

Naming Conventions (APA)



When naming your files as single pages it is very important that they are named as per the example below, as this allows all your pages to assign automatically to the run list.

001_Mag July 002_Mag July 003_Mag July And so on.

If you supply a multi-page PDF, then it should be named as the example below, the system will automatically assign the page then it will populate the rest of the run list in order.

001_Mag July

If you want to change a page, just name the file slightly differently as below, this page will automatically replace the old page in the run list.

001_Mag July new

Go to upload, browse to where your PDF, or PDF's are click upload and then the pages automatically assign. Hence you do not have to press submit and saving you time.

Once you are happy with the pages go back online to approve them.

