PUBLISHONE USER GUIDE

Important: Please note that working in Internet Explorer might cause issues with the system; please use Chrome or Firefox.

This guide is a working document and will be periodically updated and redistributed. Comments for revision should be addressed to **Suzanne Leppen**, Suzanne.leppen@wolterskluwer.com

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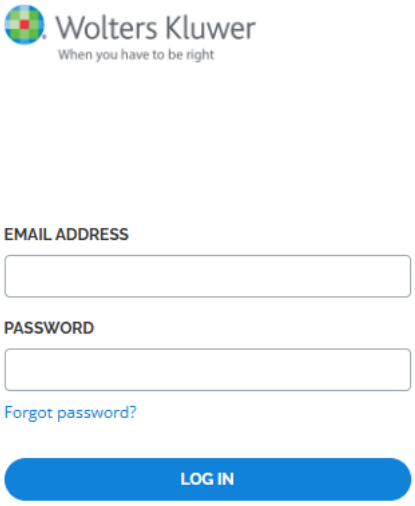
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CHAPTER 1: LOGIN

1.1 LOGIN

You have received an e-mail notification informing you that your email address has been registered in PublishOne and asking you to set a password by clicking a link.

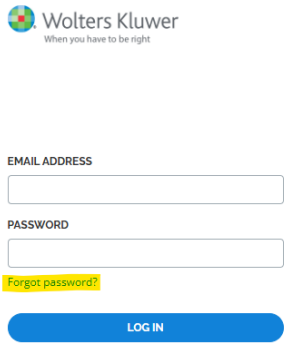
After setting your password, you can log in at https://kli-is.publishone.nl/ with your credentials.



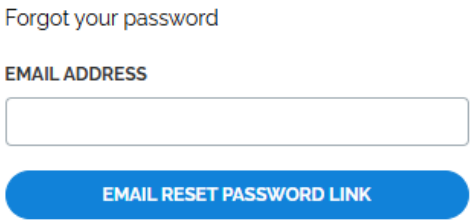
If you have issues with your credentials, please contact p1_adminsupport@newgen.co.

1.2 RESET YOUR PASSWORD

If you forgot your password, you can reset it and get a new password by clicking on "Forgot password" link.



1. Click the **Forgot your password?** link
2. Enter your email address



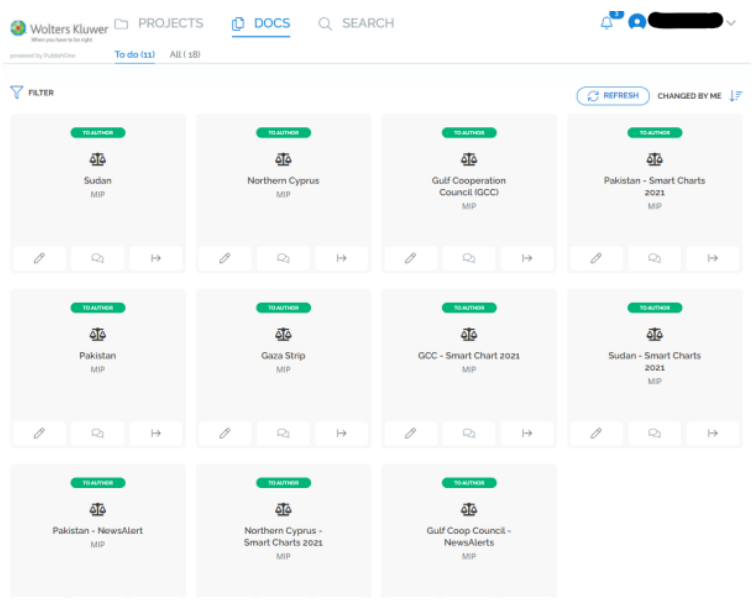
3. Click on the "Email Reset Password Link" button
4. Open your mailbox (please check your spam folder if you did not receive an email in your inbox)
5. Click on the link in the email and set a new password
6. Enter a new password
7. Click on the "Reset" button
8. Your password has been changed. Click on the link to return to the login screen

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CHAPTER 2: WORKING IN PUBLISHONE

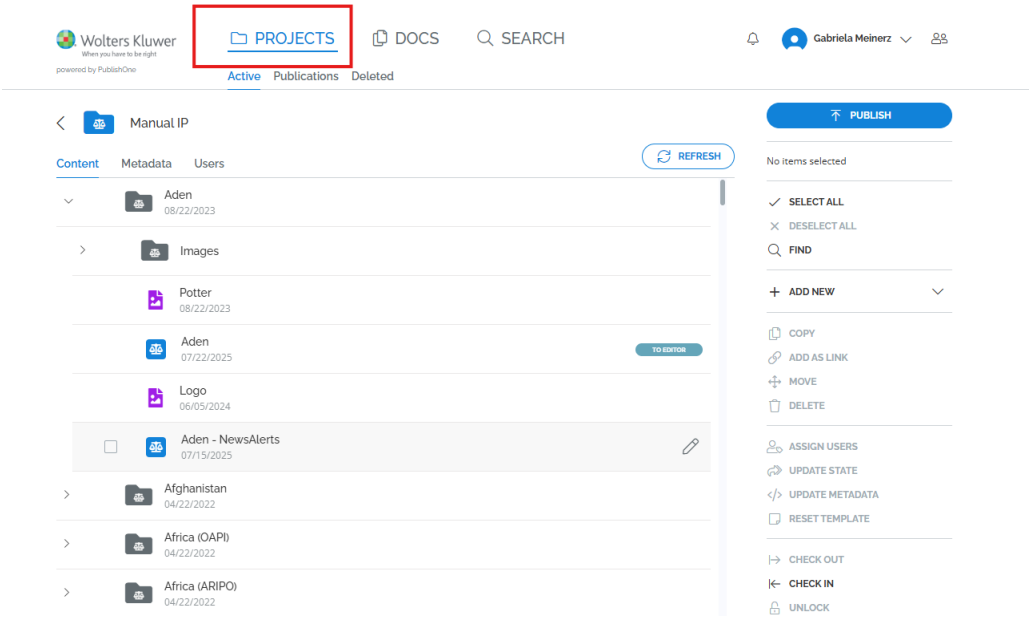
2.1 DASHBOARD

After logging in, the Dashboard of PublishOne will appear. You will start in the Docs screen, where all documents assigned to you are listed.



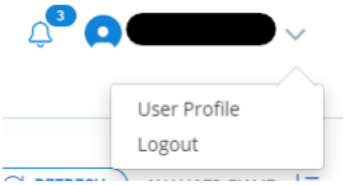
Other tabs are:

- **Projects**: a view of the documents structured by project



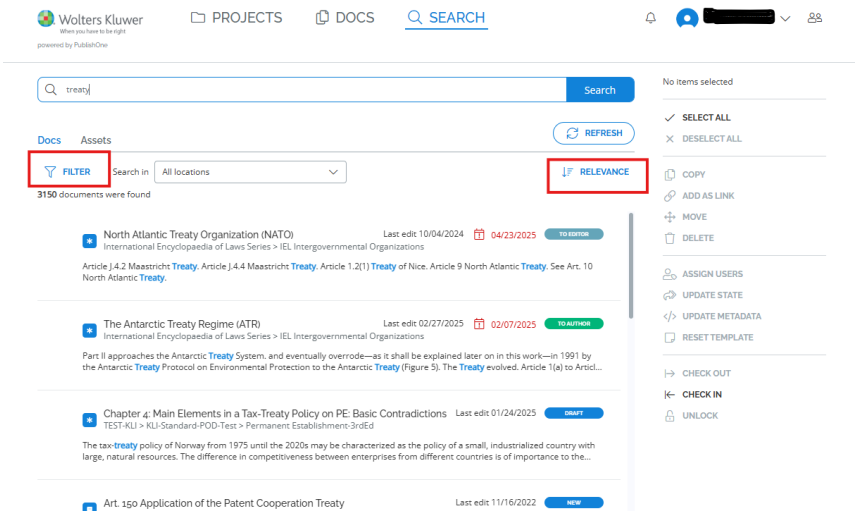
- **Search**: Here you can search for a specific document

Clicking the arrow beside your name will open your **settings**.



2.2 TO SEARCH

To search through the documents of PublishOne, click “Search” at the top of the screen. Enter the keyword and click on search. The search results can be sorted by relevance, last changed and title, end date or filtered on projects, document type and workflow state.



2.3 WORKFLOW

The workflow of a document in PublishOne consist of the following steps. Depending on the project, some steps are skipped or can be repeated:

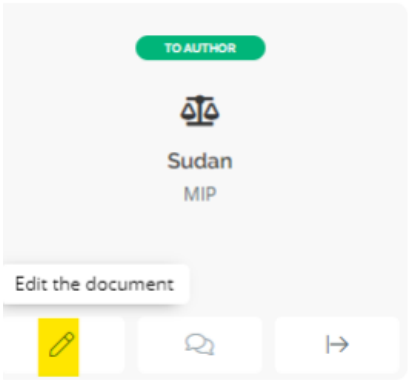
1. **To Author**: The document is assigned to you and you can work in the document. When you have finalized the update of the work, submit the document to the next workflow step. Please note that the choice of role differs per project, please ask your contact at Kluwer Law International if you’re not sure what role to assign your document to.
2. **To Editor**: the document is with the Editor for review.
3. **To Publisher**: the Content Manager does the final checks.
4. **To Production**: The document has been approved by the Editor and Content Manager it is with the Production Vendor for copyediting and typesetting.

5. **To Author (Proof)**: the document has been assigned back to you by the Production Vendor for a final check before publication.

2.4 EDITING VIA PUBLISHONE

Click the pencil icon to begin editing the document

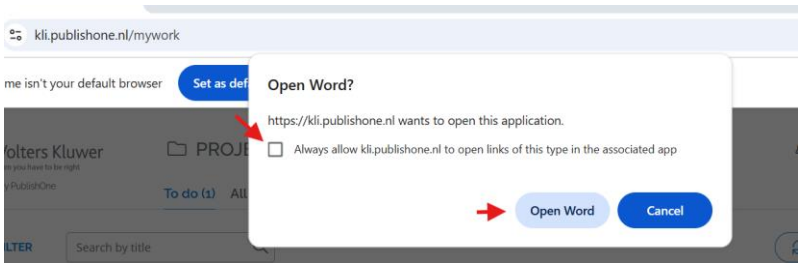
Dashboard view:



Document view:



Before downloading the Word document, a pop-up will appear asking for your permission. If you check the box to always allow this action, you only need to do it once. The next time you click the pencil icon, the document will open immediately.



The first time you open a PublishOne word file please **install the Word Add-in**.

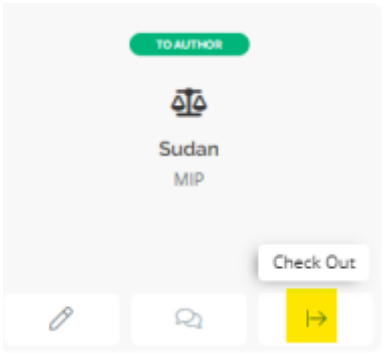
When you're done making changes, click the 'Save' button and close the document. The file will automatically be uploaded back into the system.

Please note: if you press 'Save as' and save the file to your computer, it cannot be uploaded back into the system. If you want to work on the document offline, please follow the steps in the next chapter 'Editing offline'

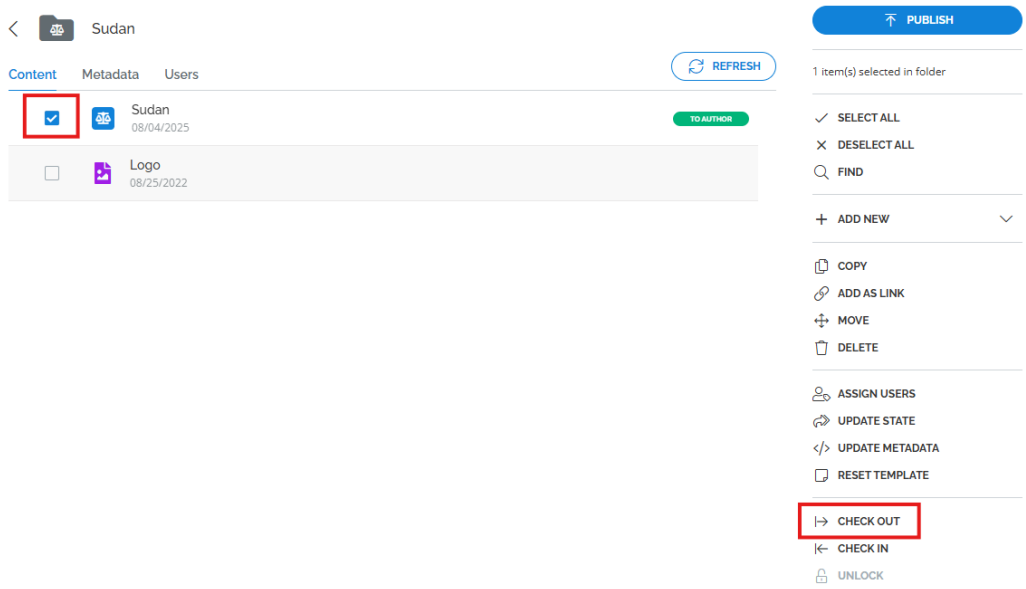
2.5 EDITING OFFLINE (CHECK OUT/CHECK IN)

CHECK OUT

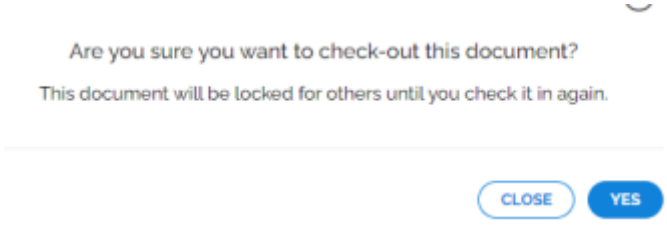
In the dashboard click the arrow icon to check out the document.



In the projects view, select the chapter or chapters you want to check out and click “Check out”



The system will ask for your confirmation before you can proceed:



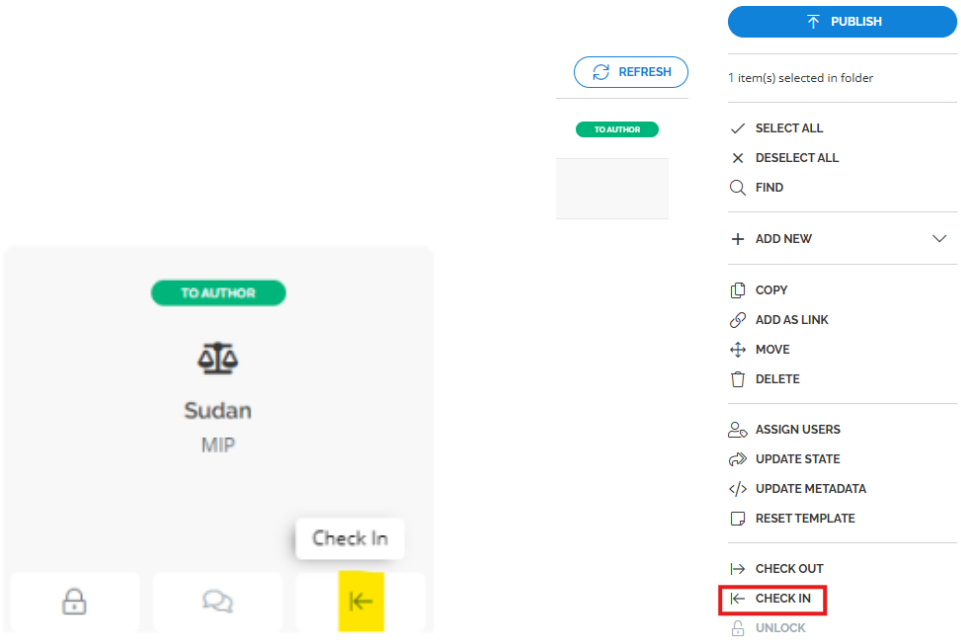
Please note that if you have co-authors, they will not be able to work in the document for the time you have it checked out.

Click '**Yes**'

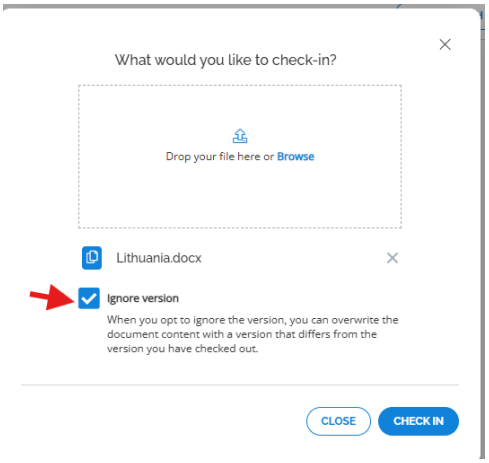
The document will be stored in your downloads folder. You can edit the document offline and make any necessary changes.

CHECK IN

Once done you will have to check the document back into the system. In the dashboard click the arrow again, or in the project view select the document and click "Check in" to check in the document.



In the pop up you can either use the 'Browse' function to select the correct document or you can drag the file to the browser. Click the "ignore version" box, to be able to upload your updated document.



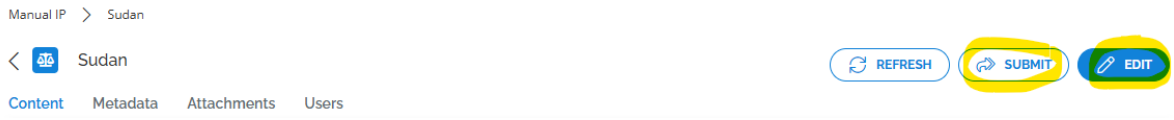
During the check-out procedure a code will be added to the document, so the system knows which file was downloaded. If you want to check in a document that was not downloaded using this option, you will get an error message.

Please contact p1_adminsupport@newgen.co if you are unable to upload the document.

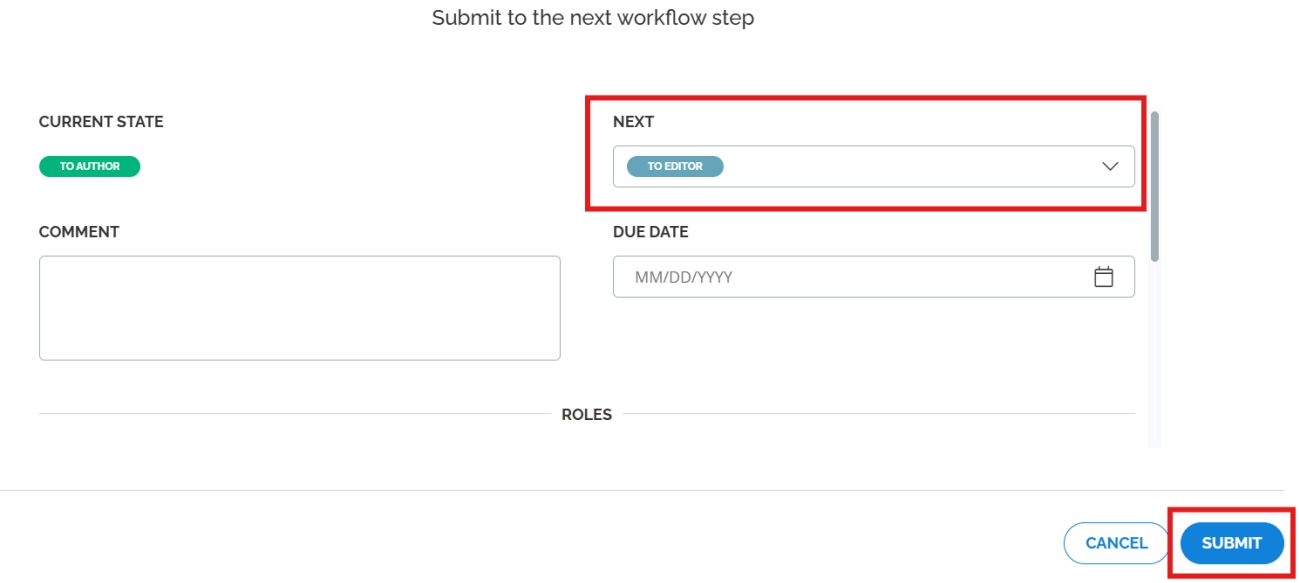
2.6 SUBMISSION OF THE DOCUMENT

If you have finished the review of the document, the file should be assigned to the Content Manager or General Editor (depending on the selected workflow; see 2.3 Workflow).

Click on the chapter name to open the document view of the chapter, where you can review the document. If you want to make another change, there is an edit button on top right-hand side of the screen, if you are done, please click the “submit” button.



The pop up will allow you to submit the file to the next step in the Workflow.



The following fields are present:

Next: the default option will already be selected, check with your KLI contact if you’re not sure to whom to assign the document.

Comment: any additional information about the update can be added here, not a required field.

Due Date: can be left empty

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Author: will be prefilled

Click ‘Submit’ and the document will be sent to the Editor/Publisher.

When the Content Manager or the General Editor have comments for you, they will assign the document back to state ‘To Author’. When you have addressed the comments, assign the document to the Content Manager (‘To Publisher’) or the General Editor (‘To Editor’) as appropriate.

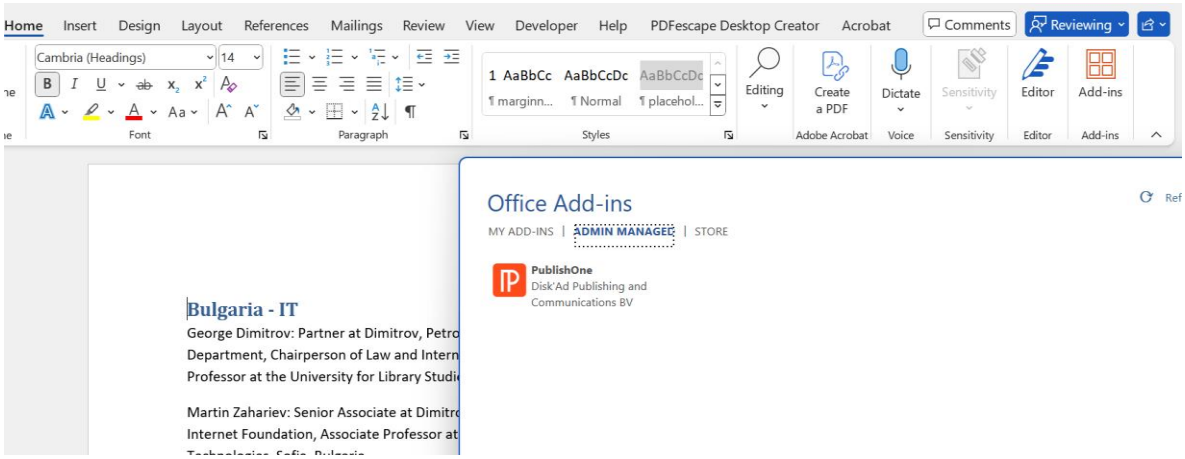
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CHAPTER 3: MICROSOFT WORD ENVIRONMENT

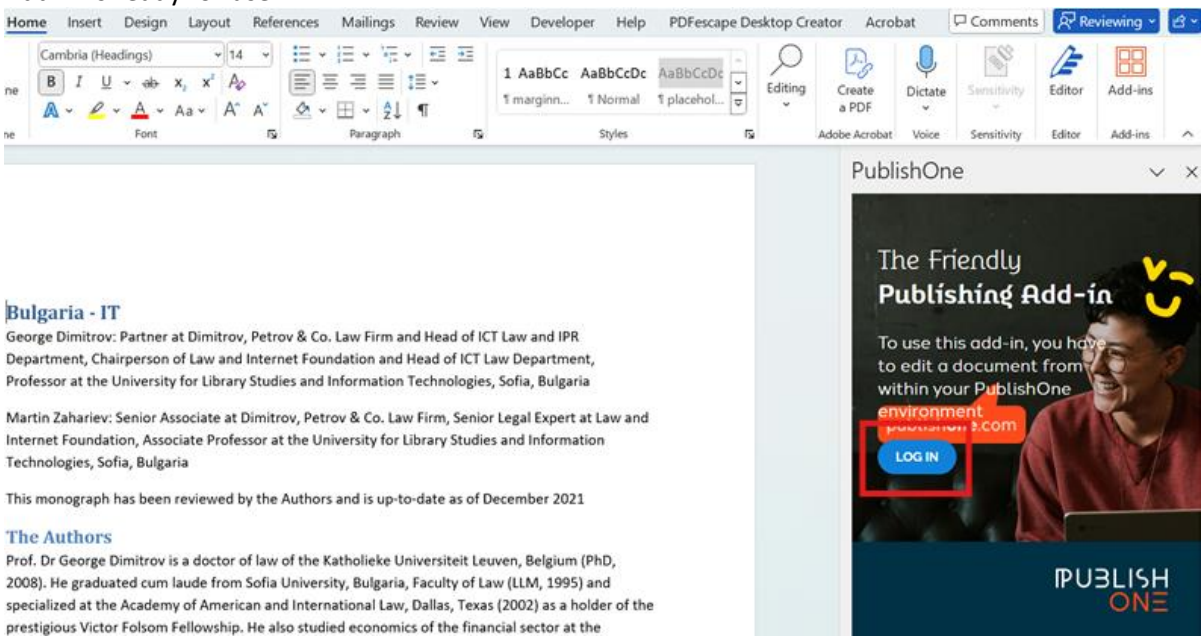
3.1 EXPLANATION OF THE PUBLISHONE WORD ADD-IN

The first time you open a PublishOne word-file please install the Word Add-in:

- Click on “Add-ins” on the Home tab.
- If you see the PublishOne Add-In icon, click it. If you don’t see it, go to ADMIN MANAGED tab and click on the PublishOne Add-in icon there.



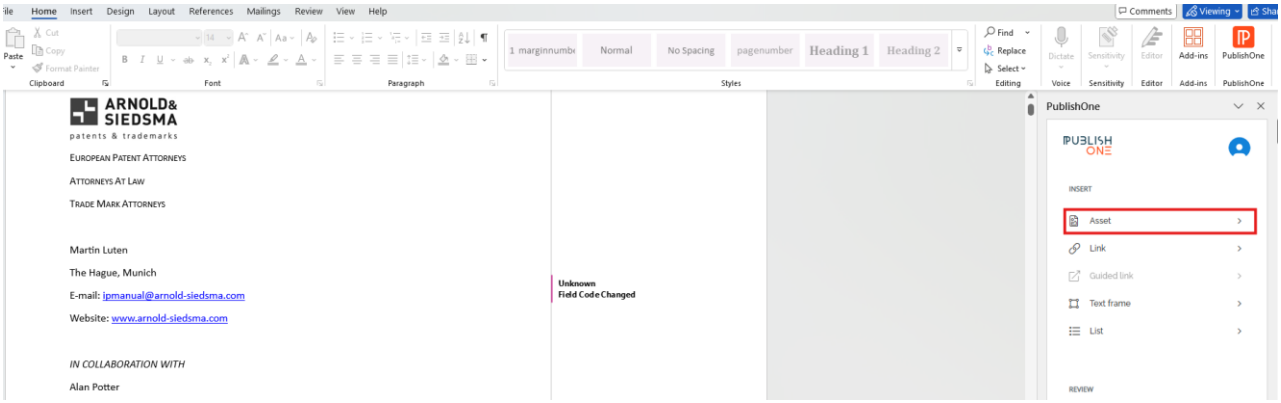
- If you are using a company owned laptop, it can be that you will have to ask your IT department/Admin to install the Add-in for you.
- The PublishOne Add-in panel will appear on the right-hand side of your Word screen. You can press the blue LOG IN button to login into PublishOne again with your PublishOne credentials. Then the Add-in is ready for use.

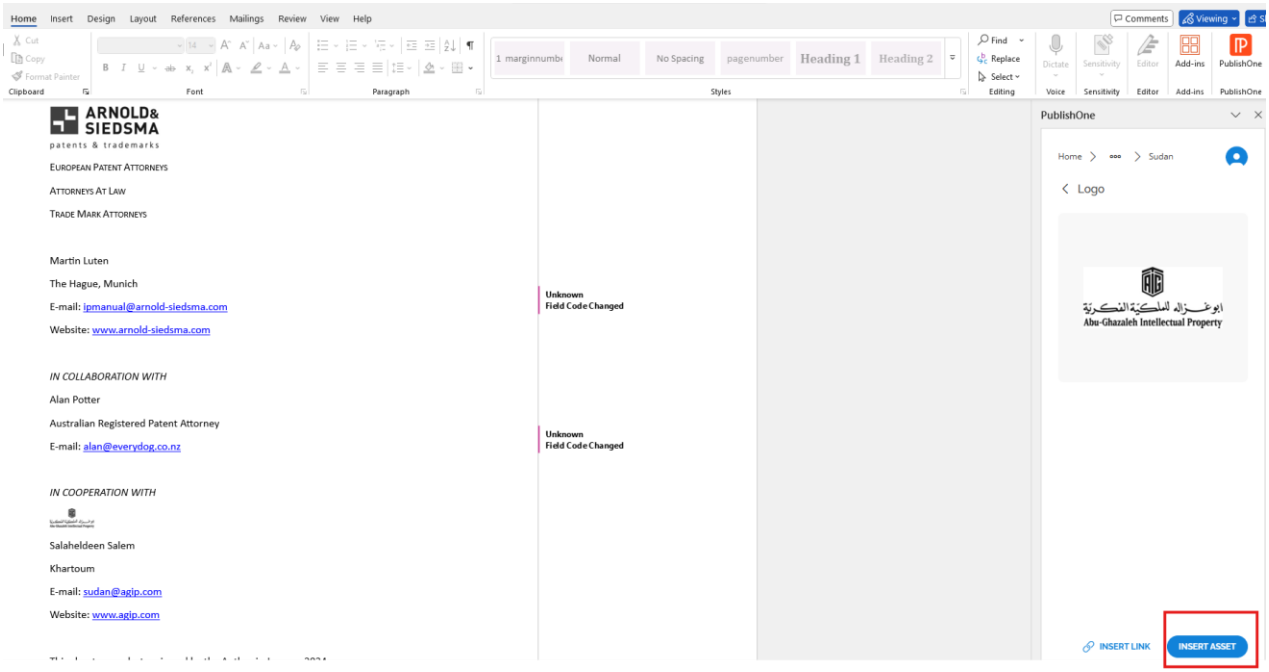


3.2 ASSET

By using the PublishOne Word area you can add images, as the logo of the law firm, for example.

In your Word document, go to the location where you wish to add the image. Then go to the PublishOne Add-in window at the right side of your screen, click on the “Asset” button which will open the panel “Insert Asset”. Navigate to the folder containing the image you wish to add and select it. Press the “Insert asset” button to add the image

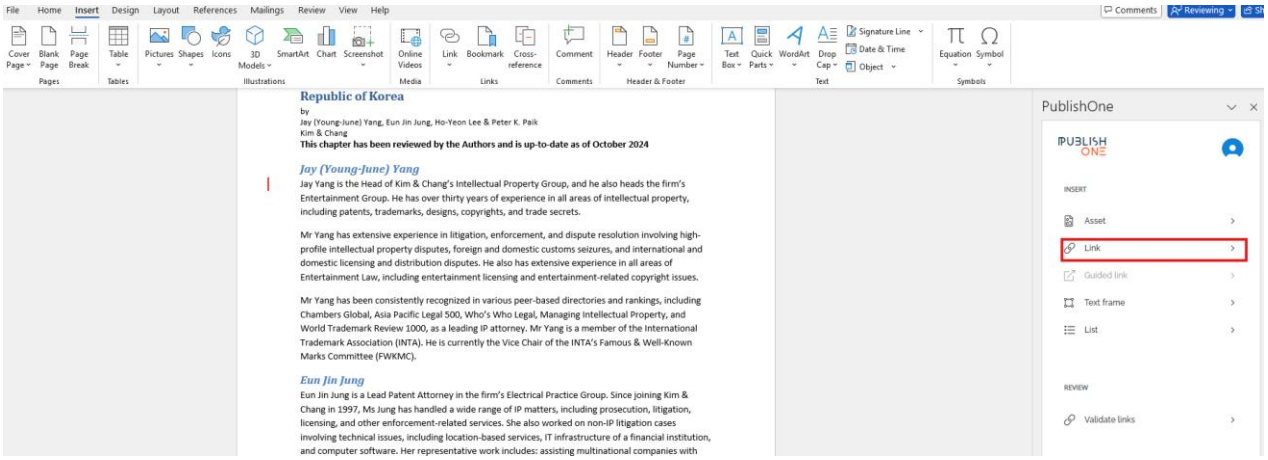


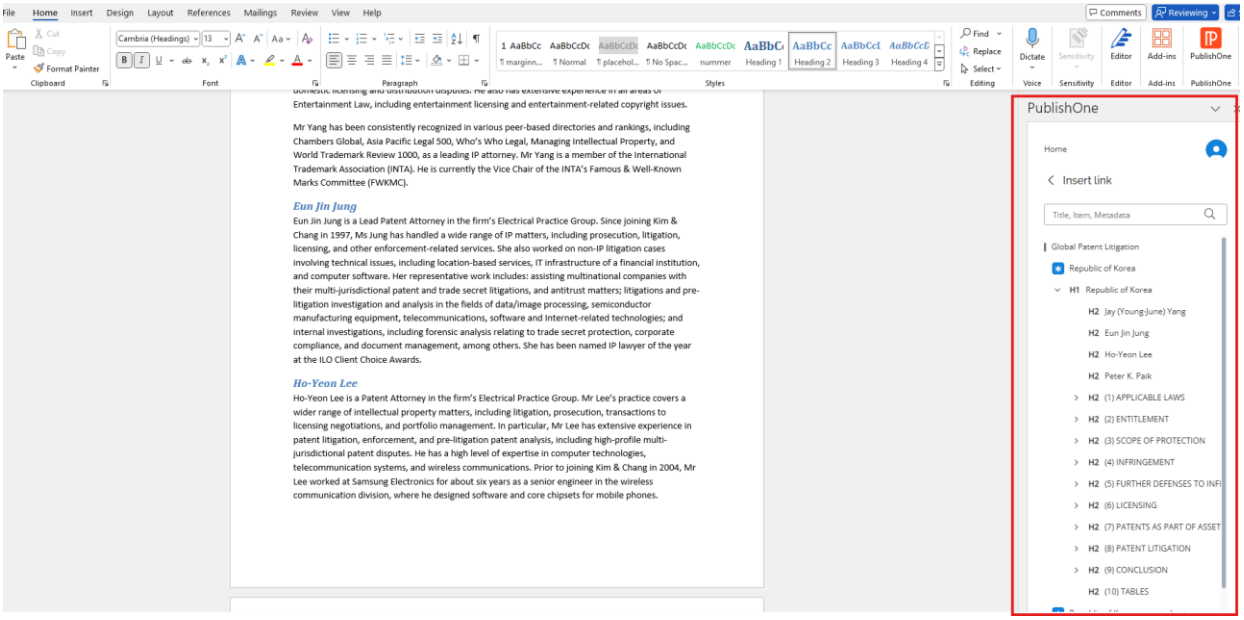


3.3 LINKS

By using the PublishOne Word area you can also link to another document, section or numbered paragraph (margin number) in the same or in another publication.
In your Word document, go to the location where you wish to add an internal link. Then go to the PublishOne

Add-in window at the right side of your screen, click on the “Link” button which will open the panel “Internal Links”. Navigate to the document or section you wish to link to and select it. Press the “Insert link” button to create the internal link in your P1 Word document.

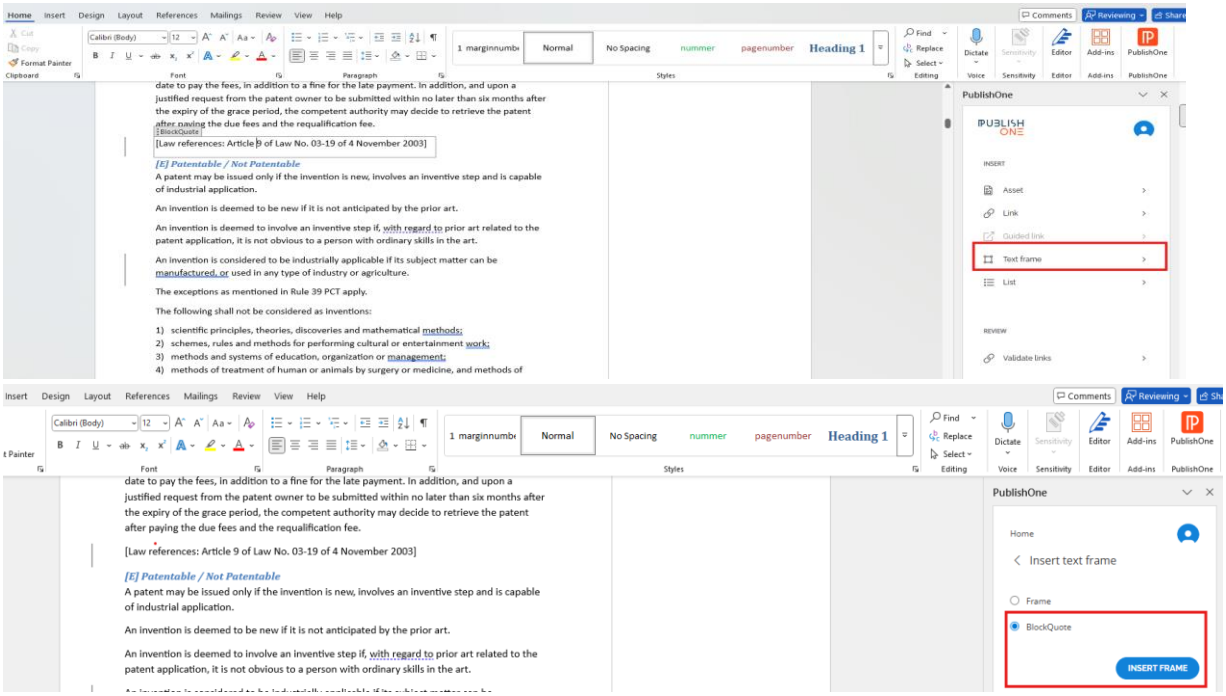




3.4 TEXT FRAME

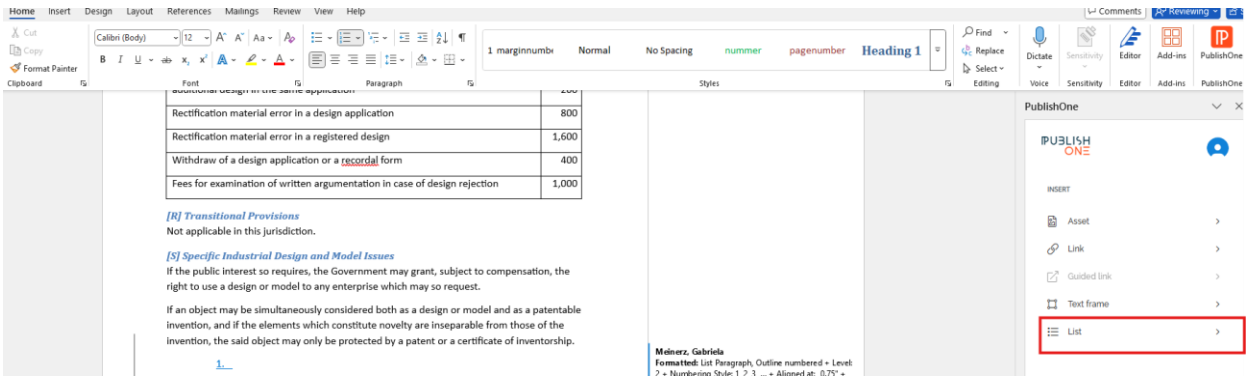
PublishOne Word area also allows you to insert frame or blockquote around a sentence or paragraph. Go to the location where you wish to add a frame or blockquote click on the “Text Frame” button which will open

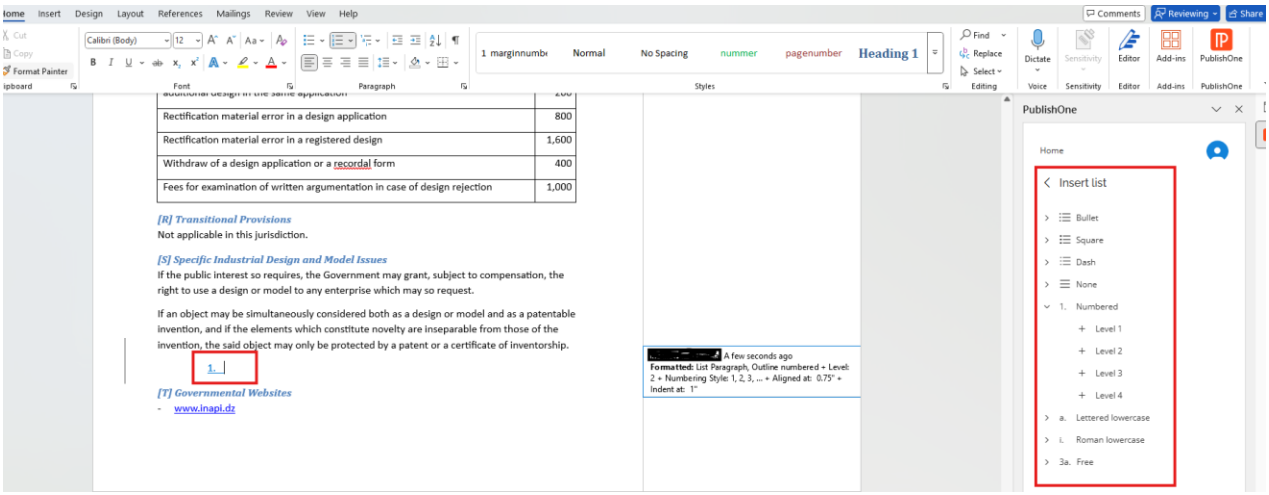
the panel “Insert text frame”. Select the option you want and click the “Insert Frame” button.



3.5 LISTS

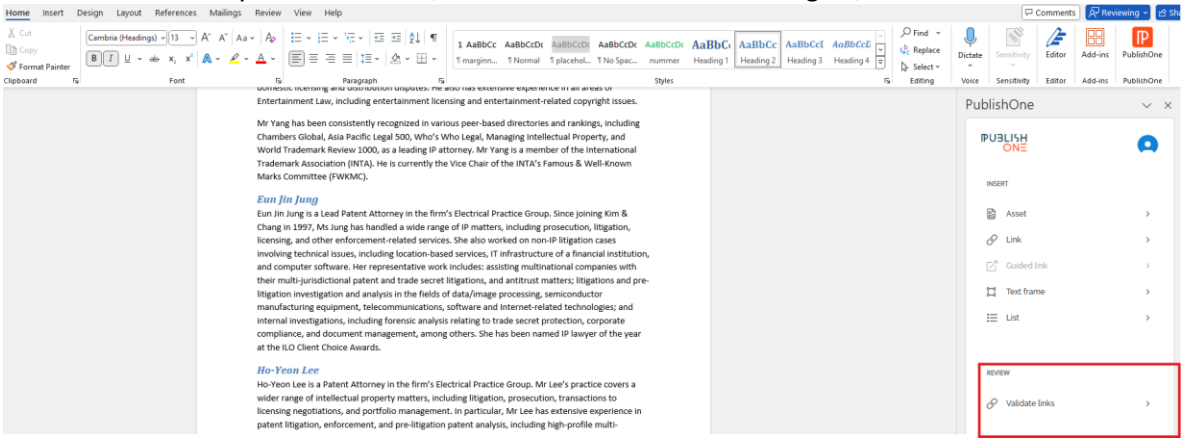
When a list has to be added in the document, PublishOne also needs to be used. Go to the location where you wish to add a list click on the “List” button which will open the panel “Insert list”. Select the desired list type, and it will be inserted.

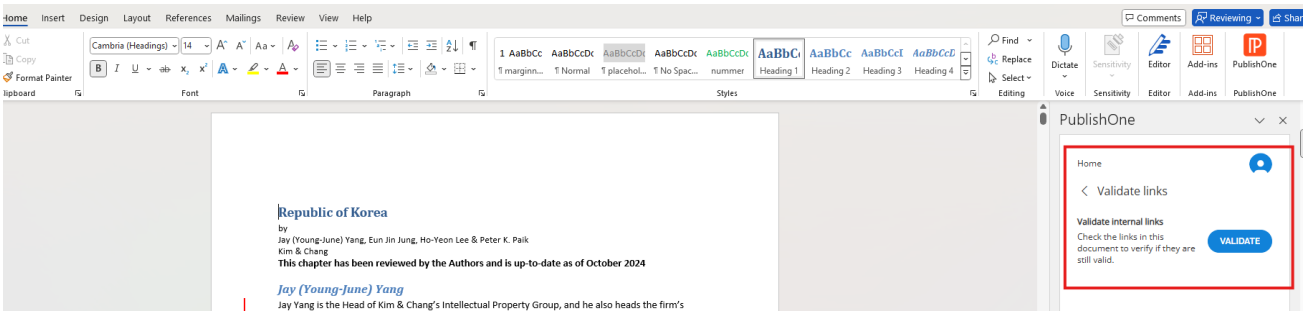




3.6 VALIDATION

Before assigning your work for revision, please click on the “Validation” button in the PublishOne window. During the validation process, any errors will be listed on the right side of your screen. If you click on any of the errors listed, you’ll jump to where the error is in your document.
You can then make your corrections, click the “Validation” button again, then save and close the document.





3.2 WORD FUNCTIONALITIES

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Tables and headings can be added normally via the word ribbon. However, complex styles and formatting may not be preserved in the final document, so it's best to keep formatting simple.

CONTACT US

PublishOne support: p1_adminsupport@newgen.co