



ABC Air Power Quick-Start User's Guide

Thanks for choosing ABC Air Power – the most immediate, most topical and most complete radio show prep service in the industry today. Period.

Now – how does it work?

ABC Air Power is designed to be very simple to use, with a clean, easy-to-navigate layout. Explore ABC Air Power for just a few minutes and you'll get the hang of it, no worries.

Even so, we've provided you with this brief yet brilliant ABC Air Power Quick-Start User's Guide to help you find your way around. This guide covers the basics of ABC Air Power use and navigation, so you can get the most out of ABC Air Power in the least amount of time while you're prepping your show. You're welcome.

How Do I Log In to ABC Air Power?

Simple. Go to ABCAirPower.com. If it's your first time logging in, you'll see this login window:

A screenshot of the ABC Air Power login page. The background is dark blue with white lightning bolts. At the top left is the ABC logo, followed by 'AIR POWER' in large yellow letters with a lightning bolt in the 'O'. Below that, it says 'Show Prep' and 'Make Better Radio. Starting Now.'. The login form is a white box with two input fields: 'Username' and 'Password'. Each field has a 'Forgot?' link to its right. Below the fields is a blue 'Login' button and a 'Remember Me' checkbox.

Enter your ABC Air Power username and password – both are case-sensitive – and then click the Login button. You'll be automatically whisked away to your ABC Air Power format page.

If you want ABC Air Power to remember your login info so you don't have to enter it every time you visit ABC Air Power, just put a check mark in the Remember Me box. If you do, keep these things in mind:

- Remember Me will work only for the computer you're using when you select the option.
- If you choose to use the Remember Me option, do not logout when you're done with your ABC Air Power session; just close your browser or leave the ABC Air Power page. If you logout, you'll override the Remember Me option and will have to enter your login to start your next ABC Air Power session.
- Most browsers also allow you to select whether you wish the browser to store your login info, so you may want to do that, too. Make certain your browser isn't configured to clear your saved passwords.
- If you're using a single computer to log in to more than one ABC Air Power account *with a different login for each*, you may want to skip using both Remember Me and your browser's password memory option, and enter your login manually for each ABC Air

Power session. Otherwise, you're asking for a headache as the computer tries (and fails) to keep track of multiple logins for the same website.

If you forget your username and/or password, click the Forgot? link above and to the right of each login field and follow the instructions. Or, you can send an e-mail to abcpowersupport@abc.com and we'll get you squared away.

Air Power Headlines Page

After you log in to ABC Air Power, you'll be taken to the Air Power Headlines page for your format. If you are subscribed to multiple Air Power formats under a single login, you'll be taken to a page featuring links to your Air Power format pages. Just select the one for the page you want to visit.

The Air Power Headlines page is the 'front page' of your daily ABC Air Power service. Here, you will see all of the top stories from the day's ABC Air Power content, sorted by category – Music, Entertainment and so on. **Please note, you won't see all of the daily content here** – there's far more than what's displayed on the Headlines page. (See items 6 and 7, below.)

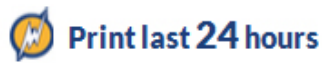
Your tools for navigating and using ABC Air Power are all right there on the page – in fact, all ABC Air Power pages have the same tools and function the same way.

The screenshot below is a cropped version of the Headlines page to show you where everything is and how it works. Please note that depending on your ABC Air Power format affiliation, your content categories may be slightly different than what's displayed.

Air Power Headlines Page Navigation

The screenshot shows the ABC Air Power website interface. At the top, there is a navigation bar with the ABC Air Power logo (1), links for 'Print last 24 hours' (2) and 'Print last 12 hours' (3), a search bar (5), and links for 'Printing Preferences | Logout' (6). Below the logo is a blue banner for 'CHR / HOT AC / URBAN' (7) with a 'Cart empty' indicator (8) and a 'Download Now' button (9). The main content area is titled 'Air Power Headlines' (10) for 'Thursday / September 19, 2013'. It features a 'Selections' section with 'Select All' (11), 'Expand All' (12), and 'Collapse All' (13) buttons. The main list of headlines (14) includes: 'CHR/Hot AC Music News' (15), 'Is Bruno Mars the Next Star to Get a Las Vegas Residency?' (16), 'Street's Nick Carter: I Have Brain Damage Due to Drugs' (17), 'Miley Cyrus Scores First-Ever #1 Hit with "Wrecking Ball"' (18), 'Zedd on "Clarity"s Staying Power: "It's Timeless...Not Cheesy"' (19), 'Zedd/Wants "Clarity" to Be Timeless' (20), 'Zedd/"Clarity" Isn't Cheesy' (21), 'Zedd/People Relate to "Clarity"' (22), 'Jewel's New Children's Book Based on Song She Sang to Son in the Womb' (23), 'Jewel/Book Is Based on My Song "Sweet Dreams"' (24), 'Jewel/Worked with Same Artist' (25), and 'Jewel/Why Base Book on This Song?' (26). A 'Show More [3]' button (27) is at the bottom of the list. A left sidebar (28) contains navigation links: 'LATEST STORIES' (29), 'Air Power Headlines' (30), 'Air Power Advisories' (31), 'CHR/Hot AC Music News' (32), 'Urban Music News' (33), 'Entertainment' (34), 'Rumor Has It' (35), 'TV Last Night' (36), 'Talk TV This Week' (37), 'Fandango' (38), 'Kickers' (39), 'Hard News' (40), and 'Lifestyle' (41).

Please refer to the numbered yellow callouts on the previous screenshot when reviewing the features list that follows.



1) Print Last 24/12 Hours – If you do nothing else but login to ABC Air Power and hit these buttons, you're 90% good to go. This feature prints the last 24 or 12 hours of ABC Air Power text content, depending on which option you choose, counting back from the time you hit the button. One click, and you'll print

every story. Go grab a cup of coffee while you wait, or use the time to download the audio you want.

You can also print individual stories with a single click (see item 8, below), and download both individual and multiple stories and audio cuts as a zip file using the ABC Air Power shopping cart (see items 14-17, below).

[Printing Preferences | Logout](#)

2) Printing Preferences/Logout – With the Printing Preferences option, you can choose whether you want ABC Air Power to print every story from the last 24 or 12 hours on its own page (with page breaks), or print the stories continuously, meaning you may get stories that break at the bottom of one page and resume at the top of the next:

A screenshot of a "PRINTING PREFERENCES" dialog box. The title bar is blue with white text. Below the title bar, there is a section with a blue background and white text: "Page Break after each story" followed by an unchecked checkbox. To the right of the checkbox is a link "[hide help]". Below this section, there is a light gray area with three lines of text: "Check this box and each story will print on a separate page.", "Leave the box un-checked if you want each story to print immediately after the other.", and "Click the Save Changes button to save your print preferences." At the bottom of the dialog box, there are two blue buttons: "Save Changes" and "Cancel".

By default, the printing preference is set to no page breaks, as shown above. If this is fine, select Cancel. If you want page breaks after every story, click on the box to put a check mark in it and select Save Changes. You can change your printing preferences at any time. (Please note that this print setting only applies to the 'print last 24/12 hours' option. Stories that are downloaded individually or by using the shopping cart option automatically print with page breaks.)

Logout

Select the Logout button if you want to log out of ABC Air Power. Note that selecting the Logout button will also override the ABC Air Power 'remember me' function. That means if your browser hasn't saved your ABC Air Power login, you'll have to re-enter it at the start of your next Air Power session. If you're using a single computer to log in to more than one ABC Air Power account *with a different login for each*, you will have to log out of ABC Air Power before logging in again with a different login.

(Continued next page...)



3) Main Navigation Panel – This is the blue, vertical panel on the left side of your ABC Air Power pages that lists the content categories – Latest Stories, Music News, Entertainment and so on. Click any of the category links to go to that ABC Air Power category page. Whatever category page you're on at the moment is highlighted by a white bar in the navigation panel. You can also navigate by selecting the category header (see item 6, below).



4) Latest Stories – Whenever we publish a story in ABC Air Power, regardless of the category, it also appears in Latest Stories, so you can see at a glance whenever new stories are published throughout the day, including any breaking news. The Latest Stories category is located right at the top of the main navigation panel, so it's easy to find. Even better, the Latest Stories category automatically refreshes every five minutes, so you can leave the category displayed in your browser all day and never miss when a new story is published. Cool, right? Yeah, we know.



5) Search Air Power – Enter your keyword or words into this field and click the magnifying glass icon (or press the Enter key) to search the last two years of stories and audio in ABC Air Power for your format. That's right – two years or archived content, yours to search, select and download. That's even better than cool.



6) Category Header – Click on any category header on the Air Power Headlines page to go directly to that ABC Air Power category page and see all of its content. The categories and their content are pretty much self-explanatory. You can also navigate to the category pages by clicking on any category name in the main navigation panel (see item 3, above).



7) Click for More – We put this next to every category header to remind you to click on the header to go to the category page and see all of the day's content. Just trying to be helpful.



8) Expand/Collapse/Print Story – Click this button to expand and display a story and its audio: a great tool for previewing Air Power content at a glance. Click it again to collapse the story. You can also click on a story headline to expand and collapse it. By the way, when you expand a story, you'll also see a Print Story button, just below and to the left of the story headline:



Click the Print Story button if you want to print only that story, and no others.



9) Expand All/Collapse All – Click these buttons to expand and display all of the stories and audio clips on any given page, or to collapse all stories and audio clips on that page, hiding all but their headlines.

10) Story Timestamp – This shows the day, date and time a story was published in ABC Air Power. It appears to the right of every story and audio clip headline.



11) Audio Preview – Click the audio preview button to listen to that audio cut without downloading it. The audio cut will load and play depending on your computer's media player settings.



12) Show More Audio – By default, ABC Air Power only shows the first three or four audio cuts that are attached to a story. If there are additional audio cuts available, the Show More button will appear, with a number next to it indicating how many additional audio cuts are attached to the story. Click on the Show More button to display and preview all of the audio cuts, without expanding the story to which they're attached.



13) ABC 1-on-1 – When the ABC 1-on-1 icon appears next to a story headline, it means that story, and any audio that goes with it, comes from an ABC News Radio on-on-one interview with the story subject. That means ABC Air Power is the only show prep service that has it. You're welcome.



14) Story/Audio Selection Boxes – Click the appropriate box next to a headline to add that story and/or audio cut to your ABC Air Power shopping cart for download. When you do, the box color will change from light gray to dark blue-gray, indicating that the selected item has been added to you shopping cart. Click the box again to remove the items from your shopping cart. You can select as many boxes as are displayed on the page. Each time you select or de-select a story or audio title for download, the number of items in your shopping cart will change (see item 16, Shopping Cart, below).

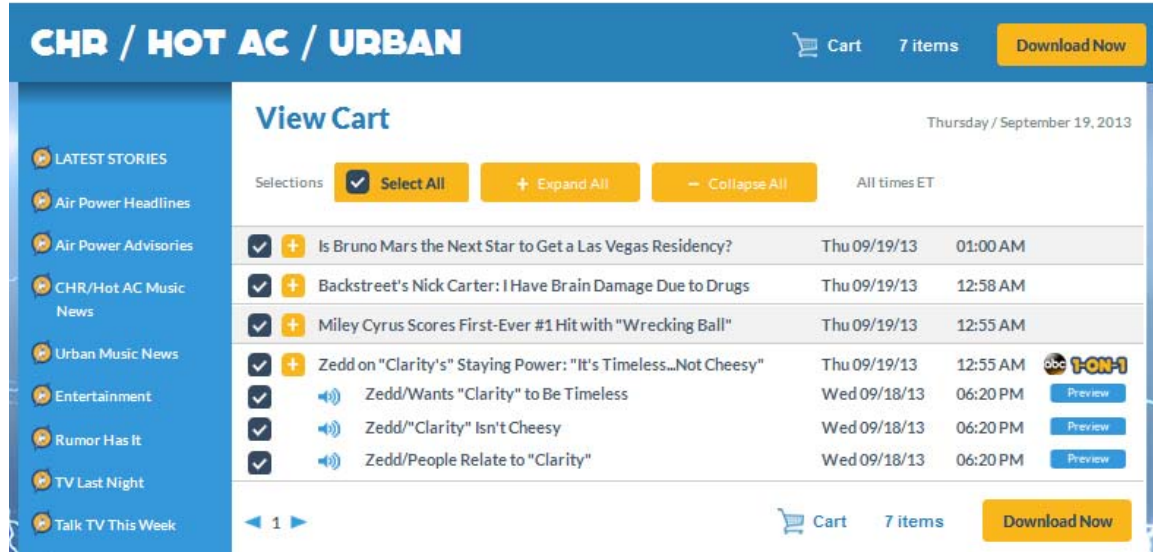


15) Select All – Click this button to add all of the stories and audio cuts displayed on that page to your shopping cart for download. All of the story/audio selection boxes will automatically be checked, so you can see the content you're about to download. Click Select All again to remove the items from your shopping cart, or click a single story/audio selection box to remove only that item from your shopping cart. Each time you select or de-select a story or audio cut for download, the number of items in your shopping cart will change (see item 16, Shopping Cart, below).



16) Shopping Cart – As already noted, each time you select or de-select a story or audio title, the number of items in your shopping cart will change to reflect your choices. Each story counts as a single item, and each audio cut counts as a single item, even if the audio cut is attached to a story. If there are no items in your shopping cart, the word "empty" will appear next to the shopping cart icon. Each time you select a story or audio title to add to your shopping cart, the word "empty" will be replaced by a running tally of the number of items in your shopping cart. The tally appears to the right of the shopping cart icon.

Clicking on the shopping cart icon will take you to the View Cart page, where all of the stories and audio you've added to your Shopping Cart will be displayed:



In the View Cart page, you have a last opportunity to de-select any of the items in your shopping cart prior to download, or you can empty your shopping cart entirely if you're seized by existential angst.

Notice that there are two Shopping Cart icons and buttons displayed on the View Cart page, and indeed on any ABC Air Power content page: one each at the top and bottom right of the page. This makes it more convenient for you to check your shopping cart contents or download those contents, depending on where are on a given ABC Air Power page.

Download Now **17) Download Now** – Click this button to skip going to the View Cart page and instead immediately download all of the items in your shopping cart. Clicking this button will display a file download dialogue box, so you can select where on your computer you wish to save your ABC Air Power content file.

That's pretty much it for the ABC Air Power navigation basics. Like we said – tons of features, but pretty simple to use.

In What Form Are Air Power Stories & Audio Downloaded?



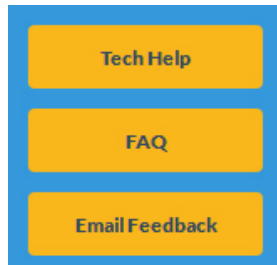
When you use the shopping cart feature, ABC Air Power content is saved to your computer as a zip file titled airpower.zip. If you download more than one shopping cart's worth of ABC Air Power content to the same location, the subsequent .zip files will automatically be titled airpower(2).zip, airpower(3).zip, and so on. Of course, you can change the filenames in the same manner you would any file.

The airpower.zip file will contain an mp3 file for each audio cut you downloaded (if any), and a single PDF file titled 'stories'. The PDF file will contain all of the stories and accompanying audio info – titles, descriptions, verbatims, run times and outcues for each cut – each on its own page (or pages, if it's a long story with a lot of audio), ready to be printed.

You'll need a PDF reader in order to open and print your stories PDF file. Adobe Reader is the most popular and widely-used. It's available for free at <http://get.adobe.com/reader> for Windows platforms and <http://get.adobe.com/reader/otherversions> for Mac and other platforms.

Most computers will open a zip file automatically by double-clicking on it. If yours won't, you'll need a zip utility. There are several commercially-available versions, some of them free – a Internet search for “zip utility” will reveal the most popular. Unfortunately, ABC Air Power can't recommend or endorse any of them, although we're confident most of them are very nice. Probably.

Do You Have a FAQ?



Why yes, yes we do. Click on the FAQ button near the bottom of the main navigation panel to read it. Our FAQ contains info on more general ABC Air Power issues, including publication, editorial, technical, support and login/account issues. You'll also find direct links to ABC Air Power tech support and email feedback.

Who Can I Contact if I Have a Question Not Covered Here?

Just send us an e-mail to abcairpowersupport@abc.com. We'll get back to you straightaway, unless it's a weekend or holiday, or we're incarcerated. And that hardly ever happens anymore.

Thanks again for choosing ABC Air Power!

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