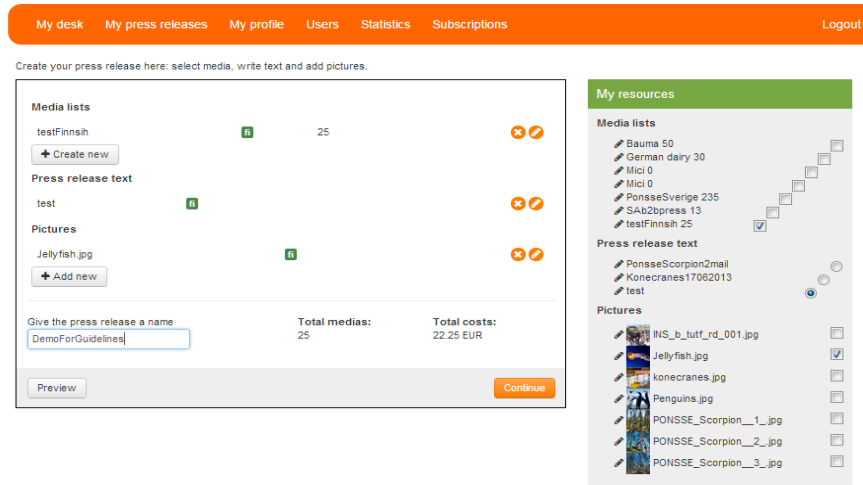


# Quick Guide

## 1 Sign up / Log in

Sign up free of charge

## 2 Prepare your press release on My Desk



The screenshot shows the 'My Desk' interface with a navigation bar at the top containing 'My desk', 'My press releases', 'My profile', 'Users', 'Statistics', 'Subscriptions', and 'Logout'. Below the navigation bar, there is a section titled 'Create your press release here: select media, write text and add pictures.' The main content area is divided into three sections: 'Media lists', 'Press release text', and 'Pictures'. The 'Media lists' section shows a list of media items with a 'Create new' button and a 'Total medias: 25' indicator. The 'Press release text' section shows a text input field with 'test' and a 'Continue' button. The 'Pictures' section shows a list of images with a 'Add new' button and a 'Total costs: 22.25 EUR' indicator. On the right side, there is a 'My resources' panel with sub-sections for 'Media lists', 'Press release text', and 'Pictures', each containing a list of items with checkboxes and icons.

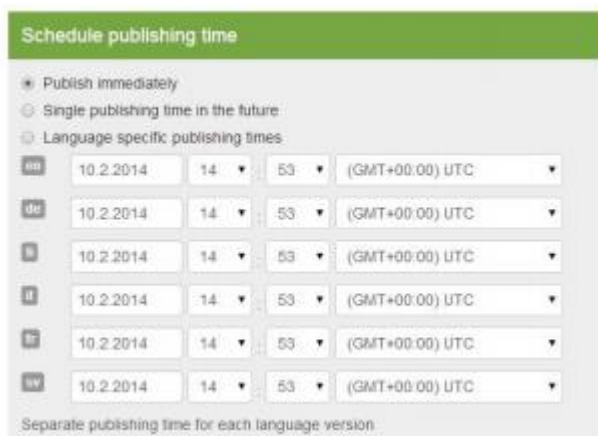
At My Desk are all your resources. You can upload new material or re-use already uploaded:

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

Each PR is a combination of a text and one or more media lists. Pictures are recommended.

The media list shows what languages are needed. You can omit and replace them according to available language versions.

## 3 Publish and distribute:



The screenshot shows the 'Schedule publishing time' interface. It has a green header with the title 'Schedule publishing time'. Below the header, there are three radio button options: 'Publish immediately', 'Single publishing time in the future', and 'Language specific publishing times'. The 'Language specific publishing times' option is selected. Below the options, there is a table with columns for language code, date, time, and timezone. The table has six rows, each representing a different language version. The first row is for 'en' (English) and the others are for 'de', 'fr', 'it', 'tr', and 'sv'. Each row has a date of '10.2.2014', a time of '14', and a timezone of '(GMT+00:00) UTC'. At the bottom of the table, there is a note: 'Separate publishing time for each language version.'

Schedule the publication time.

Different language versions can be published at different times.

Pay with a credit card or PayPal, or get an invoice.

My Press Release history shows everything you have saved.

# How to create a media list:

## 1 Select one or more countries

## 2 Select industries

## 3 Select languages

### Media selection: languages

B2B Press delivers the press releases automatically in the correct language rate. It is important to provide the news in the language of the media.

Choose here a replacement language if you don't want to translate your

Original language	Replacement language
Danish	Danish
German	German
English	Armenian Azerbaijani Bengali Bosnian Brazilian Portuguese Bulgarian Chinese Traditional Croatian Czech Danish Dari Dutch Dzongkha English Estonian Faroese Finnish French Georgian German
Spanish	
French	
Italian	
Russian	
Chinese Traditional	

### How do I select languages?

- Keep the suggestion if you have that language version of the text available.
- Replace the language or
- Omit the language (select the row with a hyphen)
- If you have selected media list(s) the press release creator tool will automatically populate tabs for the right languages.

### How do I add languages for captions?

- 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 media list(s).

## How do I pay?

You can pay with a credit card, PayPal account or by invoice.

- Invoicing can be selected when registering or on the My Profile page.