

Delivery website how-to

Tutorials on how to use delivery.tribunecontentagency.com

UPDATED SEP 8, 2022

All your content in one place

delivery.tribunecontentagency.com The delivery website for Tribune Content Agency

To help you get to your content easier and faster, we combined all five of our delivery sites into one master site. Everything you need to download can be found at delivery.tribunecontentagency.com.

Through this password-protected website users may access syndicated content to which they subscribe. This includes:

- Tribune News Service with hundreds of stories and videos every day.
- **Tribune Premium Content** with 170 syndicated columns, comic strips, editorial cartoons, games, puzzles and themed content packages
- **Regional News** and **Tribune SmartContent** (now called TCA Regions & Topics) with full text, staff-produced content from over 600 newspapers

Tutorials

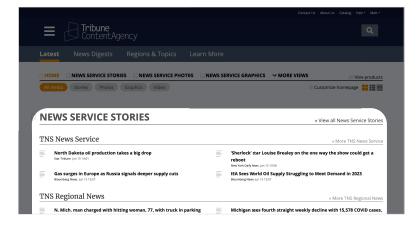
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How to see your products

We offer four different methods of seeing all the products you subcribe to.

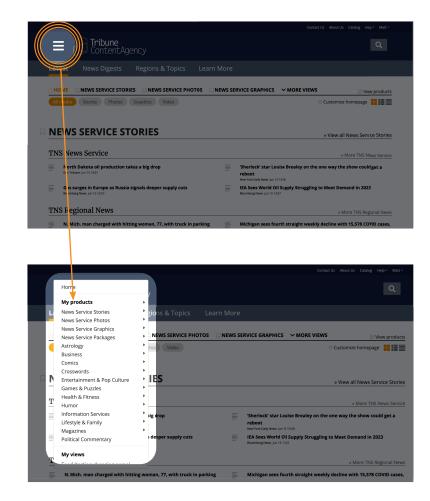
A. The homepage

All your products are listed on the homepage. You'll see the latest content from each of your subscriptions.



B. Hamburger menu

The quickest way to access a list of your products is to click on the hamburger menu. This menus is always available everywhere on the site.

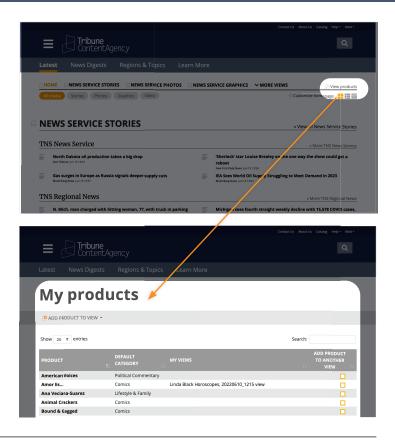


How to see your products

(Continued from previous page)

C. "View products" link

Click on the "View products" link on the homepage, and you'll see a detailed list of all your products.



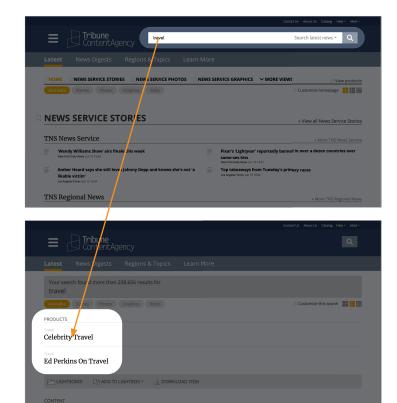
D. Search

Search for the name of your product, and it will appear at the top of the list.

As of now, you have to search for a word in the name of the product.

Example 1: searching for "opinion" will not result in a list of opinion columnists.

Example 2: If you want to find Cal Thomas, you need to search for Cal, Thomas, or Cal Thomas.



How to add items to lightbox

Save content for later.

1 Roll over the item you want to add to your lightbox. Below the content item, a menu will appear. The menu will say "Download story", "Download assets" and "Select" Click select.

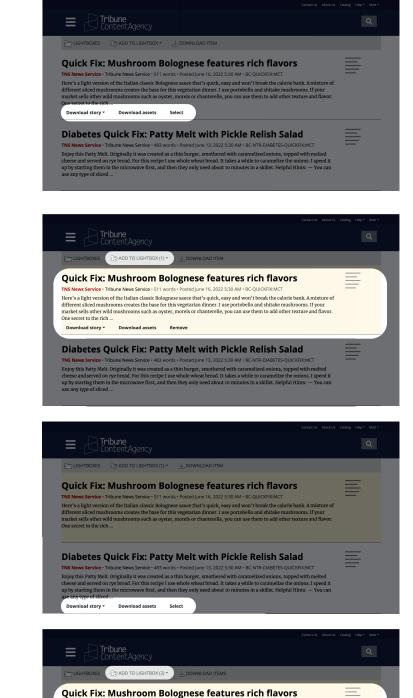
- 2 Once you click "Select", two things will happen:
 - The article will highlight yellow.
 - The article count will display in the lighbox bar.

3 If you'd like to add another content item, roll over that item. Below the content item, a menu will appear.

Click "Select"

- 4 Once you click "Select", two things will happen:
 - \cdot The article will highlight yellow.
 - The article count will display in the lighbox bar.

Notice how BOTH of your articles are now highlighted.



TNS News Service • Tribune News Service • 511 words • Posted June 16, 2022 530 AM • BC-QUICKFIXMCT Here's a light version of the Italian classic Bolognese sauce that's quick, easy and won't break the calorie bank A mixture of different sliced mushrooms creates the base for this vegetarian dinner. I use portobello and shitake mushrooms. If your market sells other wild mushrooms such as oyster, morels or chanterelle, you can use them to add other texture and flavor. One secret to the rich ...

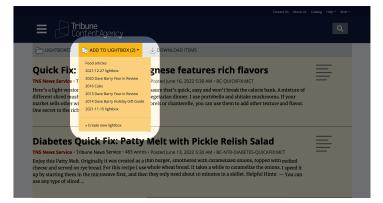
Diabetes Quick Fix: Patty Melt with Pickle Relish Salad TNS News Service - Tribune News Service - 483 words - Posted June 13, 2022 5:30 AM - BC-NTR-DIABETES-QUICKTRCMCT Enjoy this Patty Melt. Originally it was created as a thin burger, smothered with caramelized onions, topped with melted
chese and served on rye bread. For This recipe 1 use whole wheat bread. It takes a while to caramelize the onions. I speed it
up by starting them in the microwave first, and then they only need about 10 minutes in a skillet. Helpful Hints: — You can
use any type of sliced ... Download story ~ Download assets Remove

How to add items to lightbox

(Continued from previous page)

5 In the lightbox bar, click on "Add to lightbox".

A list of your lightboxes will appear. Click on the lightbox to recieve the content items.



6 Your lightbox will appear with your articles added.

Tribune Content Agency	
Latest News Digests Regions & Topics Learn More	
FOOD ARTICLES	Sedit Food articles
	Total: \$0
Diabetes Quick Fix: Patty Melt with Pickle Relish Salad INS News Service - Tribune News Service - 483 words - Posted June 13, 2022 5:30 AM - BC-NTR-DIABETES- JUCKTRMAT	PART OF YOUR SUBSCRIPTION
GOLONDACH Gipy this Patty Melt. Originally it was created as a thin burger, smothered with caramelized onions, opped with melted cheese and served on rye bread. For this recipe I use whole wheat bread. It takes a Melle to caramelize the onions. I speed up by starting them in the micrower (first, and then they only need about 10 minutes in a skillet. Helpful Hints: — You can use any type of sliced	
Quick Fix: Mushroom Bolognese features rich flavors	PART OF YOUR SUBSCRIPTION
TNS News Service • Tribune News Service • 511 words • Posted June 16, 2022 5:30 AM • BC-QUICKFIX:MCT	
Here's a light version of the Italian classic Bolognese sauce that's quick, easy and won't break the	

How to view a list of your lightboxes

1 Click on the user menu (it will be your first name in the upper right)

							Help - Matt -
E ContentAge							Q
⇒ MY LIGHTBOXES						🌣 Create	new lightbox
LIGHTBOX NAME	ITEMS	MODIFIED	CREATED	VIEW	DOWNLOAD	EDIT	DELETE
Matt's business lightbox	3	09/06/2022	09/06/2022	Þ	\checkmark	Ô	\times
My Lightbox	43	09/06/2022	Migrated lightbox		\checkmark		\times
2013 Dave Barry Year in Review	0		Migrated lightbox		1	Ô	\times
2016 Cubs	50		Migrated lightbox	Đ	<u></u>		\times
2014 Dave Barry Holiday Gift Guide	29		Migrated lightbox	Đ	\checkmark	Ø	\times
2020 Dave Barry Year in Review	11		Migrated lightbox		Ł		×

2 In the drop-down menu, click on "lightboxes"

	Contact Us About Us Catalog Help * Matt *
Tribune ContentAgency	Admin Profile
	n More Preferences
်HOME ရက္က MY FAVORITE SOURCES ရက္က MATT'S FAVORITE FEATURE	List of views My products News digests
All media Stories Photos Graphics Video	© Customize My feeds Lightboxes
MY FAVORITE SOURCES	Recent searches Download history * View a
atk-pasta-2022921 Ammun Tad Kobler Sig #537	Legent Make your own pasta sauce with an unexpected ingresient: egg yolds weeken her hoteles Ser 667
Today's chuckle Teery Counter (19:4-13)	careersnow-resume-20220907 Green Nov. Aug. 31 522
MATT'S FAVORITE FEATURES	

3 You are now at a page that lists all your lightboxes

E Tribune ContentAger							
MY LIGHTBOXES						🌣 Create	new lightbox
LIGHTBOX NAME	ITEMS	MODIFIED	CREATED	VIEW	DOWNLOAD	EDIT	DELETE
Matt's business lightbox	з	09/06/2022	09/06/2022	\square	\checkmark	Ô	\times
My Lightbox	43	09/06/2022	Migrated lightbox	\square	\pm	$\langle \Diamond \rangle$	\times
2013 Dave Barry Year in Review	0		Migrated lightbox	\square	\pm	$\langle \Diamond \rangle$	\times
2016 Cubs	50		Migrated lightbox	\square	\pm	$\langle \hat{O} \rangle$	\times
2014 Dave Barry Holiday Gift Guide	29		Migrated lightbox	D	\pm	$\langle \Diamond \rangle$	\times
2020 Dave Barry Year in Review	11	-	Migrated lightbox		\pm	$\langle \hat{O} \rangle$	\times

How to hide products from your homepage

Each user can customize what products appear on his/her homepage. These changes are custom for each user, and does not affect other users on the same account.

1 Go to the homepage, and click on "customize homepage".

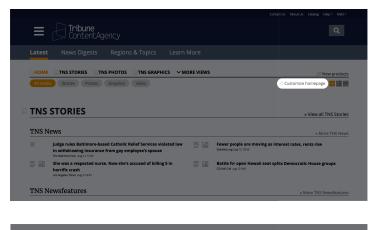
- 2 You will see a list of all the products and views that appear on your homepage.
 - The article will highlight yellow.
 The article count will display in the lighbox bar.

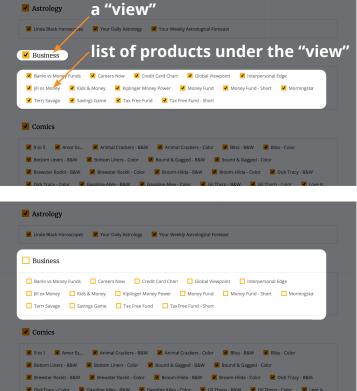
Scroll down and check OFF any products you do not wish to appeaar.

3

As an example in this screenshot, we turned OFF all the Business products by checking off the "Business" view.

There is no save button on this page, because the changes are immediately saved when you turn a checkbox ON or OFF.



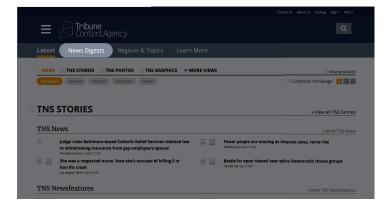


Where to find budgets

For Tribune News Service

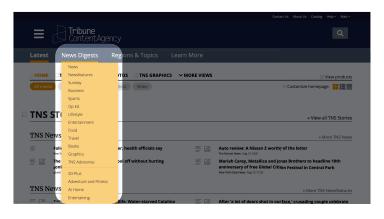
Α

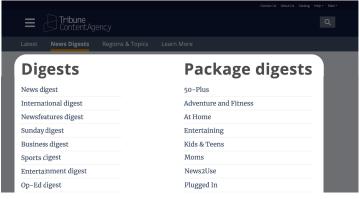
1 Budgets can be found in the "News Digest" section on the nav.



If you **roll over** "News Digest" in the nav, a drop-down menu appears with a list of digests.

B If you click on "News Digest" in the nav, you are brought to a page that lists the digests.





How to purchase a la carte content

For users who are enabled to purchase content individually

1 Go to the homepage. (If your homepage does not match this screenshot, go to the hamburger menu and select "a la carte product list")

Find a piece of content to buy. You can click through the links on the homepage, or use the search to find content.

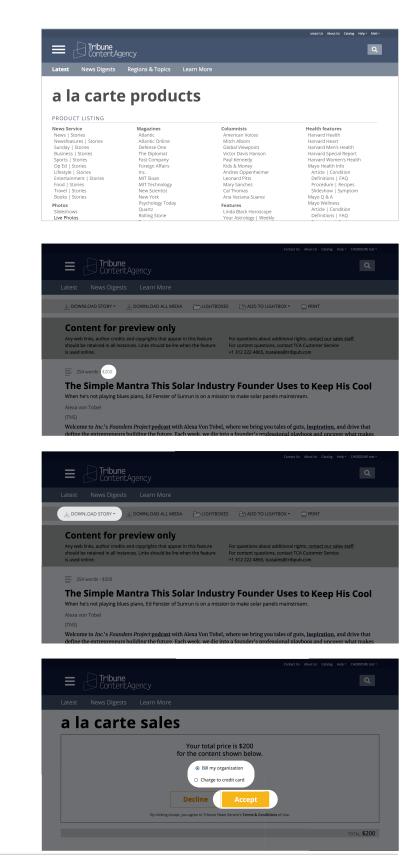
2 Once you found a piece of content to purchase, note the price is listed.

3 If you wish to purchase the content now, then Click "download". A drop-down menu will appear with file types. Click on your preference for the file type.

(If you wish to save this item for later, you can add this item to a lightbox. See the tutorial "How to add items to lightbox")

The checkout page will appear. Choose your billing preference, and click the orange "accept" button.

4



How to purchase a la carte content

(Continued from previous page)

5 The thank you page will appear. DO NOT close your browser before your download is completed.

Problems with the download? Please use the direct link.

License details will be included on this page. Please print this page for your records. An email confirmation will be sent to the email address.

E ContentAgency	۹
Latest News Digests Learn More	
Thank you for licensing this content.	
DO NOT close your browser before your download is completed.	
Problems with the download? Please use this <u>direct link</u> .	
License details are below. Please print this page for your records. An enail confirmation will be sent to the	email address below.
Date: 9/06/2022	
Time: 3:13 PM	
Name: Tester, CHE00ZURE test	
Email: atcatestche00zure@spudart.org Payment Type: Bill Me	
Email: atcatestche00zure@spudart.org	Amount
Email: accressche00curce@spudart.org Payment Type: Bill Me Description The Simple Natura This Solar Industry Founder Uses to Keep His Cool Switzstows(Sommans	
Email: atcatestche00cure@spudart.org Payment Type: Bill Me Description	\$200
Email: actiestiche00curce@spudart.org Payment Type: Bill Me Description The Simple Manira This Solar Industry Founder Uses to Keep His Cool divisionisticaments	
Emails accatestche00curce@spudart.org Payment Type: Bill Me Description The Simple Marriar This Solar Industry Founder User to Keep His Cool divisions/stormans	\$200

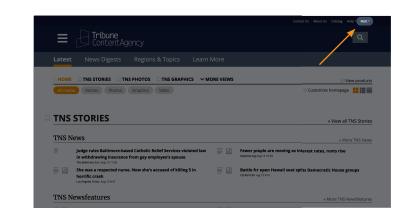
Download preferences

In the top navigation, click on your name.

1

4

How to make certain file types default for your user account



 TNS STORIES
 TNS PHOTOS
 TNS GRAPHICS
 MORE VIEWS

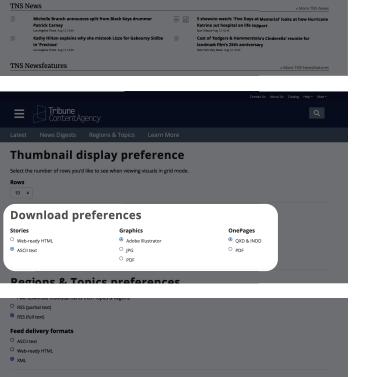
 Stories
 Photos
 Graphics
 Video

TNS STORIES

2 From the drop-down menu, select "Preferences"

3 Select which content types you prefer under the "Download preferences" section.

Scroll down and click the orange button that says "Update my preferences"



Payment preference (optional)

Please tell us whether we should send your organization a direct bill for all a la carte purchases or bill your credit card or PayPal account. If you do not complete this section, we will send your organization a direct bill for all a la carte (non-subscription) purchases.

Credit card

Email subscriptions for TNS news digests

How to subscribe to email subscriptions for specfic products

Depending on the products your account subscribes to, your email subscriptions may be in two places. This tutorial covers the email subscriptions for TNS news digests. If you'd like to see your email subscriptions for Tribune Premium Content, please see the tutorial "Email subscriptions for Trbune Premium products".

1

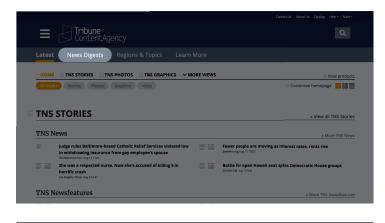
Click on "News Digest" section in the nav.

You are brought to a page that lists the 2 digests.

3 Scroll down the page to the "Your digest email subscriptionns.

> Check ON the digests you'd like to receive. (Likewise, check OFF the digests you want to top receieving.)

Click on the "Update my email subscriptions"



Tribune	
Latest News Digests Regions & Topic	
Digests	Package digests
News digest	50-Plus
International digest	Adventure and Fitness
Newsfeatures digest	At Home
Sunday digest	Entertaining
Business digest	Kids & Teens
Sports cigest	Moms
Entertainment digest	News2Use
Op-Ed digest	Plugged In

Your digest email subscriptions

Too busy to come to our website? Let us come to you. We can email digests listing our plans and alerts telling you when files have posted. Package digests

Digests News digest International digest Newsfeatures digest Sunday digest Business digest 🗖 Sports digest Entertainment digest 🗖 Op-Ed digest Lifestyle digest Food digest Travel digest 🗖 Books digest Graphics digest

50-Plus Adventure and Fitness 🗖 At Home Entertaining Kids & Teens Moms News2Use

Plugged In Trends & Shopping 🗖 What's Next

Schedules

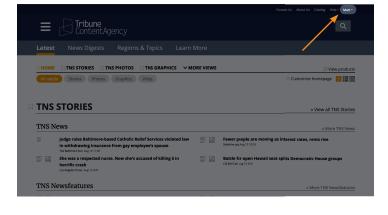
Email subscriptions for Tribune Premium

How to subscribe to email subscriptions for specfic products

Depending on the products your account subscribes to, your email subscriptions may be in two places. This tutorial covers the email subscriptions for **Tribune Premium Content**. If you'd like to see your email subscriptions for **TNS News Digests**, please see the tutorial "Email subscriptions for TNS news digests".



2 In the user menu, click on "my products"



	Admin
	Profile Change password
	Preferences
	List of views
⊖HOME 🖂 TNS STORIES 🔍 TNS PHOTOS 💭 TNS GRAPHICS 🗸 MORE VIEWS	My products
Alimedia Stories Photos Graphics Viceo ©Customi	News digests
	Lightboxes
	Recent searches
	Download history
TNS STORIES	Logout
	Lugous
TNS News	» More TNS News
John Eastman, brother-in-law of Paul McCartney, has died: We had so many fun times together weapous hear details of Mars-Lago FBI search weatworks/www.searchalyweak.go 12 10:00	without disputing
The cast of the new 'A Laggue of Their Own' doesn't care if you in the 'A Laggue of Their Own' rains opens up w don't think women should play baseball service lay that they were log (2123)	orld of original movie
TNS Newsfeatures	» More TNS Newsfeatures
Saltwater toilets, desperate wildlife: Water-starved Catalina E and After 'a lot of doors shut in our fate,' cruss Island battles against drought passage of burn pit bill	ading couple celebrate
Island battles against drought passage or burn pit bill	

3 You are brought to the "My products" page.

Tribune			
Latest News Digests Regions	& Topics Learn Nore		
My products			
ADD PRODUCT TO VIEW -			
Show 25 + entries		Search:	
PRODUCT		ADD PRODUCT TO ANOTHER VIEW	RECEIVE VIA EMAIL
24/7 Wall St.	Lifestyle & Family		
9 to 5	Comics		
America's Test Kitchen	Food		
American Voices	Political Commentary		
Amor Es	Comics		
Ana Veciana-Suarez	Lifestyle & Family		
Animal Crackers	Comics		
A CONTRACTOR AND A CONTRACT			

Email subscriptions for Tribune Premium

(Continued from previous page)

4 Check ON the products you'd like to receive via email. (Likewise, check OFF the products you want to top receiving.)

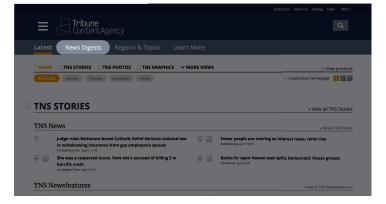
There is no save button on this page, because the changes are immediately saved when you turn a checkbox ON or OFF.

Show 25 + entries			Search:	
			ADD PRODUCT TO ANOTHER VIEW	RECEIVE VIA EMAIL
24/7 Wall St.	Lifestyle & Family			
9 to 5	Comics			
America's Test Kitchen	Food			
American Voices	Political Commentary			
Amor Es	Comics			
Ana Veciana-Suarez	Lifestyle & Family			 ✓
Animal Crackers	Comics			🔽 🗸
Animal Crackers - Color	Comics			
ArrowWords	Games & Puzzles			
Ask Amy: Advice for the Real World	Advice			
Ask The Builder	Lifestyle & Family			
Bang Showbiz	Entertainment & Pop Cultu	re		
Bill Bramhall - B&W Editorial Cartoon	Editorial Cartoons			
Bill Bramhall - Color Editorial Cartoon	Editorial Cartoons			
Bill Press	Political Commentary			
Bliss	Comics			
Bliss Color	Comics			
Boggle BrainBusters Dally	Games & Puzzles			
Boggle BrainBusters Sunday	Games & Puzzles			
normal terms				_

Schedules for Tribune News Service

See how often the TNS News Digests are sent

1 Click on the "News Digest" section in the nav.



2 You are brought to a page that lists the digests.

ContentAgency	
Latest News Digests Regions &	Topics Learn More
Digests	Package digests
News digest	50-Plus
International digest	Adventure and Fitness
Newsfeatures digest	At Home
Sunday digest	Entertaining
Business digest	Kids & Teens
Sports cigest	Moms
Entertainment digest	News2Use
Op-Ed digest	Plugged In

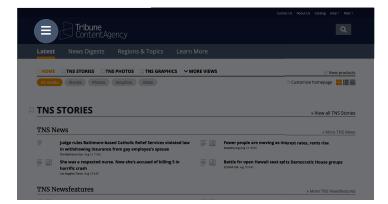
3 Scroll down to see the schedules.

Update my email subscr	iptions						
Schedules							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
News digest	2pm 6pm	2pm 6pm	2pm 6pm	2pm 6pm	2pm 6pm	6pm	6pm
International digest	12am	12am	12am	12am	12am	12am	12a m
Newsfeatures digest	2pm	2pm	2pm	2pm			
Business digest	2pm 6pm 9pm	2pm 6pm 9pm	2pm 6pm 9pm	2pm 6pm 9pm	2pm 6pm 9pm		
Snorte digast	6pm	6pm	6pm	6pm	6pm	6pm	6pm

Where to find QuickPublish

For accounts that subscribe to the QuickPublish product.

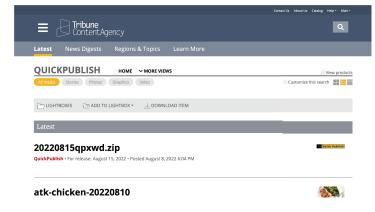
Click on the hamburger menu



Scroll down to the "Special Sections" item.
 Roll over "Special Sections", and you'll see
 QuickPublish in the flyout menu.
 Click on "QuickPublish"

	Business .			
	Comics			
	Crosswords	/		
_	Editorial Cartoons			
- 4	Entertainment & Pop Culture	gions & Topics Learn N		
_	Food		_	
	Games & Puzzles	TOS TNS GRAPHICS V MO	RE VIEWS	
<u> </u>	Health & Fitness		RE VIEWS	S View products
	Health - Mayo Clinic	nics Video		🔅 Customize homepage
	Humor			
	Information Services			
	Lifestyle & Family			
	Magazines			» View all TNS Stories
	New York Times			
т	Political Commentary			» More TNS News
2	Religion	QuickPublish		
	Special Sections	Success rump attorney		Texas school staff told to pull Bible, Anne Frank adaptation from libraries
	Sports			The Dallas Morning News: Aug 16 16/42
	Travel	atch as 49ers come to town		The baseball brainiacs are heading to Baltimore: At research
	My views			convention, expect 'a smorgasbord of baseball content' Bakimere Sun Aug 16 1634
	Happiness TNS			
Т				» More TNS Newsfeatures

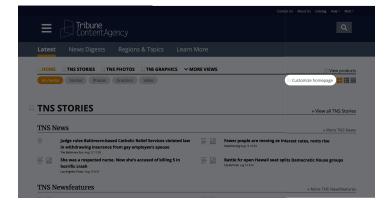
3 You are now at the QuickPublish page.



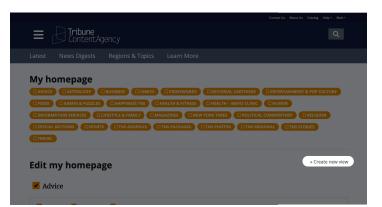
How to create your own view

If you frequently use the same products, you can group them together into one view.

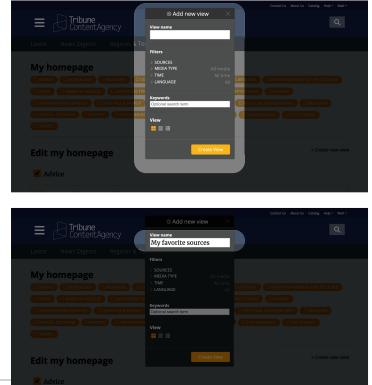
1 Go to the homepage, and click on "Customize homepage"



2 Click on "Create new view"



3 The "Add a new view" dialogue appears. Give your view a name.



How to create your own view

(Continued from previous page)

Click on "Sources"



5 Check ON the sources you'd like to add your custom view.

In this example, we'll check ON three different products.

	My favorite sources	
	-	
My homepage		
	TNS Stories TNS Photos	
	TNS Graphics >	
	TNS Packages >	
	Advice >	
	Astrology 🖌	DINS REGIONAL CITNS STORIES
	Business >	Careers Now
	Crosswords >	Global Viewpoint
		Interpersonal Edge Jill on Money
Edit my homepage		Kids & Money Kids & Money
, , ,		Kiplinger Money Power
🖌 Advice		Money Fund
		Money Fund - Short
	Information Services >	Morningstar
		Contact Us About Us Catalog Help * Matt *
	⊗ Add new view →	
E Tribune ContentAgency		
— [S] ContentAgency	View name	
	My favorite sources	
My homepage		
	TNS Stories >	
	TNS Photos +	
	TNS Packages	
	TNS Regional >	
	Advice +	
	Comics >	
	Crosswords + Editorial Cartoons +	
Edit my homepage		» Create new view
cure my nonnepage	Games & Puzzles +	America's Test Kitchen
	Health & Fitness +	Entree Entree
Advice	Health - Mayo Clinic	
	Humor>	
	TNS Photos •	Contect Us About Us Catalog Help + Matt +
	TNS Graphics >	
E Tribune ContentAgency	TNS Packages TNS Regional	
	Astrology Business	
	Comics +	
	Crosswords •	
My homepage	Editorial Cartoons> Entertainment & Pop Culture >	
	Games & Puzzles › Health & Fitness ›	
	Health - Mayo Clinic	
		Humor Hotel
	Lifestyle & Family >	Today's Chuckle
	■ Magazines >	
	New York Times +	
	Political Commentary • Religion •	
Edit my homepage	Special Sections >	
	Sports >	
Advice		

How to create your own view

(Continued from previous page)

6 Click on the orange button that says "Create View"



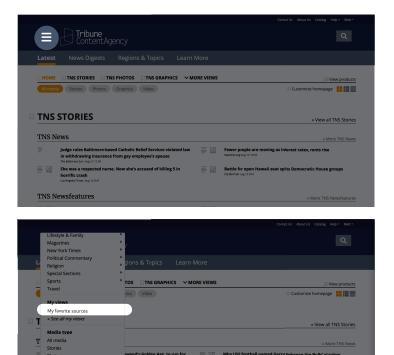
7 Now, let's see your view in action. Click on the hamburger menu

8 Scroll down inside the hamburger menu to the "My views" section. You'll see your new view.

Click on your view.

9

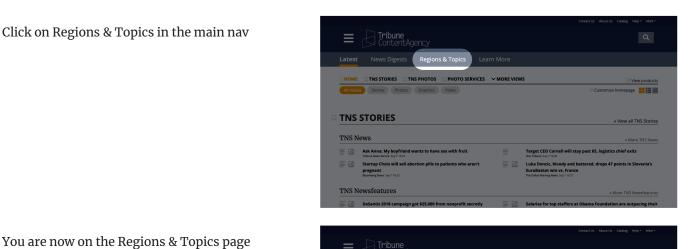
Now you are at a page with just the sources
you prefer to see together!





How find content from Regional News

If you frequently use the same products, you can group them together into one view.



2 You are now on the Regions & Topics page



HOME

🥵 Enter feed name

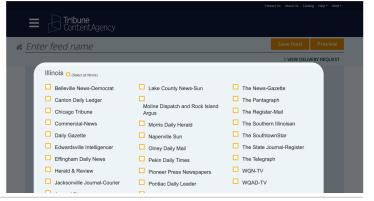




> VIEW DELIVERY REQUEST

A list of contributors will appear. Check the 4 contributors you want to see.

> Tip: You can select more than one contributor. If you'd like all the Illinois contributors, check the "select all box"

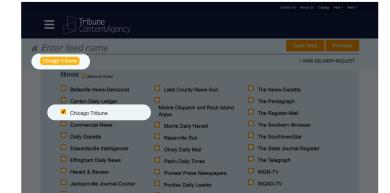


How find content from Regional News

(Continued from previous page)

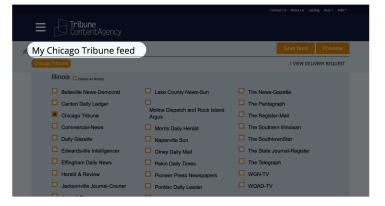
5 When you check ON a contributor, you will see the contributor's name appear as a parameter at the top.

(If you click more than one contributor, they will also appear at the top)

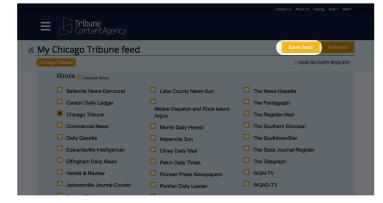


6 Now let's make things easy for you. Let's save this feed. Saving is a great way to keep your settings for easy use in the future.

Give your feed a name for easy use in the future. This can be any name you like.



Click "Save feed"



How find content from Regional News

(Continued from previous page)

8 Once you save your feed, you will be immediately brought to the content.



Go to "View feeds" and click on your feed name.

Time-saver!

