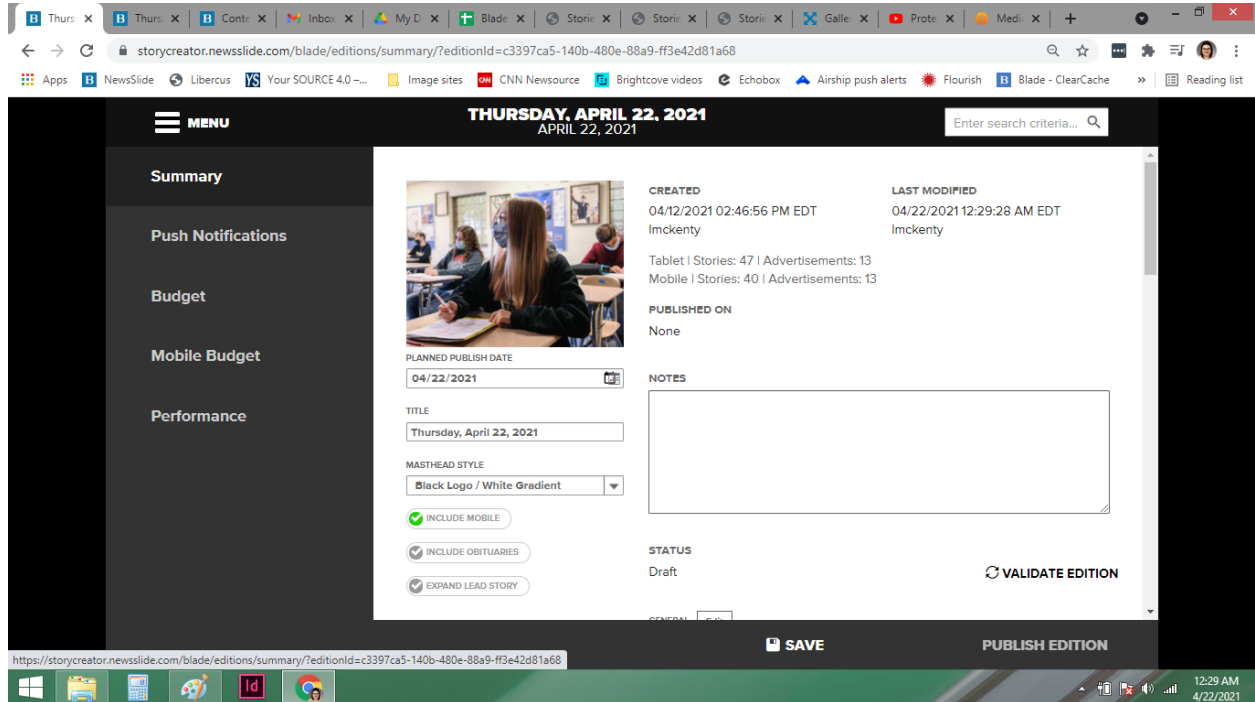


[Watch the video tutorial](#), or follow the written instructions below:

**FROM THE TOP:**

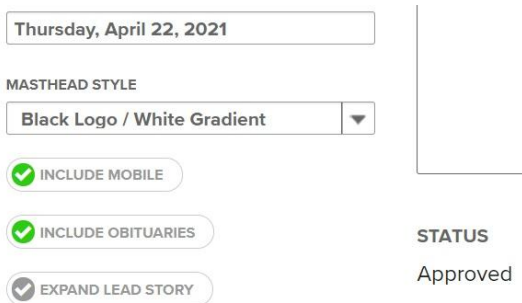
-- Once all the tab slides and mobile slides are finished, go to the **SUMMARY** page of the edition you want to publish, at the top of the left column.

*If under "General," you see a red exclamation point, there's a user error in the edition. Probably a slide that wasn't approved or an empty slide that got left. Go fix it and come back to the page.*



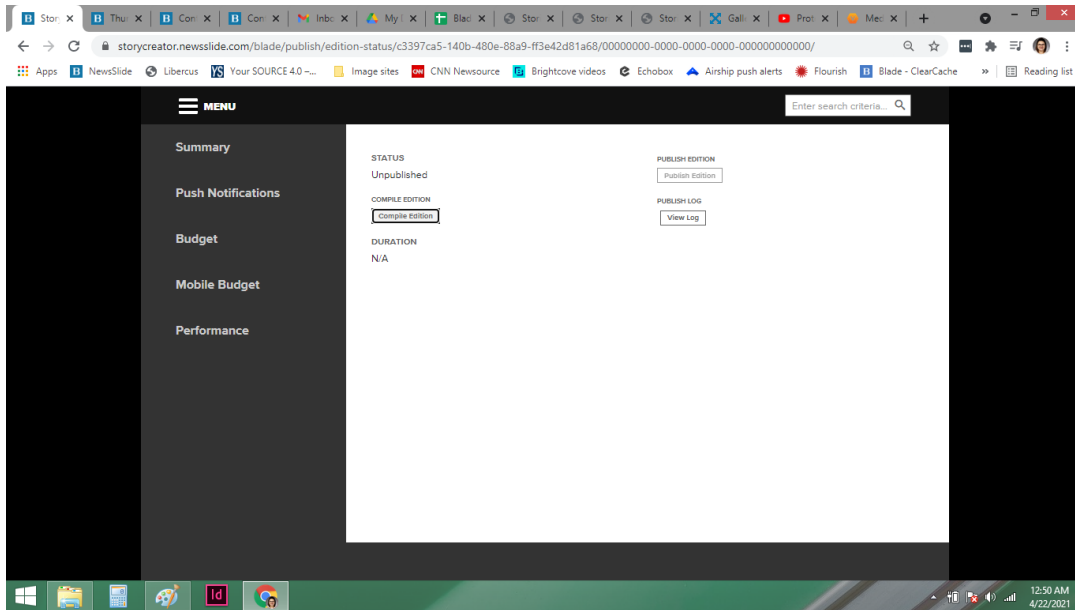
-- On the page, "Include Mobile" should be selected with a green check. You need to select "Include Obituaries" and hit "SAVE" at the bottom of the screens.

*The "Obituaries" option will disappear after you save, but as the edition gets ready, if you flip back to the Summary page you will see both checked green.*



-- Hit "PUBLISH EDITION" in the bottom right hand corner.

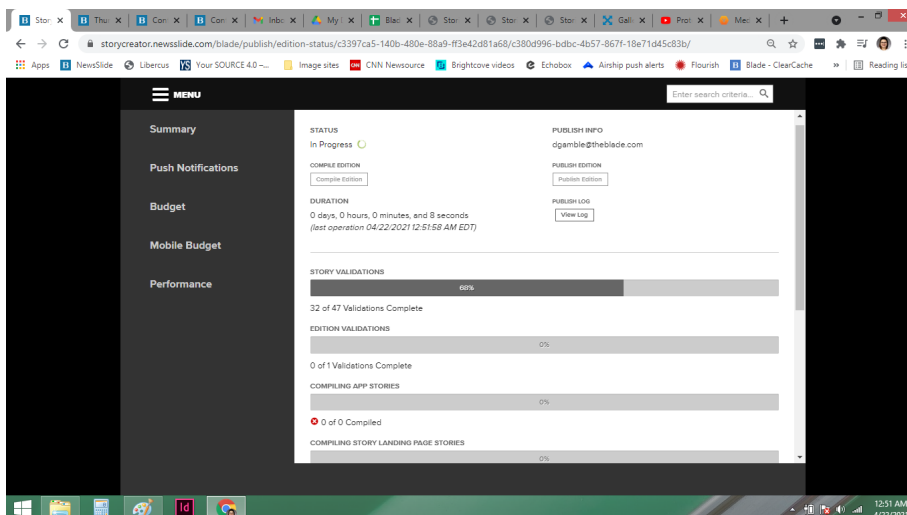
-- You will arrive at the screen below. Hit "Compile Edition," and then in the subsequent pop-up window hit "COMPILE EDITION".



-- You'll see the loading screen below, which means the edition is successfully compiling.

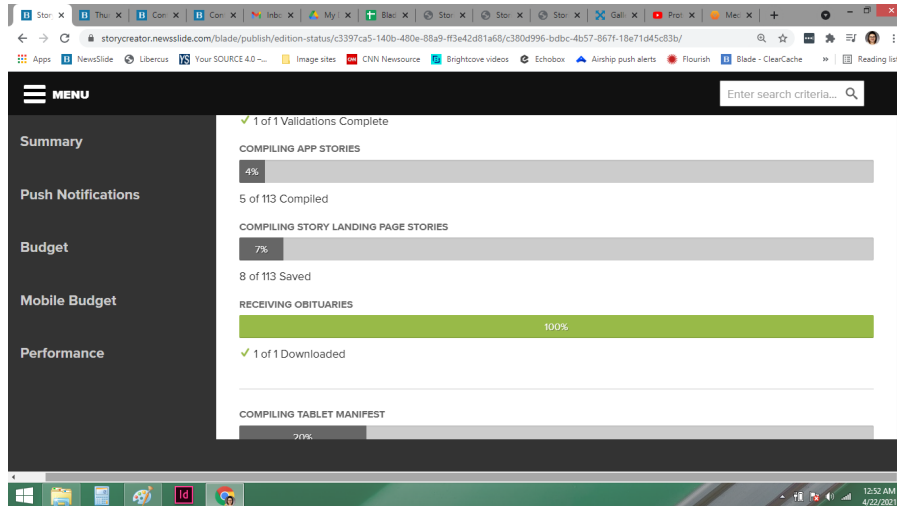
*It should take less than 10 minutes to compile. Compile will automatically fail if it takes longer than 20 minutes, and past 10 minutes the display will start a countdown showing failure could happen. If it fails, notify a manager immediately.*

*It's recommended that you refresh every 2 minutes once the edition hits 10 minutes of compiling. Sometimes the edition will finish compiling but the loading screen won't register, so if you don't refresh you might end up waiting an extra several minutes on an edition that is already primed to publish.*



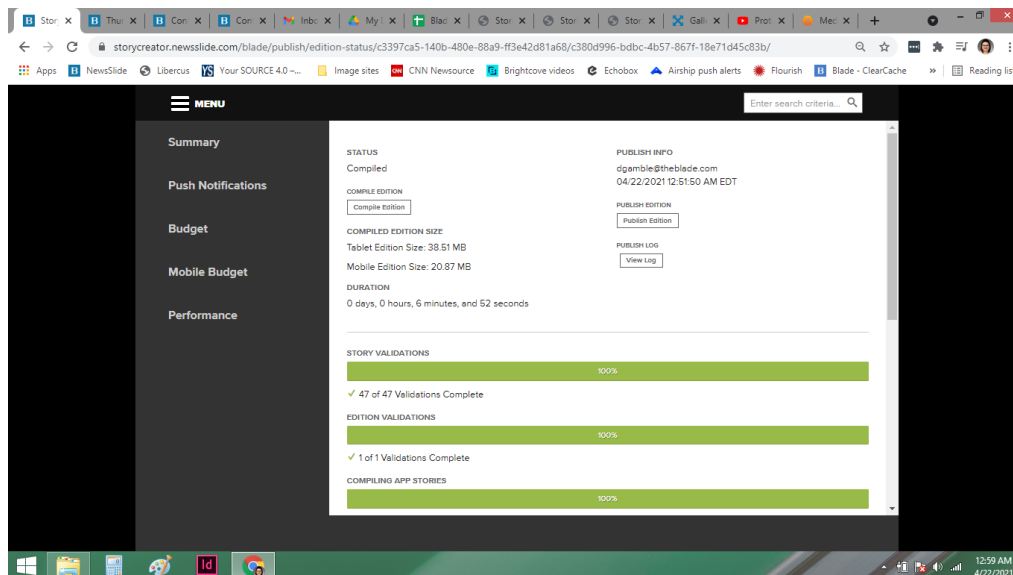
-- While compiling, watch the obituary bar to see if it says "0 of 1 Downloaded" or "1 of 1 Downloaded" to make sure the obituary will be included.

*If it says "0 of 0" and the bar doesn't turn green, you'll need to wait until the edition has compiled and then recompile.*

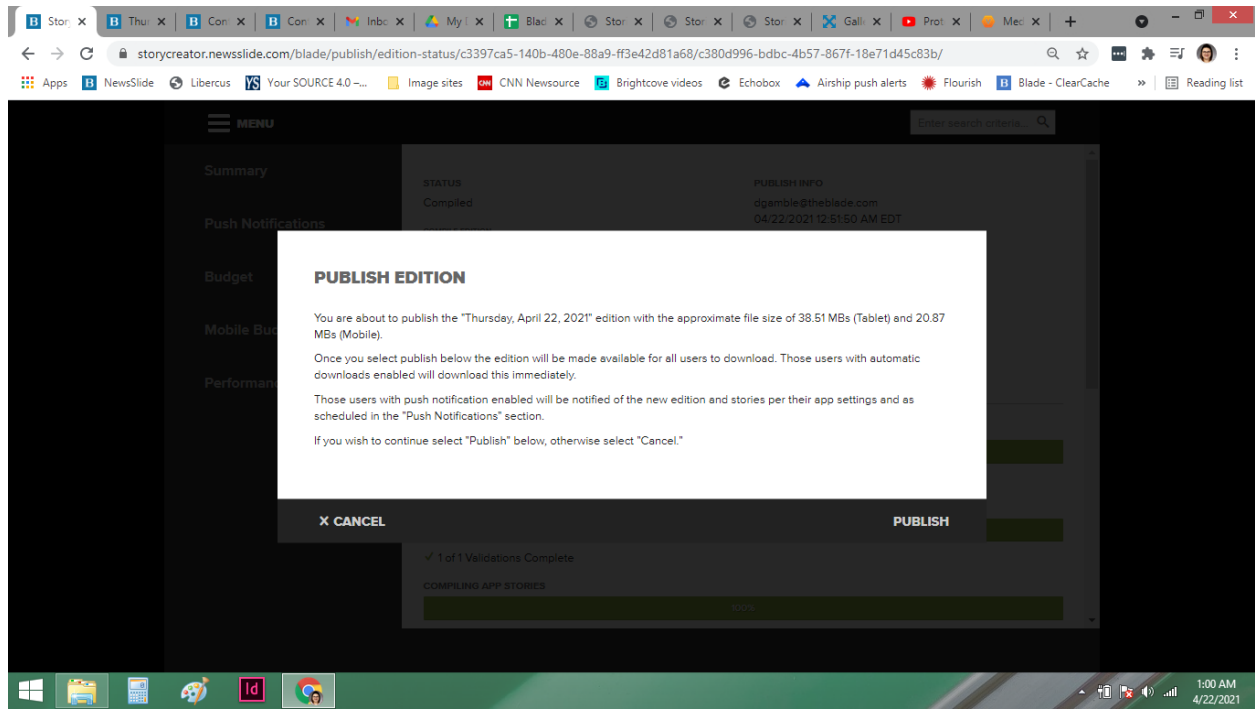


-- Compiling is done when the "DURATION" countdown on the left side stops, and all\*\* the bars are green.

*\*\*Sometimes the APP STORIES or one of the bottom manifests don't turn green, they stay gray and don't register at all. As long as the countdown is complete (and the obit bar is green) then you're safe to publish regardless.*



-- On the upper right side, select "Publish Edition," and then in the subsequent pop-up window hit "PUBLISH".



-- It should take only a few moments, and then the edition is published!

-- ***IF YOU EVER NEED TO REPUBLISH***, go to the ***SUMMARY*** page, select "***Mark as Draft***," make any changes you need to the edition, then follow the steps from the top of the email all over again.