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2) Prepare your press release

(PR) by creating modules on **My Desk**:

- *Media list(s)**
- Press release text
- Pictures

or select from **My resources**

Each PR is a combination of one text and one or many medialists. Pictures are recommended.

The medialist(s) shows what languages are needed. *Add the corresponding language tabs both for the text and picture captions.**

3) Publish: Schedule the publication time. Different language versions can be published at different times.

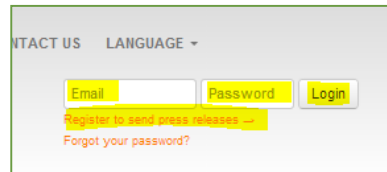
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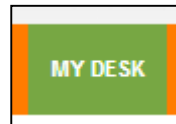
* Please turn the page for details

START HERE

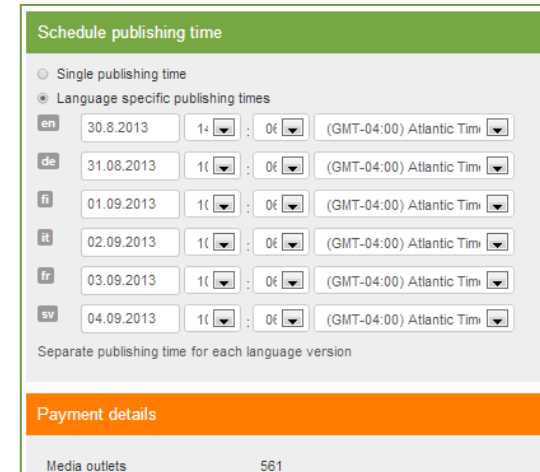
1)



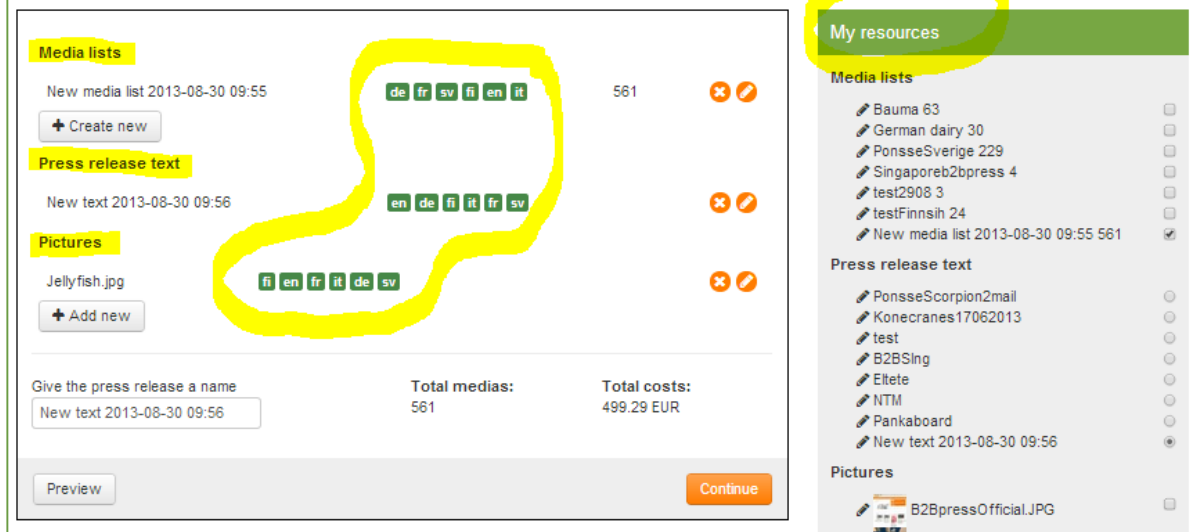
2)



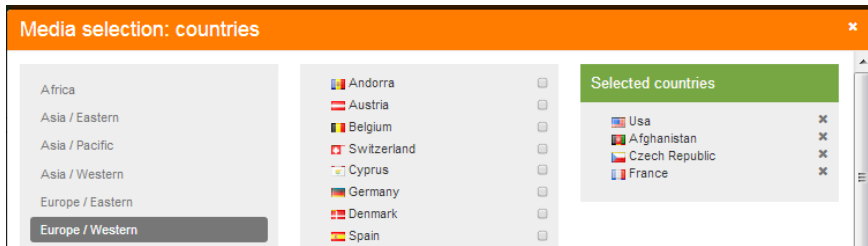
3)



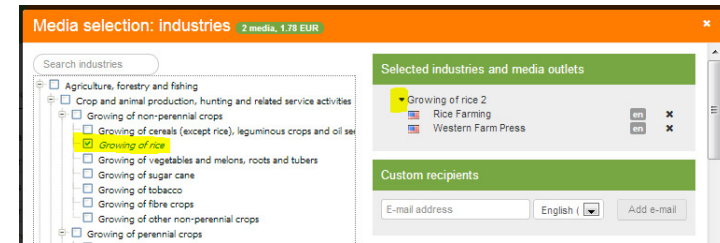
Create your press release here: select media, write text and add pictures.



How do I create a media list? Select one or many countries.



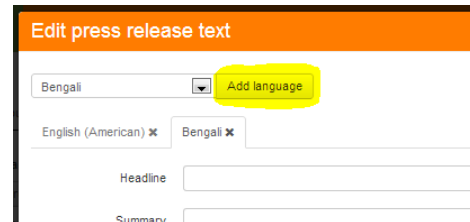
Select one or many industries. Save.



Custom recipients: You can add single email addresses and define what language versions to deliver.

How do I add languages?

- Select languages from the drop down and **Add**, one by one.
- Both the text and the pictures must have all languages as shown by the medialist(s).
- Problems to add all languages? The manual describes three work-arounds.



How do I pay?

- You can pay with a creditcard or a PayPal account.
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