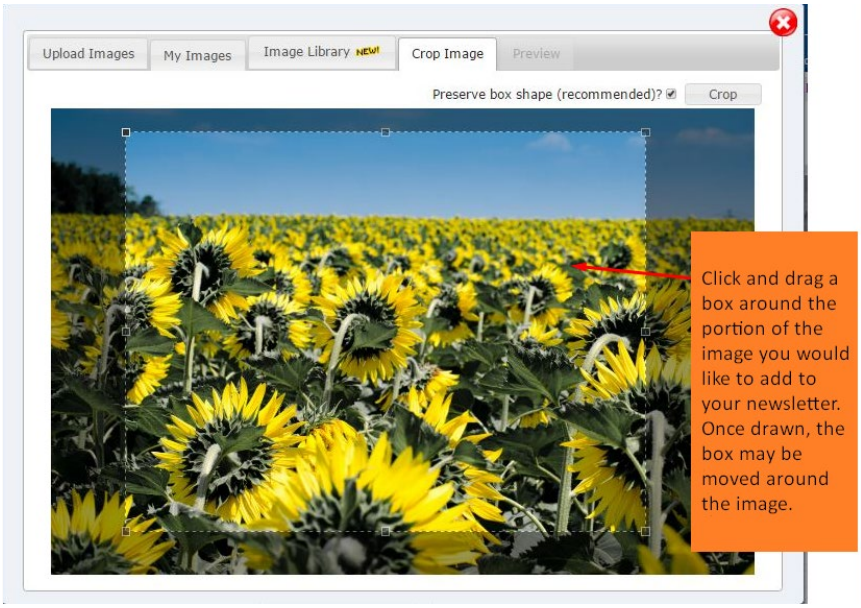
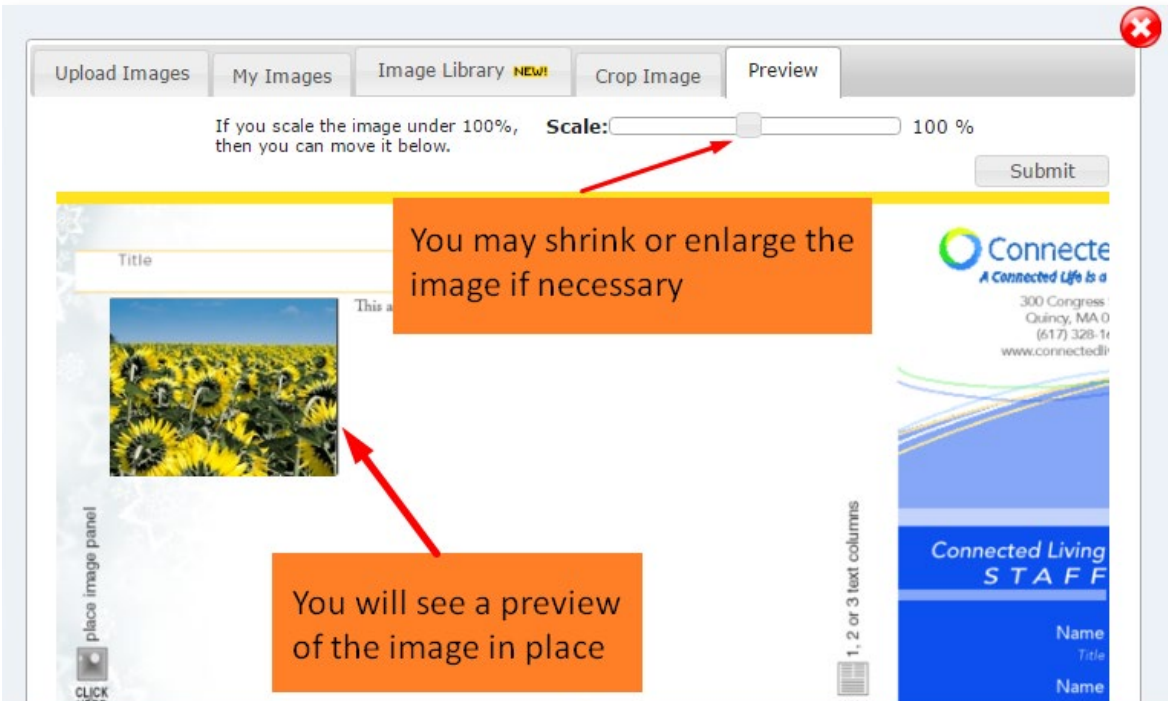


Since the image you are selecting is likely not the same size as the image box in the insert, you need to 'Crop' the image to an appropriate size. You should almost always keep the 'Preserve box shape' checked. This makes the selection box maintain the same size ratio as the image box in the insert. Once you've made your selection, click 'Crop' and it takes you to the 'Preview Image' tab.



Here you see the image as it will appear in your newsletter. You may shrink or enlarge the image as needed. If you shrink the image, you can click on it and move it around inside the box if needed. Once you're happy with the image placement, click 'Submit'. You are returned to the editor page and your image is inserted.

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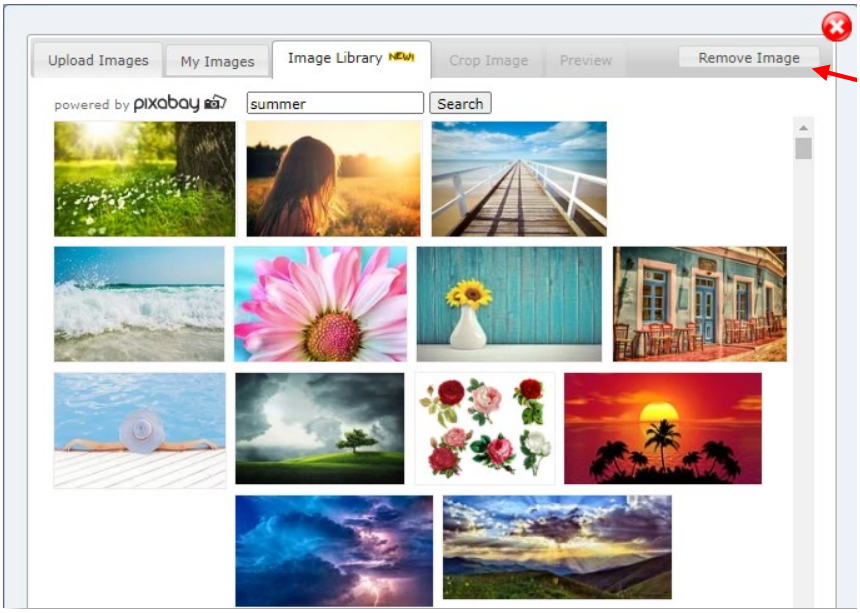
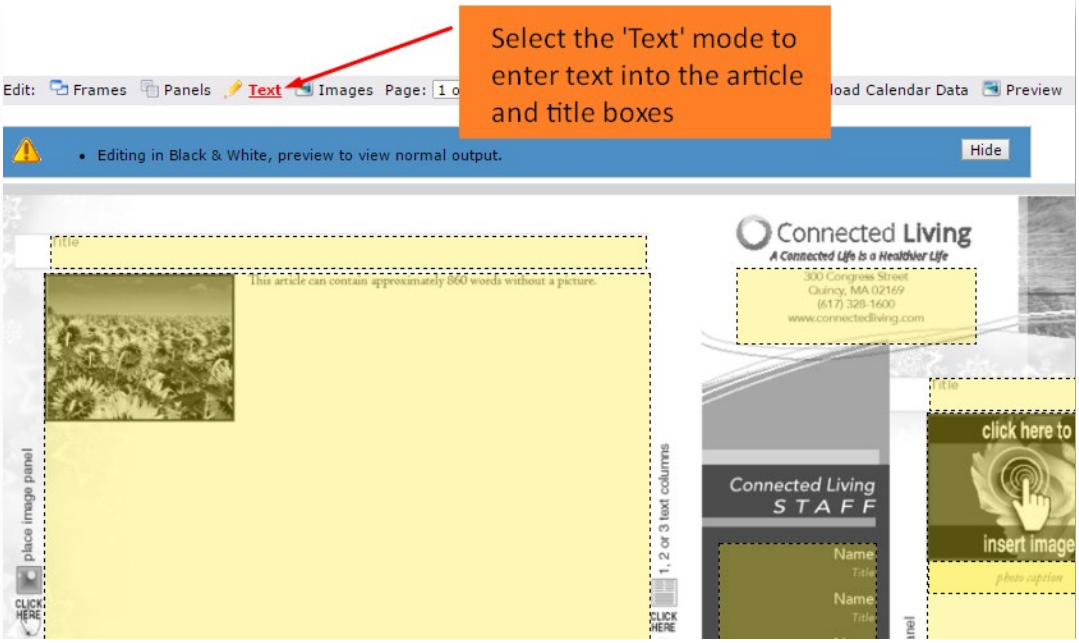
Removing an Image

If after an image is submitted and you are unhappy with how it looks in your newsletter an image can be removed or replaced in two ways. First, you can select the same image location and place a new image. The new image will replace the old one automatically. Second, you can select the image and select the 'Remove Image' link in the upper right corner.



Adding Text

Next we'll move on to entering Text into the available Article and Header boxes. Click the 'Text' mode at the top of the editor window.



Any box that is highlighted yellow can be clicked to enter text. Header boxes are usually just one line of text. The larger article spaces have a full text editor allowing you more options.

VERY IMPORTANT If you do not see a highlighted box where you would like to enter text. You may have missed the step to choose the text panel first. To select your text panel go to your tool bar and select 'Panels'. Next, select to the right or left of your article that reads 'Click here for number of Columns'. See page 6 for more details

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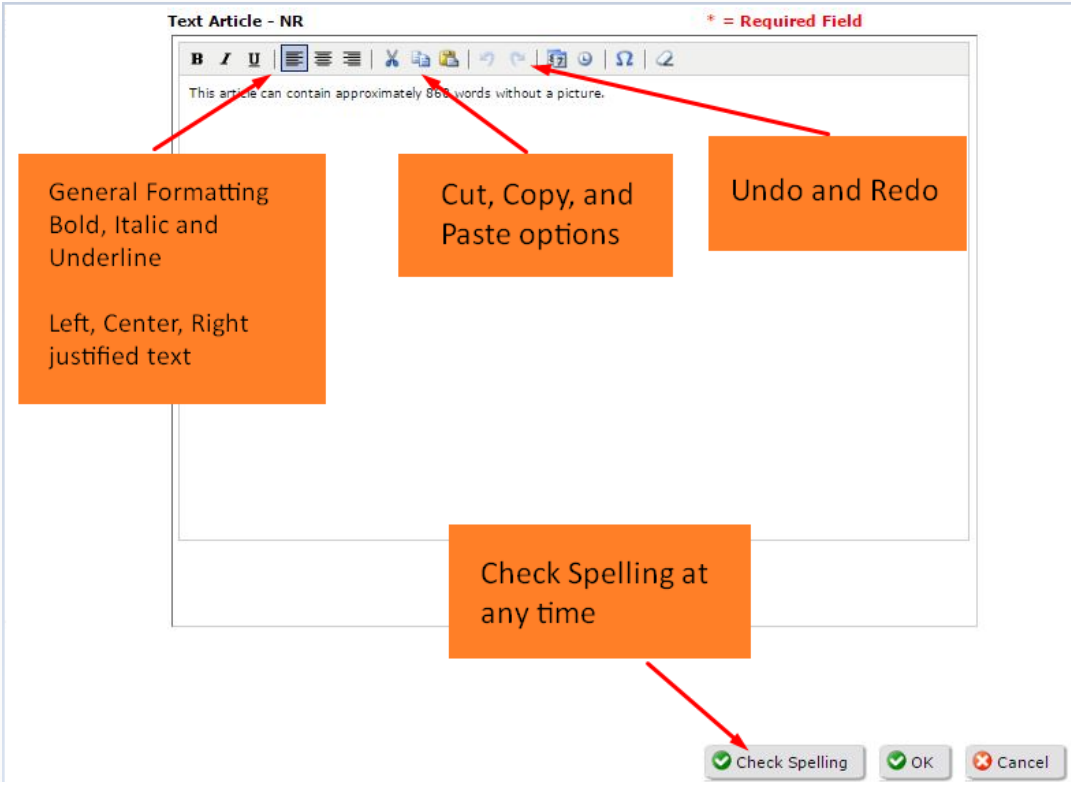
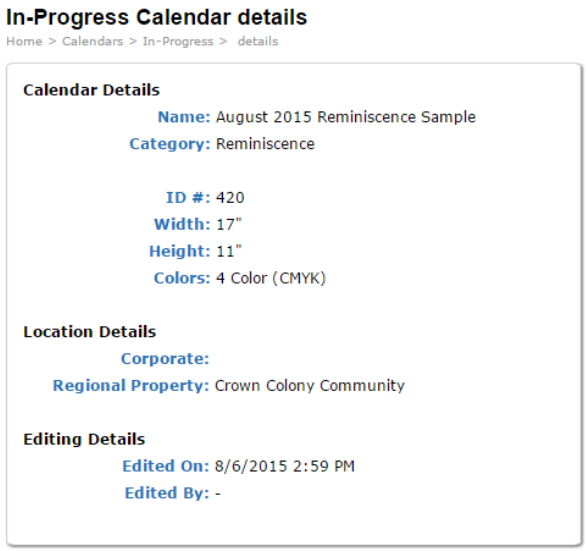


You may type your article in or Copy and Paste text in from another program. Once complete, just click 'OK' and your text is placed into your article. Text flows around any images you have placed.

In-Progress



IMPORTANT REMINDER If you decide to stop working on your calendar and Save and Exit, your document is always saved under 'In-Progress.' You get to those saved documents by selecting 'In-Progress' from your home page.

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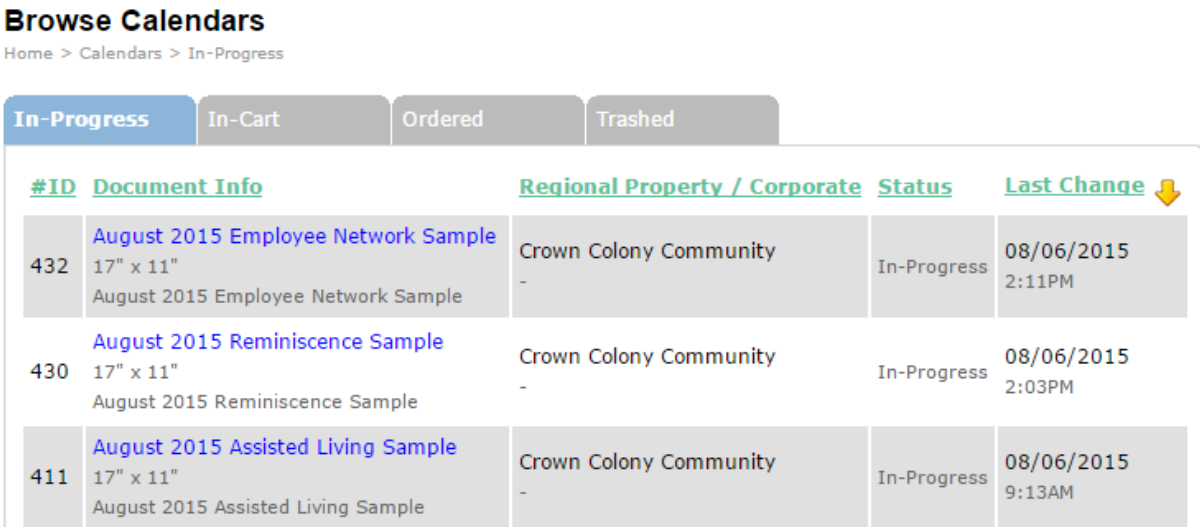
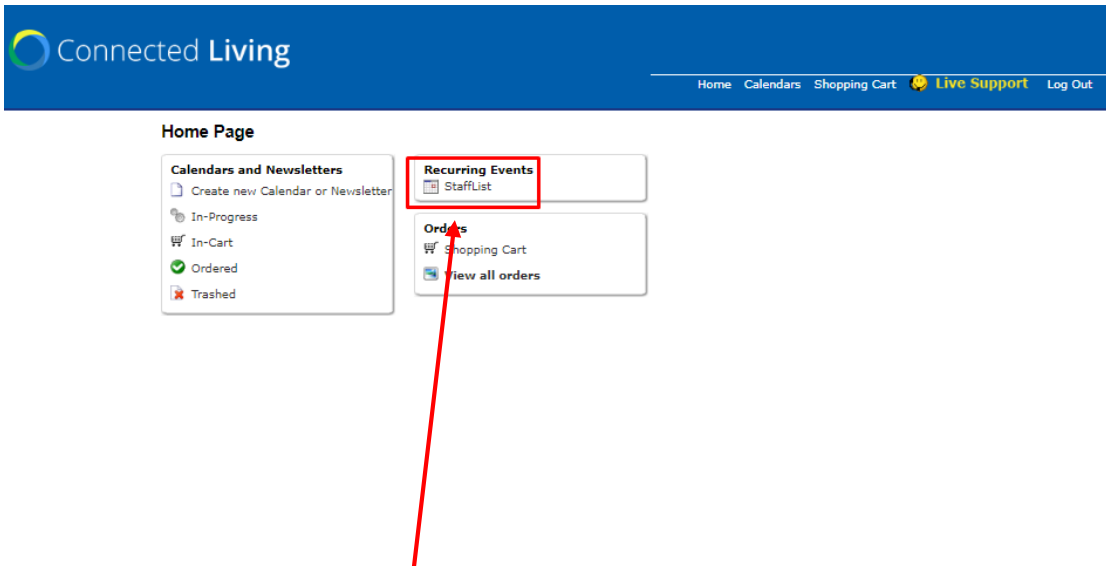


Once you select In-Progress from your home page, the menu above appears. You can continue working on any previously started calendar by selecting the blue linked name of the document you have created.

Once you select the document you wish to edit, this details page appears. You can return to edit your document by selecting, 'Back to Edit'. Here there are other document options as well; including links for Delete, Copy, Place in Cart, and a link to Web Preview your document.

You may click the 'Print Page' option to print and review your work. If not, just click 'Save and Exit' and your document is saved and shows up in the 'In-Progress' tab from the home page. You may also 'Place in Cart' right from this screen, if you're ready to order.

Importing your Staff List



New to the home page is a section for your "Staff List". Your staff list is an easy way to make sure your staff list is saved and imported into your calendar automatically each month.

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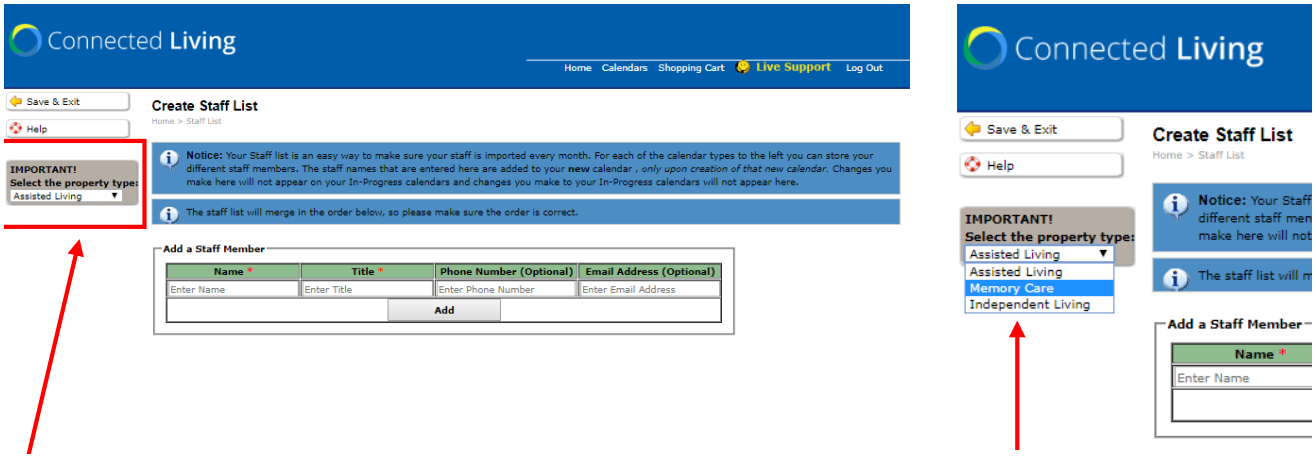
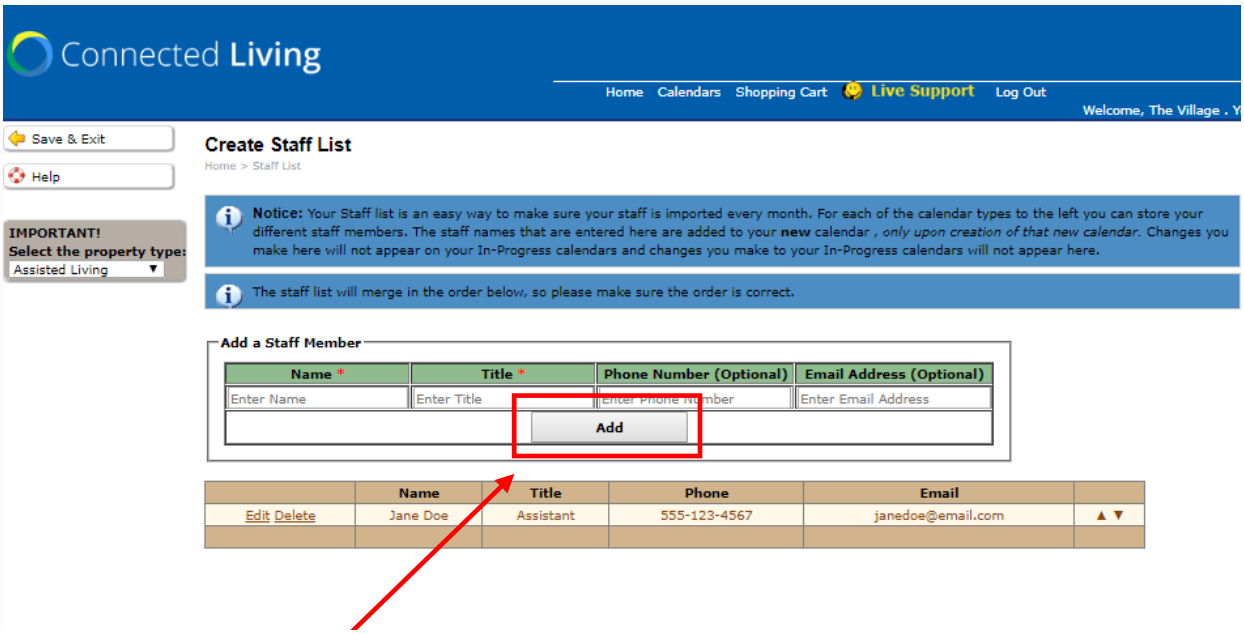


Create Staff List

Selecting "Staff List" will bring to you to the "Create Staff List" page. From this page you first need to select the "Property Type" you would like to create a staff list for. Each Property Type has their own separate Staff List. You may select the property type by clicking the drop down menu and choosing the type you would prefer.



Add a Staff Member

After selecting the property type you may enter the names of your staff by filling in the provided text fields and selecting "Add". The name will then appear below the form. Staff names and title are required for each entry while phone and email addresses are optional.

Note: Your newsletter staff list design may not include phone and email addresses. If you enter in a phone and email here and your staff list does not include them on your monthly calendar design they will not appear on your newsletter.

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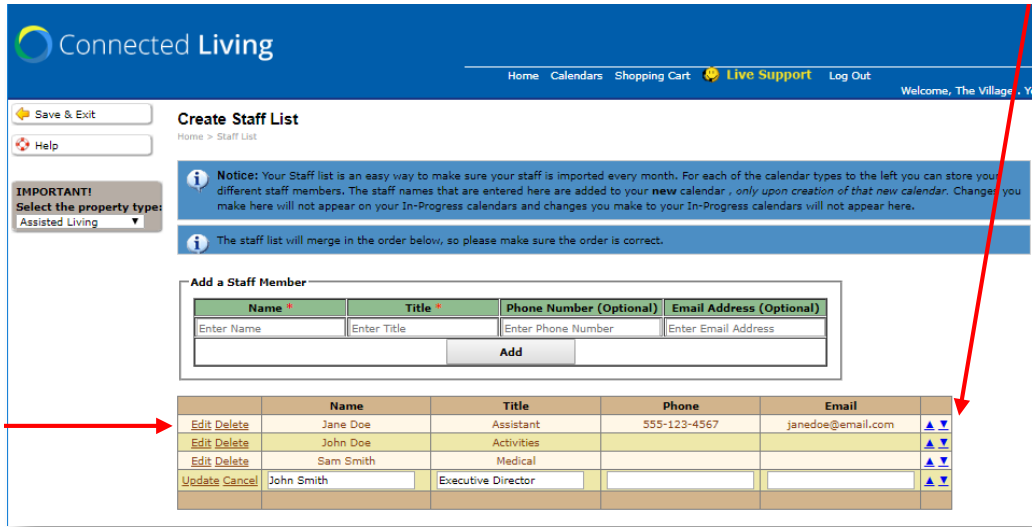
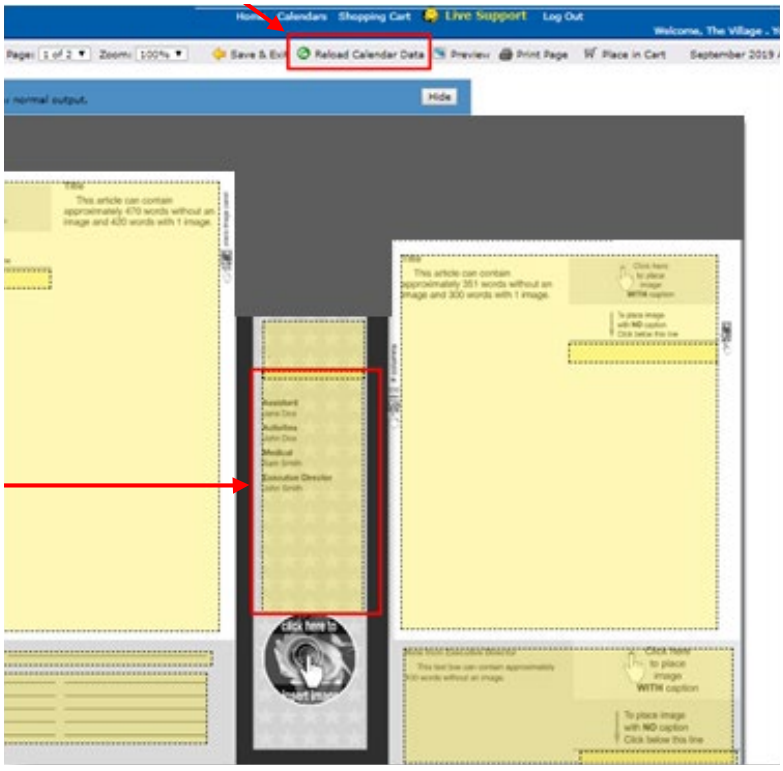
Edit your Staff List

After entering your staff list they can be updated at any time. To edit your staff list you may use the “Edit” link to the left of each staff list name. To remove a name you may select the “Delete” link next to that name. Staff lists are imported into your newsletter in the order they are listed here. To change that order you may use the up and down arrows to the right to rearrange your list.



Importing your Staff List to your Monthly Calendar.

Your staff list will import to your newsletter calendar automatically each time a new calendar is created. If you decide that you would like to make a change to your staff list after you have created your monthly calendar you may always edit your staff list and select the “Reload Calendar Data” to re-import your updated staff list. Note: Reload Calendar Data will also reload your calendar event data on your calendar page.



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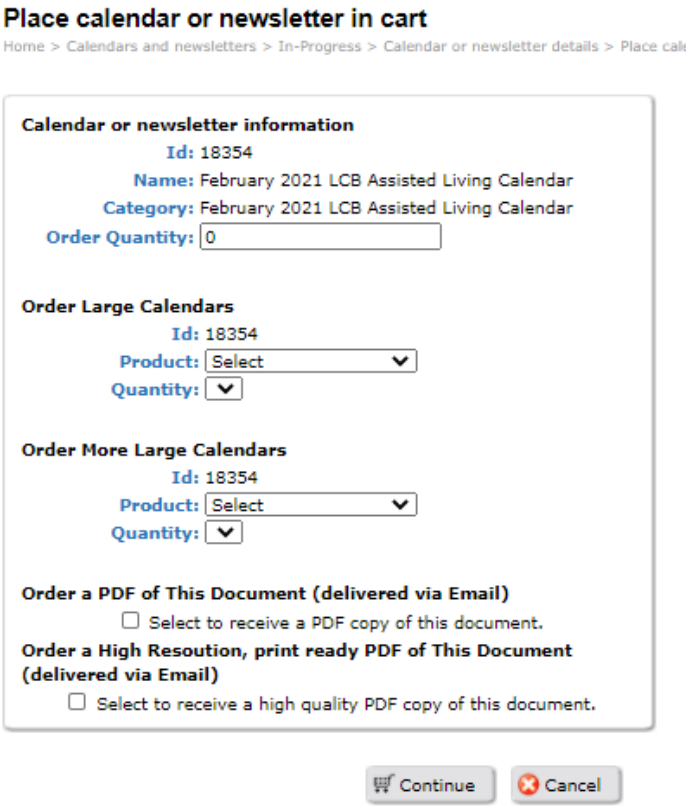
Place Calendar in Cart

Enter the quantity of Calendars you would like. Here you may also select large calendars as well as if you would like to order a low resolution digital PDF or a High resolution print ready PDF.

NOTE The amount of newsletters is rounded up to the nearest 5 when you view your order in the cart.

Click the continue button at the bottom of the page once you've entered the quantity. The shopping cart is discussed later in the document.

Image hosting is availble to communities that ask for their calendar PDFs be hosted on their website. If you have asked for this service you will see the PDF hosting charge added to your cart automatically



Your Shopping Cart

From this page, you have the option to change any of the quantities you have entered or take one last look at your calendars before placing the order. You can look at the Calendars one last time with the 'Preview Doc' button. Bell Litho DOES NOT mail a proof. You are responsible to review the calendar for accuracy. Please look over this final proof before ordering. (If you have forgotten to add any large format calendars, they may be added here as well.)

Each order may only have calendars for one month. Should you have calendars for more than one month, you need to place them in separate orders.

You may remove any line item from your cart or empty the entire cart. **NOTE** If you delete one of the basic calendar/newsletters, any large format calendars are removed with it.

****IMPORTANT**** Removing a Calendar/Newsletter from your cart does not delete the work you have done. It just removes it from the shopping cart and places it back 'In-Progress'

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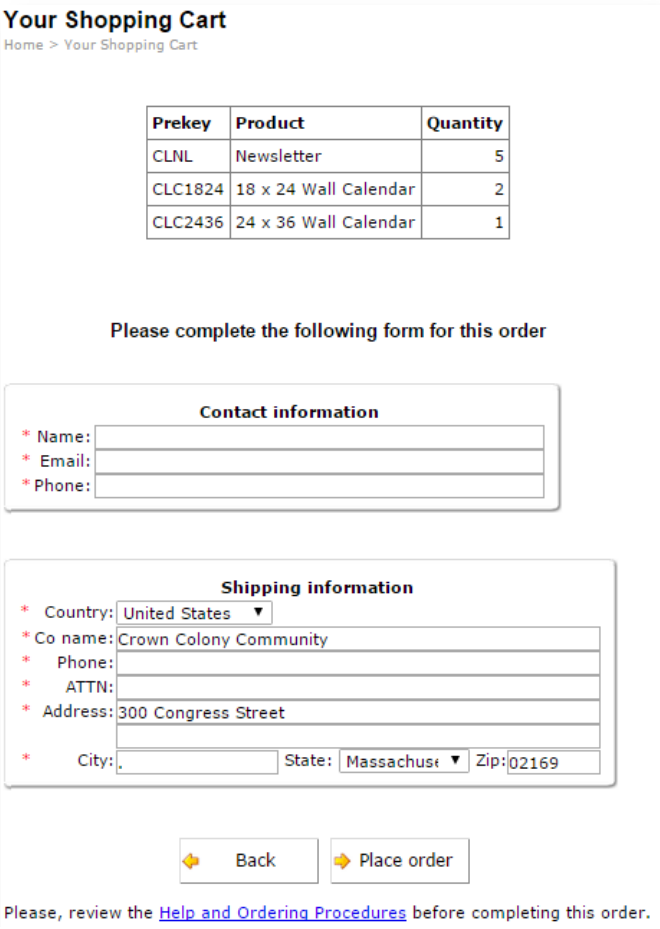
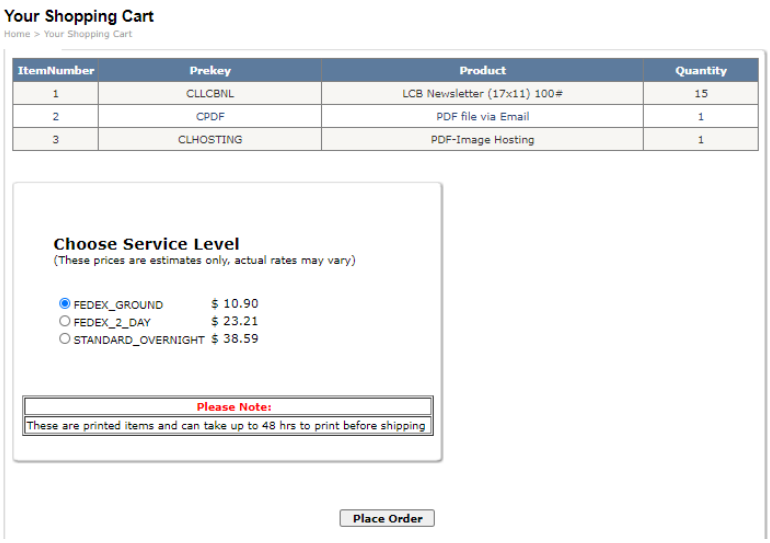
Shopping Cart (Shipping Information)



Please fill in your Name, Email and Phone number. The email address is used to send you a copy of the order. Note that when the order ships, an email is also sent from FedEx with the tracking numbers and the shipping date.

You may change the shipping address if needed.



Lastly, you may choose your desired shipping service level. These prices are estimated based on your location. After selecting your shipping method, you may click on Place Order to finalize the order.

Congratulations, you have completed the online ordering process!

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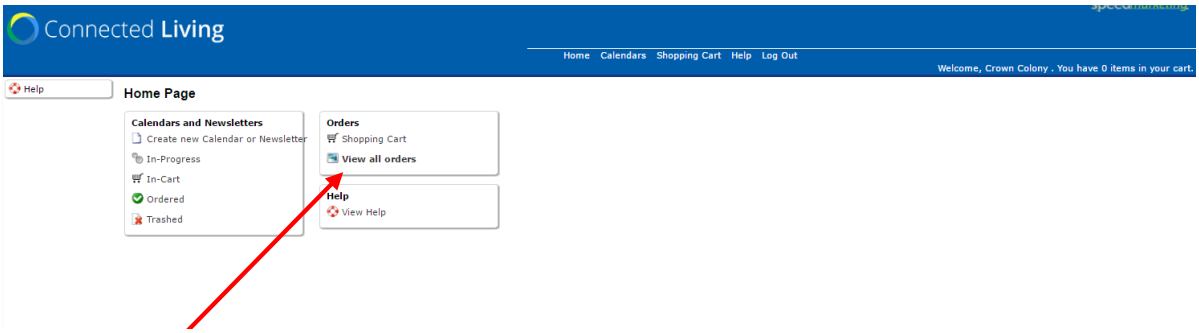
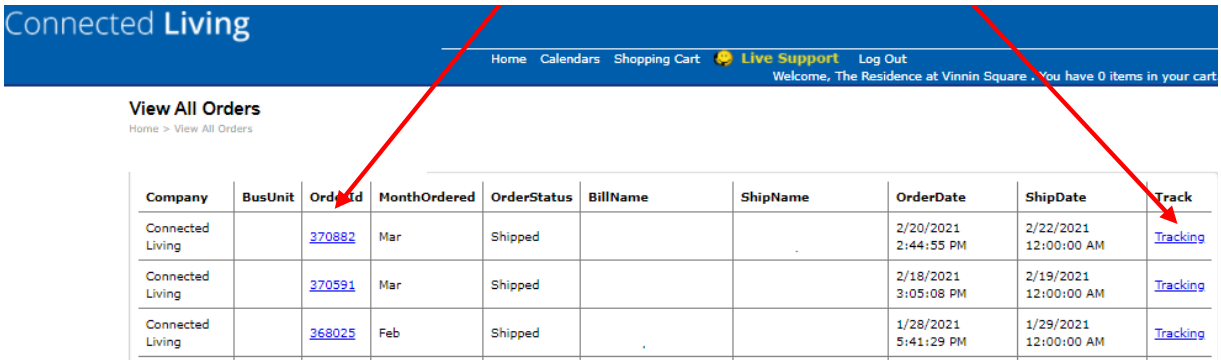
View All Orders

Check on the status of your order, order more, and resend PDFs

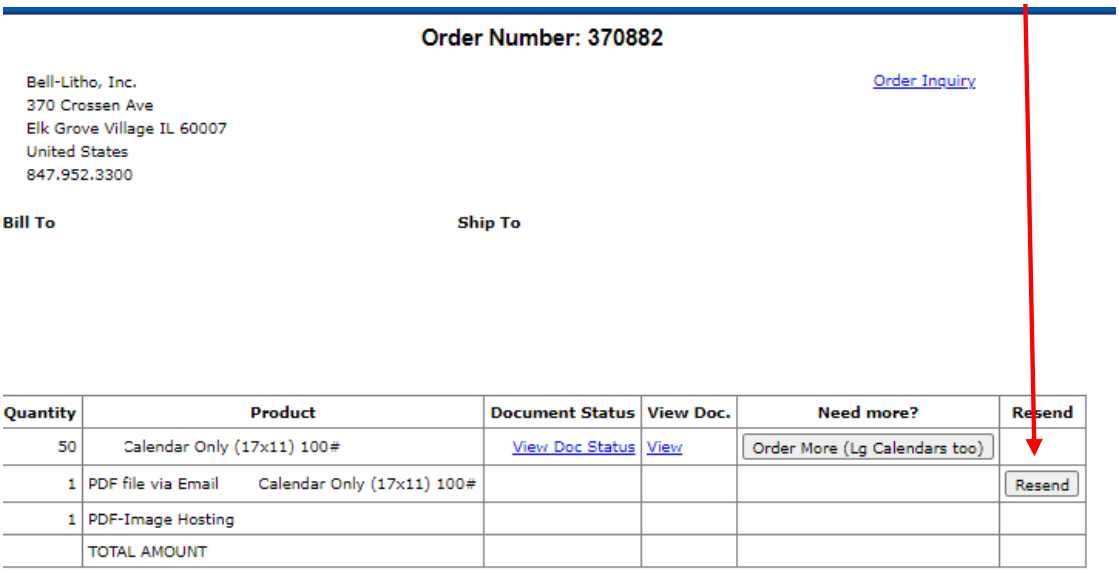


Selecting 'View All Orders' from your 'Home' page will show you a detailed list of all the orders you community has placed. To view the order details you may click on any blue order number. Here you can also find the status of your order and if it has shipped. In the event your order has shipped you will find tracking information here as well.



Company	BusUnit	OrderId	MonthOrdered	OrderStatus	BillName	ShipName	OrderDate	ShipDate	Track
Connected Living		370882	Mar	Shipped			2/20/2021 2:44:55 PM	2/22/2021 12:00:00 AM	Tracking
Connected Living		370591	Mar	Shipped			2/18/2021 3:05:08 PM	2/19/2021 12:00:00 AM	Tracking
Connected Living		368025	Feb	Shipped			1/28/2021 5:41:29 PM	1/29/2021 12:00:00 AM	Tracking

Selecting the order number will show you the details of your order. Here you may also 'Resend' ordered PDFs to any email address. In any event you may have forgotten to order enough calendars, a large calendar, or PDF you can select the 'Order More' link on this page to order those items without having to recreate your calendar.



Order Number: 370882

Order Inquiry

Bell-Litho, Inc.
370 Crossen Ave
Elk Grove Village IL 60007
United States
847.952.3300

Bill To **Ship To**

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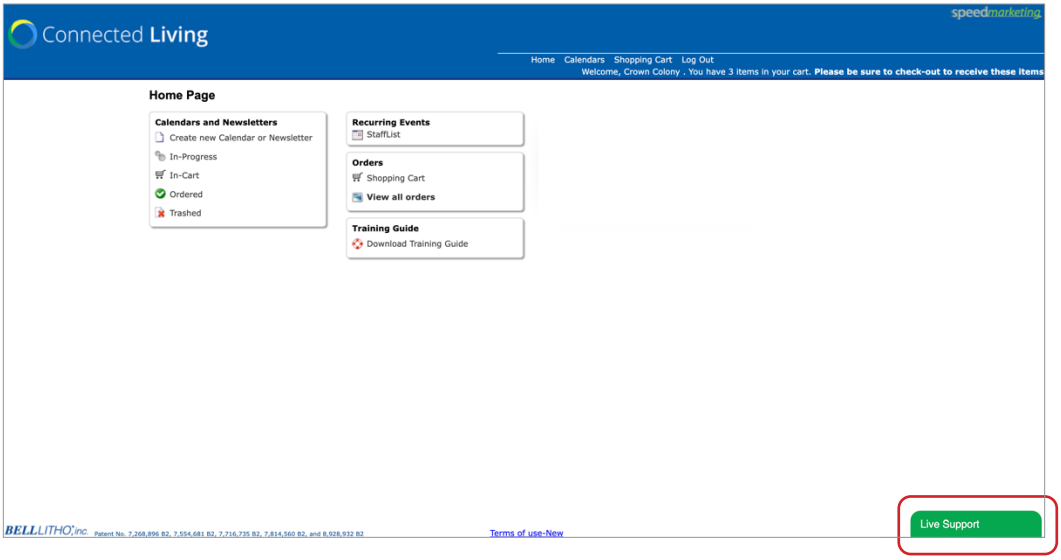
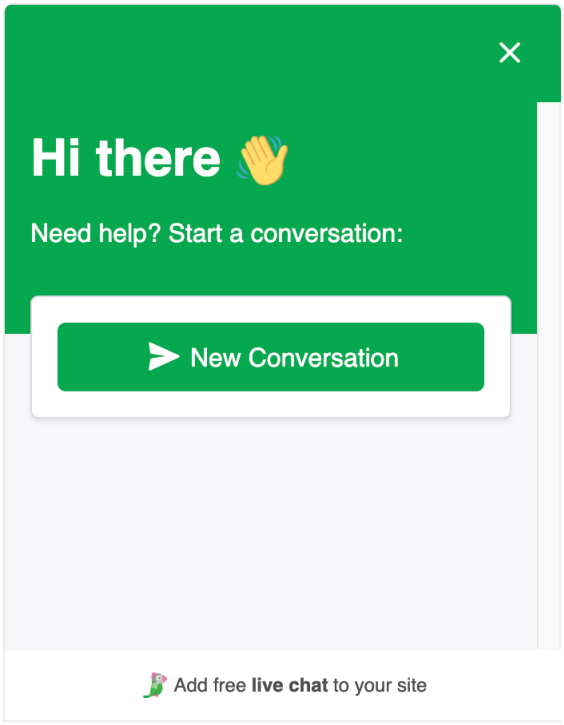
The Pro Print Home Page has a live support feature. Located at the bottom right of the page, when clicked, a chat window will pop up.

Here you can type in any question to be able to get an answer from the Pro Print live support team. Remember they may not always answer right away so be sure to save your content in case the system times out before an answer is received.





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