EWS - Online publishing tool guidance

GWP subscribes to an online publishing tool called EWS which can be used by the network for the creation of GWP communications material. Using the templates for the production of documents reinforces a global brand identity for GWP. EWS allows the user to prepare the material to a print-ready state and material can be printed locally. The templates are dynamic: text and images can be altered. The layout (font, graphic design, colours) is static.
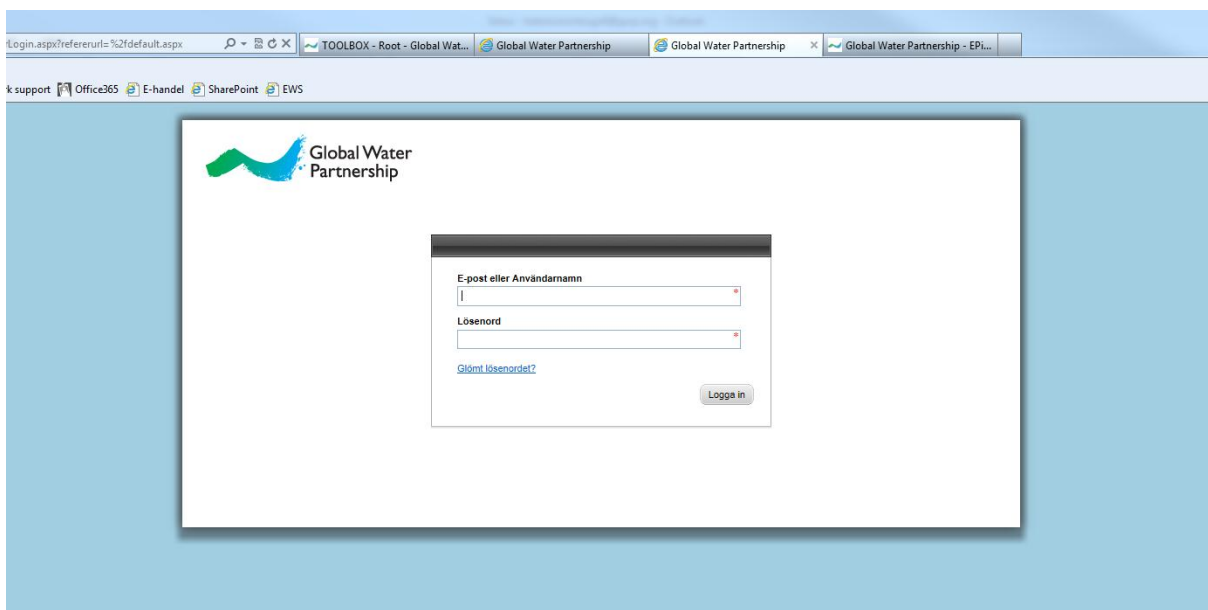
You can create your own GWP material such as posters in various sizes, business cards, banners, programmes, cards, and fact sheets. The print-ready file in high resolution that you create is sent to you by e-mail. The creation of a high resolution pdf file costs 50 euro which is charged to the GWP Global Secretariat for all templates except for certificates and business cards.

The set-up under Files and Printed matters is the same. There is one important difference in terms of printing location. If you create the publication using "Files", it will be sent to you for local printing. If you select "Printed matters" it will be printed in Sweden.

Here is a guidance how to use the tool. For questions, please contact Helene Komlos Grill, Senior Communications Officer at the Global Secretariat: helene.komlosgrill@gwp.org.

Login
Fill in your user name and password to login.

www.gwp.org

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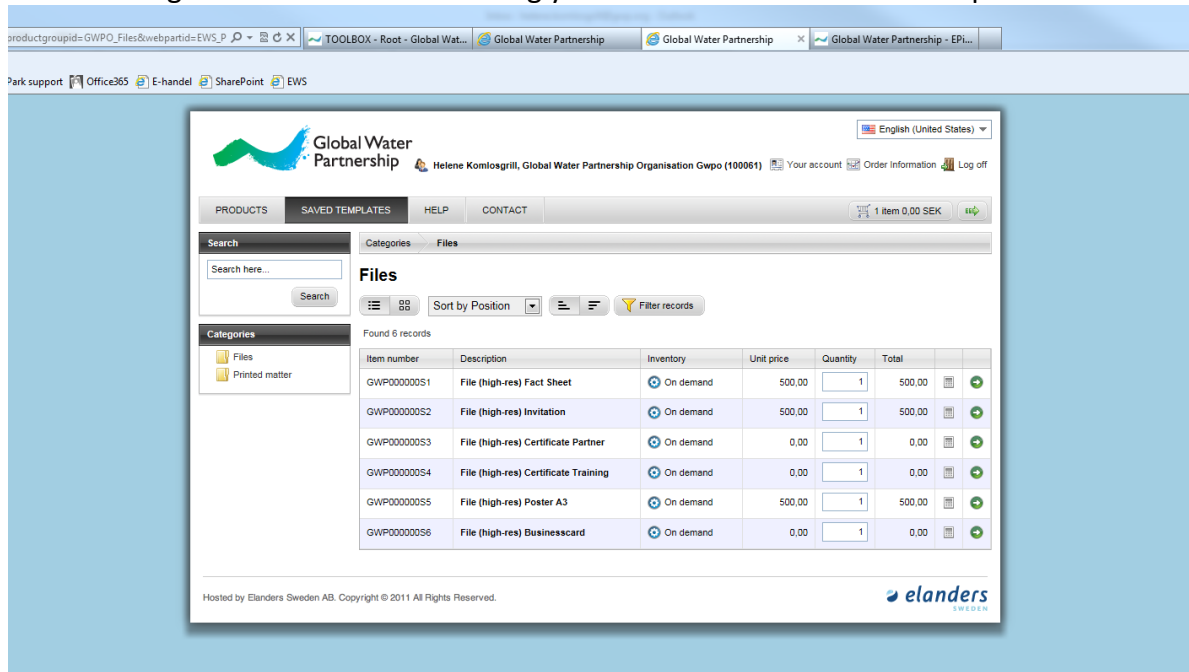
Files/Printed matters

The set-up under Files and Printed matters is the same. There is one important difference: if you create the publication using "Files", it will be sent to you for local printing. If you select "Printed matters" it will be printed in Sweden.
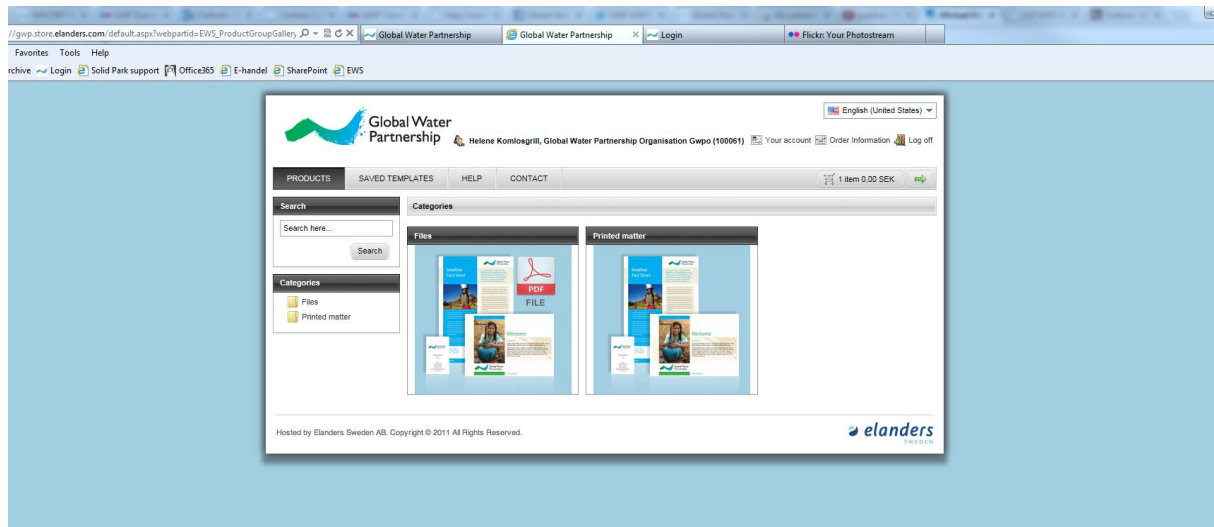
Select template

Click on the green arrow to start creating your file and add text to the template.
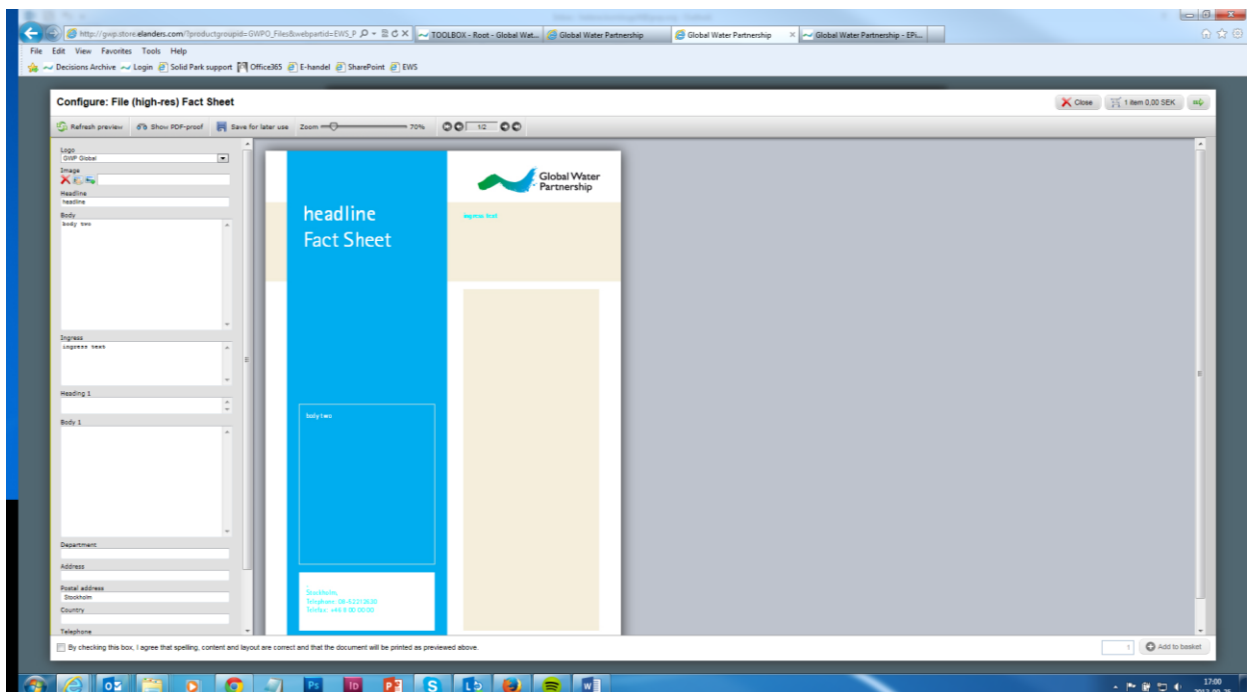
Creation of file

Type and fill in the text boxes (heading, sub headings, and body text). Select pictures and logotypes in drop down menus. You can make as many amendments as you want in the document at this stage. Keep your messages short, substantial, and clear.

Select the logo to use in the drop down menu. On certificates and posters you can select "no logo" if you are organising an event with other organisations. In that case, insert the logos by clicking on image.

Paragraph breaks are created by clicking enter. Use heading field to create headings, and body text for normal text.

Click on the grey space or refresh to see your amendments in real time.

Once finished, click on Save as pdf, to save a low resolution pdf file on your computer (this does not cost anything).


Creation of print ready file

In order to produce the print ready pdf file in high resolution, please click "Add to shopping Basket" in the right lower corner and agree to the conditions. The high resolution pdf file will be produced and a cost of 50 euro will be charged to the GWP Global Secretariat.
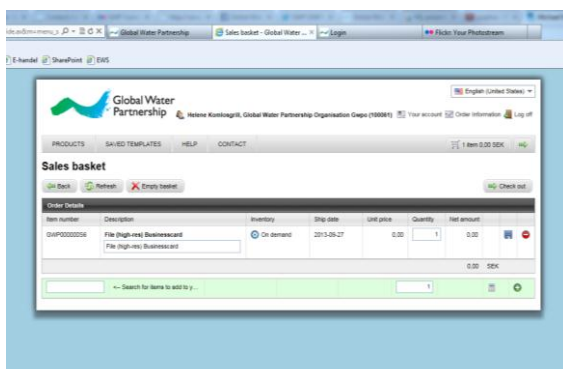
Click on the basket on top to continue to check out and to come to the items in your basket. Please note that here you can decide to delete certain items as in any online shop.

Saving templates

Please note that you can click 'save your template' in order to save the product you are working on to finish it later. The saved templates are found here:
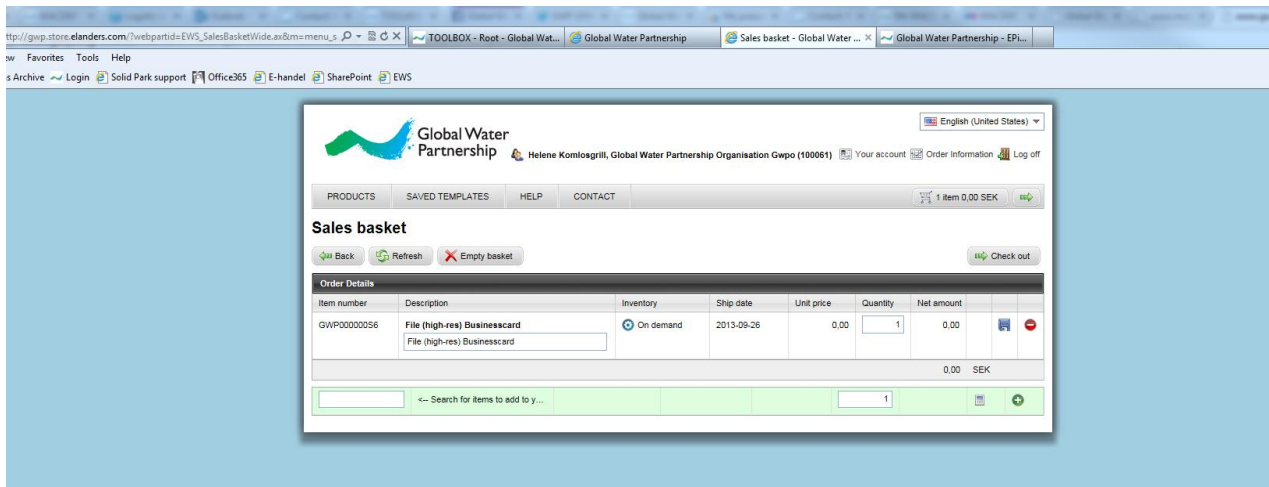
Check out

Fill in the information asked for and click "Place order". You will receive the high resolution file for printing via email.