

1. Meet the PressFile

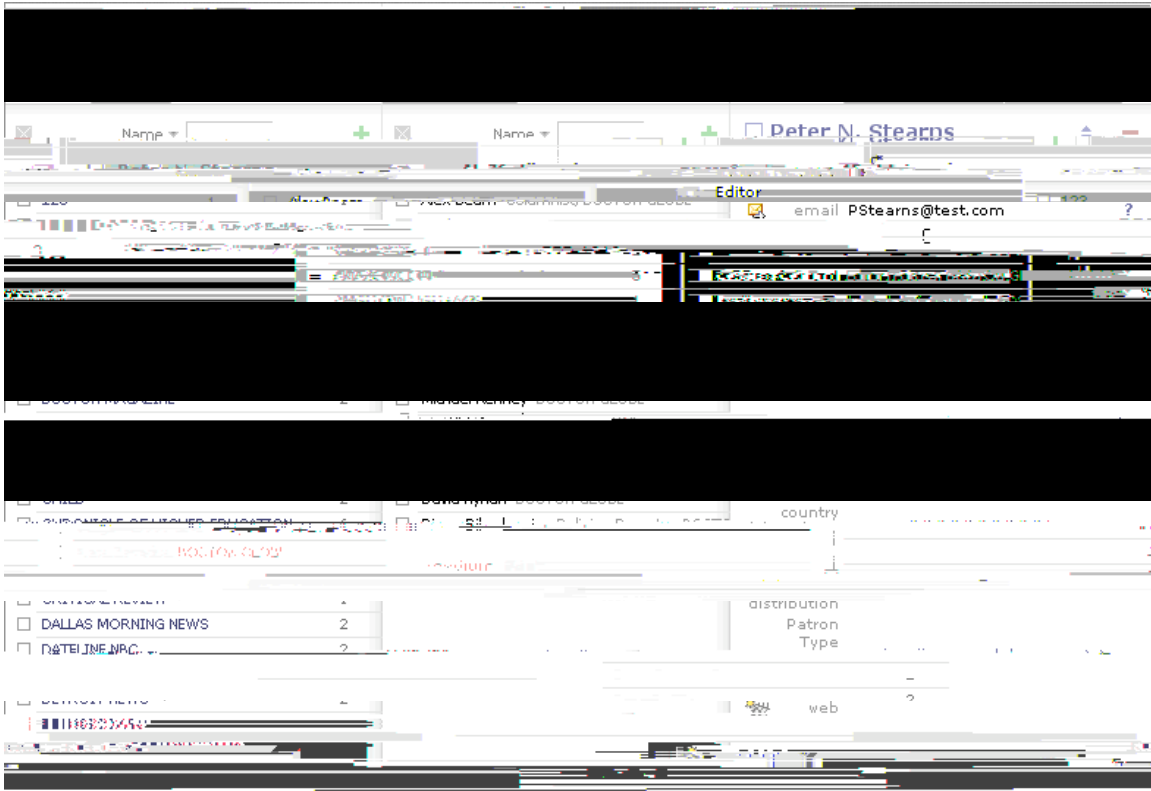
Orgs & Lists

Both Organizations and Lists are groups of people in the PressFile. Lists are groups that you can create for a specific purpose, and Organizations are by their very nature groups of people. The PressFile gives you quick access to both.

Click **Orgs** at the top of the left column, then click **Lists**. You will see the column below changes to show the type of group you've selected.

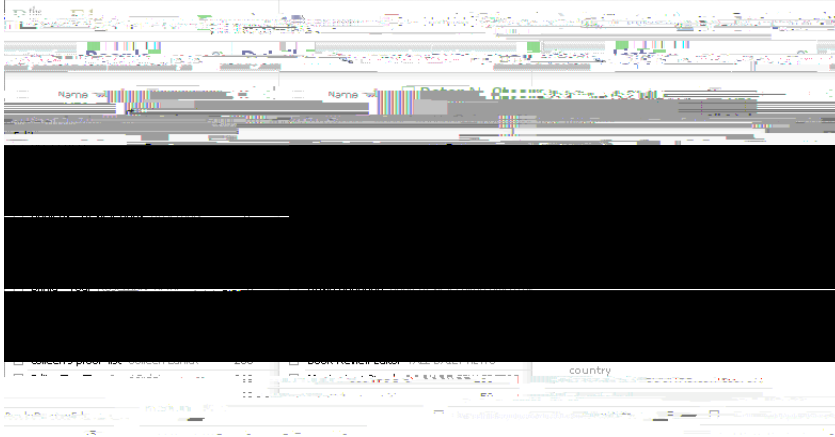
Organizations

Click **Orgs** at the top of the left column. Then select one of the organizations in the column. The members of that organization show to the right.



Lists

Click Lists at the top of the left column. Then select one of the lists in the column. The members of that list show to the right.



2. Contacting People

3. WebLinks

5. On Target

Marking Records

Updating Lists

7. Housekeeping

PressFile Support

Support Options

The PressFile's quarterly service options include web services, phone support and screensharing over the web. Support is also available on an hourly basis. For more information, visit