

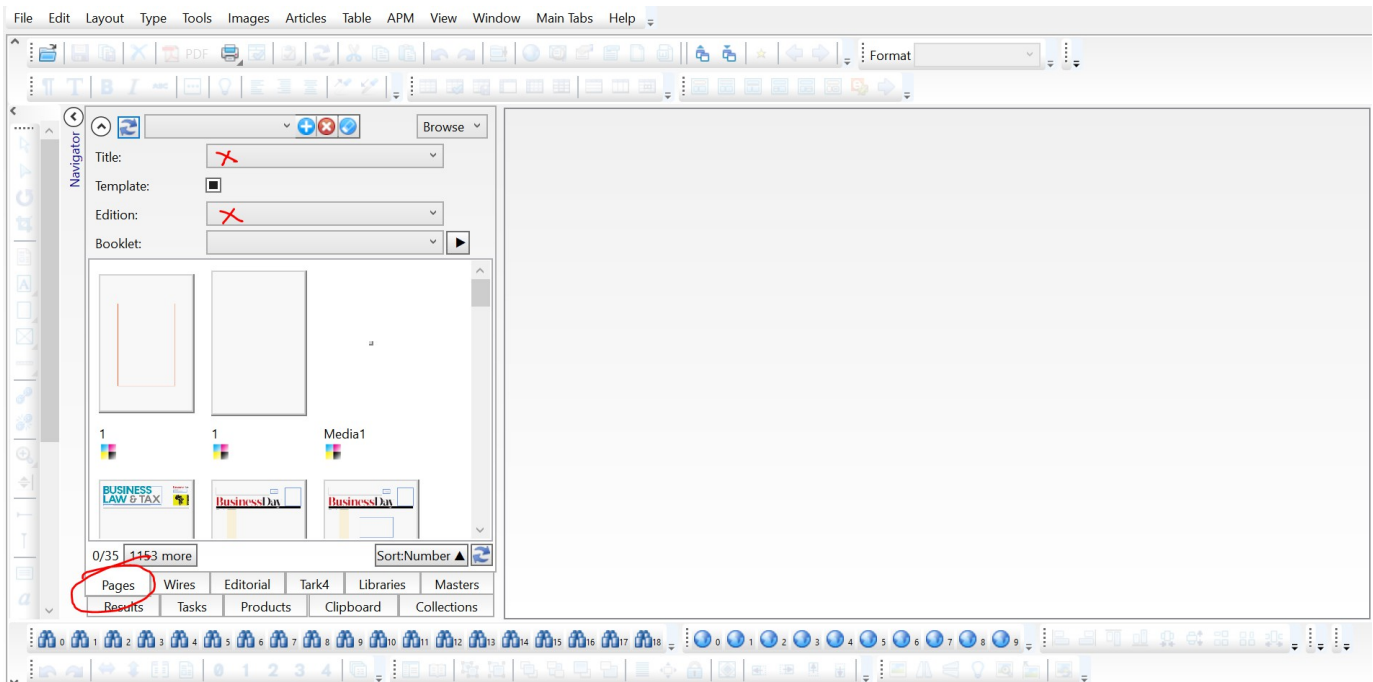
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Fred4

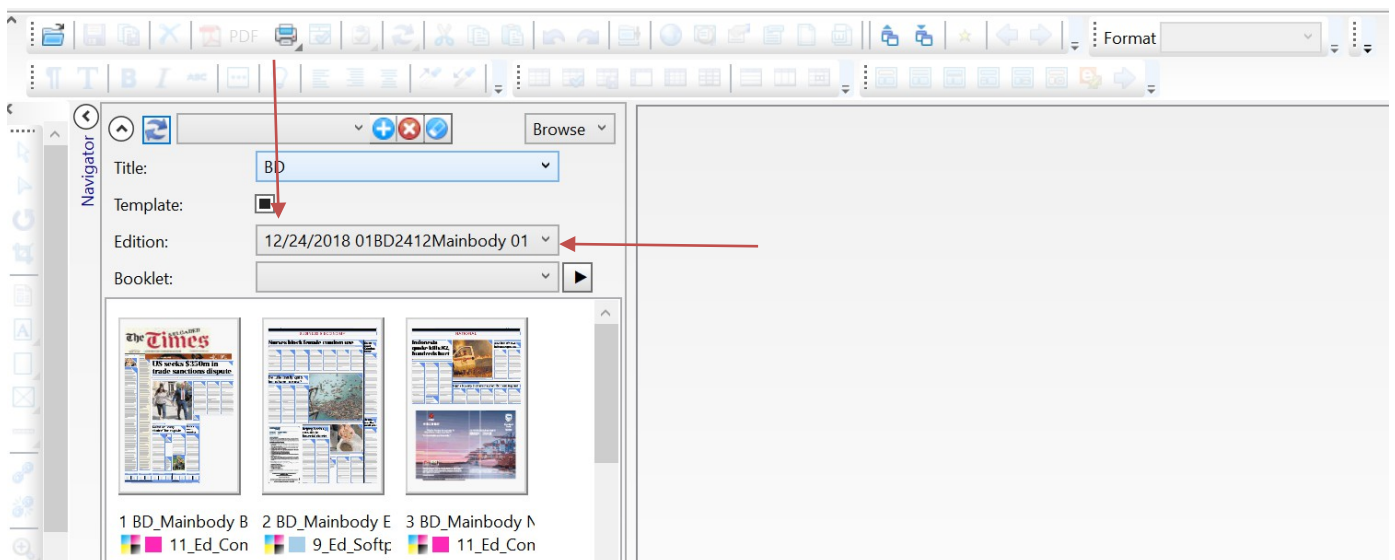
This is Fred4 with the Pages view up. (Pages only gets a tab name a tab when other tabs are open.) Navigator is on the left, and on the right is the screen in which you will work when you open a page.

You can pick a colour scheme from Help: UI Themes: Color Scheme. *Ice* provides a good contrast for the buttons and menus. *Tera Blue* is also quite light.



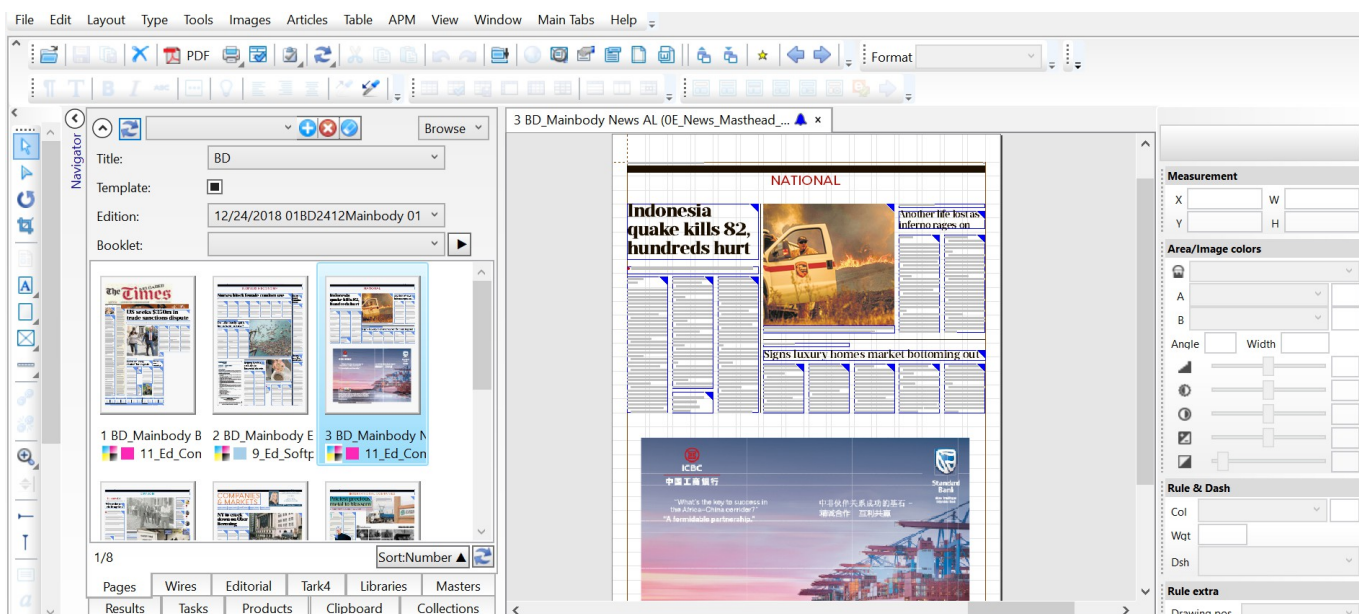
To open a page or pages

In the Navigator, go to Title arrow and choose the title you want to work on.



Then choose the Edition by selecting from the dropdown.

Double click on the selected page you want to open or drag the page into the right window frame.



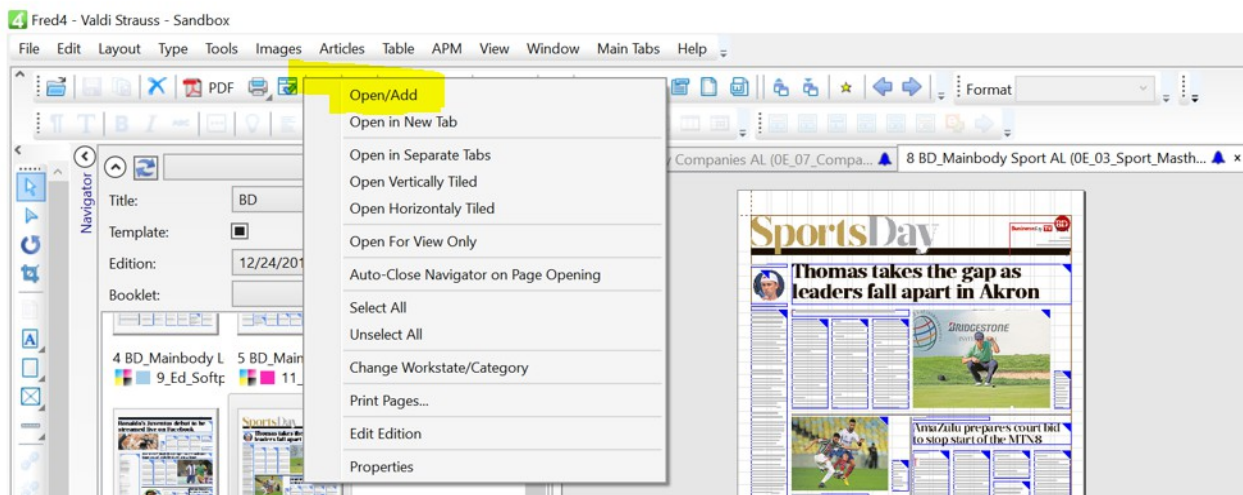
Or you can right click on the page and open it by clicking on Open/Add.

Open/Add

To open a single page, or to add a page or pages to that window.

Open in New Tab

To start a new tab of page/pages. Open/Add will add new pages to this window when the window is active.



To open multiple *consecutive* pages at once, highlight the pages you want by pressing Shift-RMB, click on the first and last pages. The ones in-between will be highlighted as well. Then Open/Add

To open various individual pages at once, Ctrl-RMB click on each one, then Open/Add.

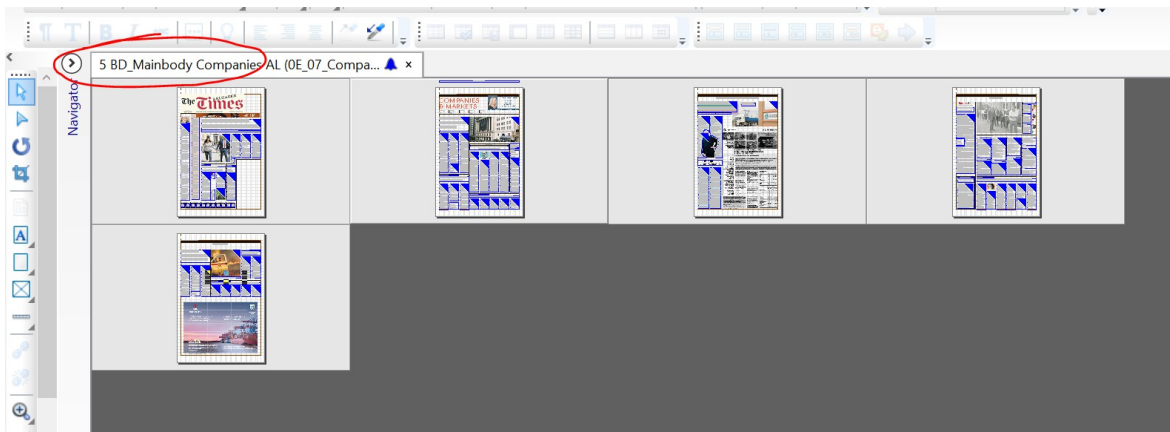


Or drag these to the right window OR click on Open in New Tab

These actions will cause ALL these pages to open up in a *single window*.

The name of the current page is highlighted at left.

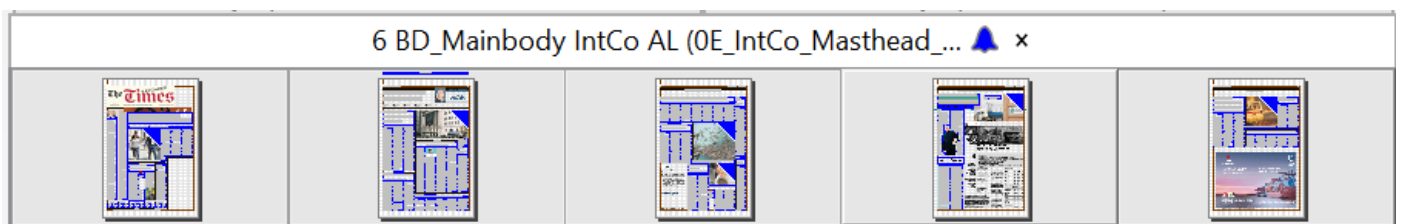
Ctrl-mousewheel to zoom in or out to see them... or



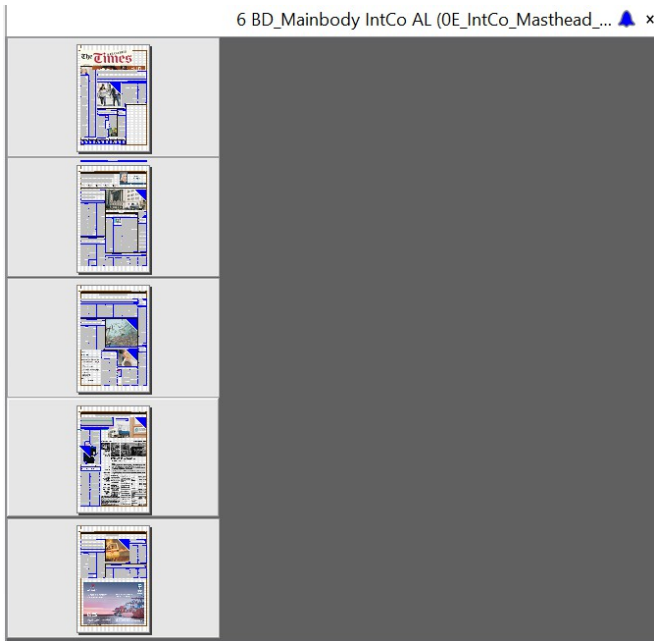
...to view more than one page at once in a SINGLE window (other using the scroll wheel), click on 0 1 2 3 4 at the bottom of the Navigator to get various options of displaying a multi-page view.



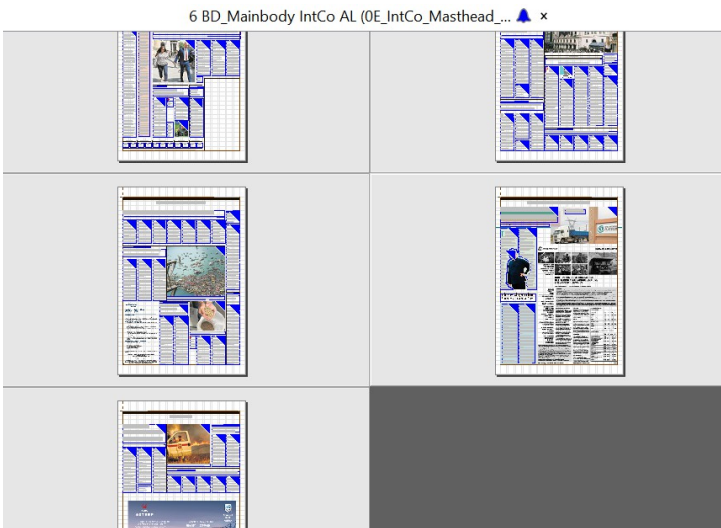
0 = pages in a horizontal row (within window)



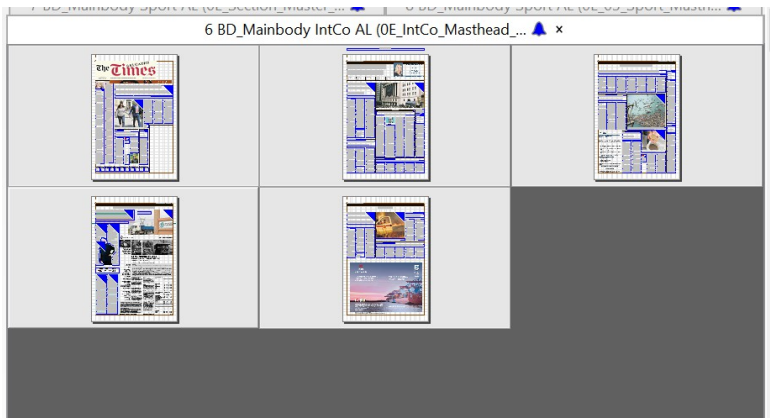
1 = pages in a vertical row (run deeper than the window)



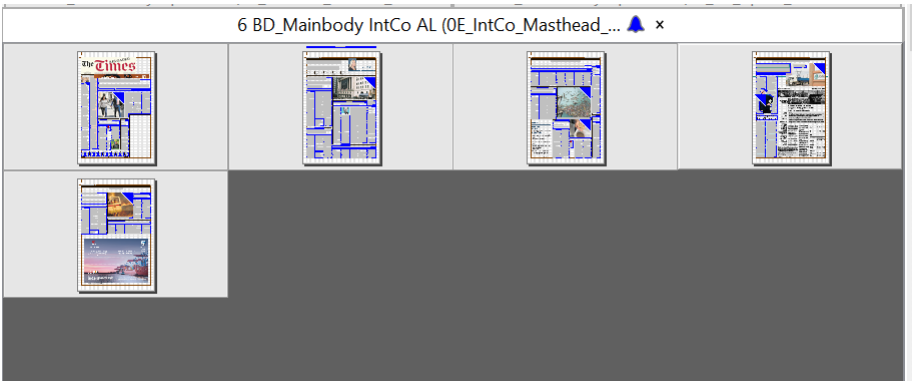
2 = two across horizontally, and down vertically (bigger than the window)



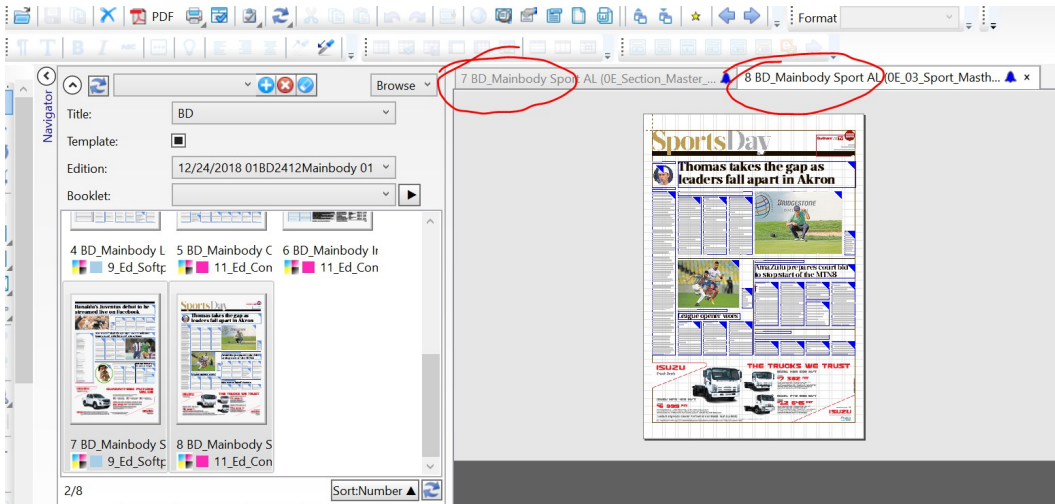
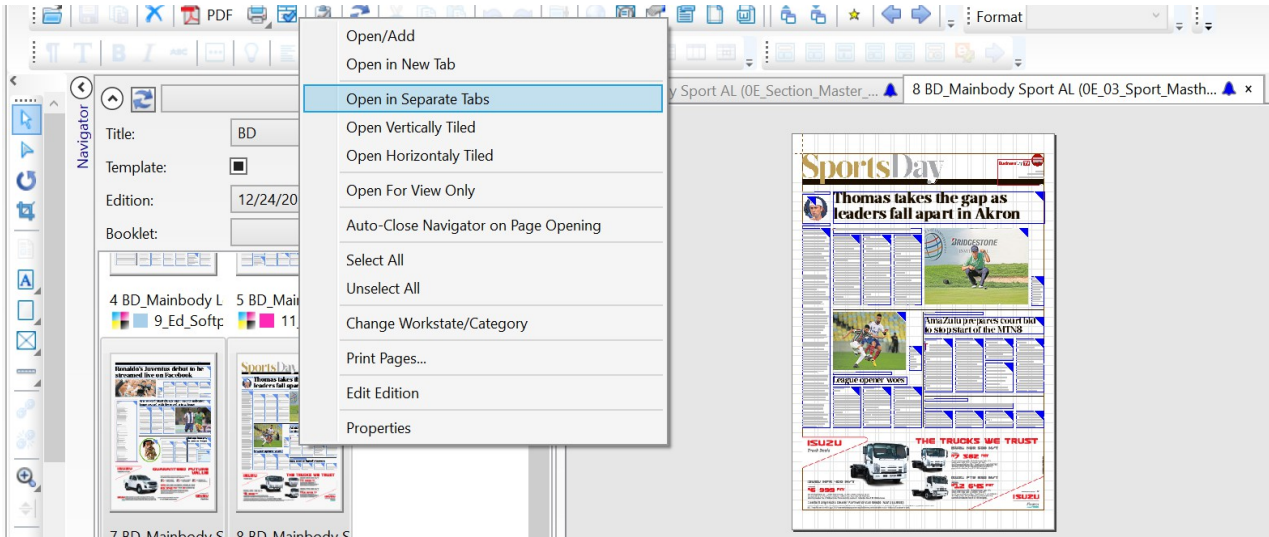
3 = tiled view of pages within the window



4 = four in a row horizontally, and tiled

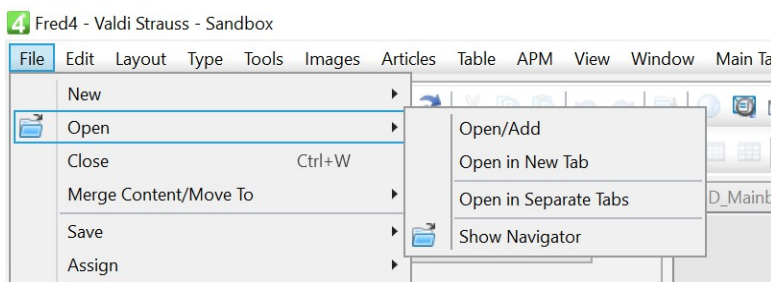


Click on Open in Separate Tabs (on a multiple selection at once) when you want the pages to open individually, each in its own tab.



These pages can only be accessed by clicking on each tab. You will not be able to see them in a single view (one window)

Alternatively, you can find the same options under File: Open



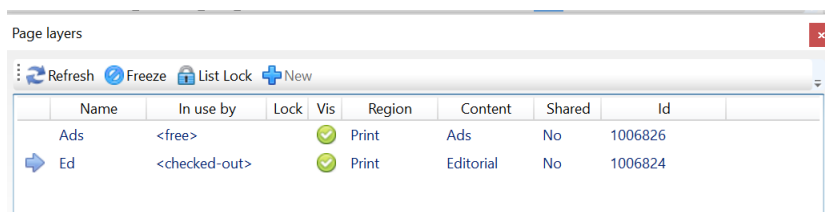
Page Layers

Shortcut: Y

Click on the Layers Palette icon.

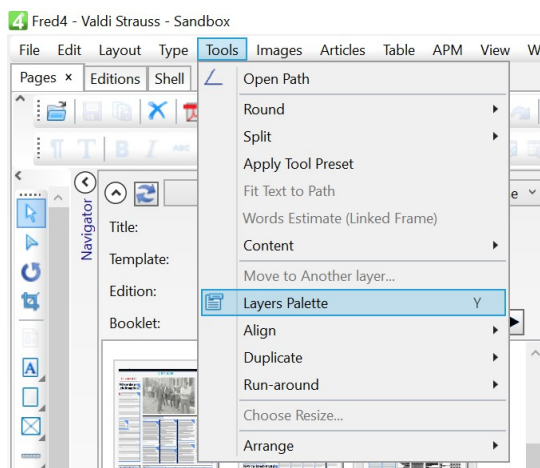


This will bring up the dialogue box. Note, the editorial layer will be checked out by default

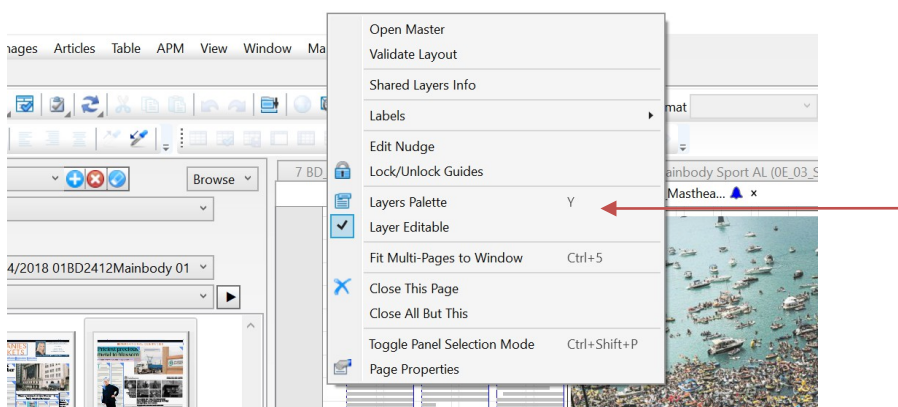


Or click on the top toolbar Tools: Layers Palette.

This will make the Layers Palette a fixed pop-up in Fred4 when a page is launched. If no pages are open, it will not open



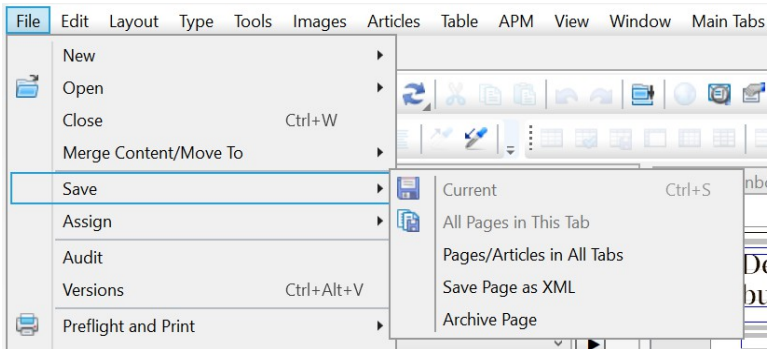
Right-clicking on the page also takes opens a menu with the Layers Palette in the middle of the options.



To save a page

Shortcut: Ctrl+S

Click on File, then click on Save and choose an option.



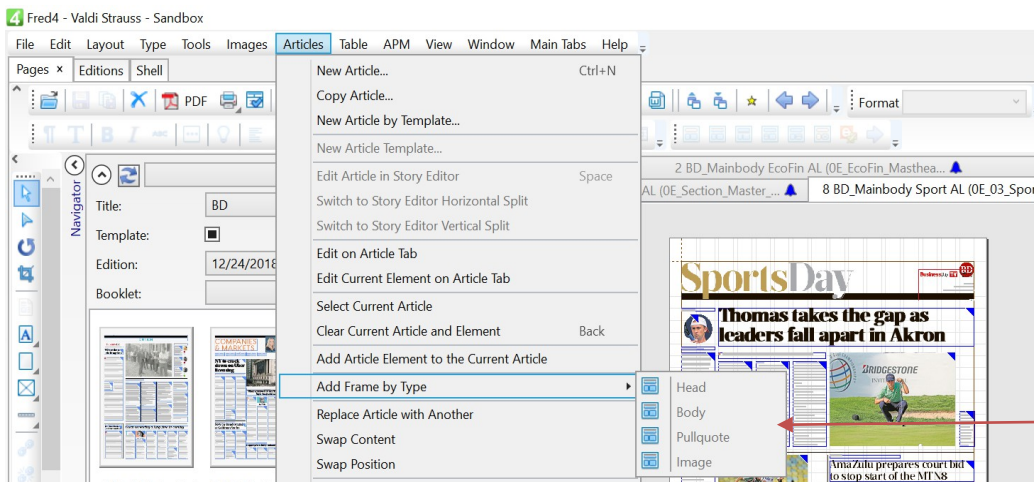
Click on the Save Changes icon, or the Save All icon.



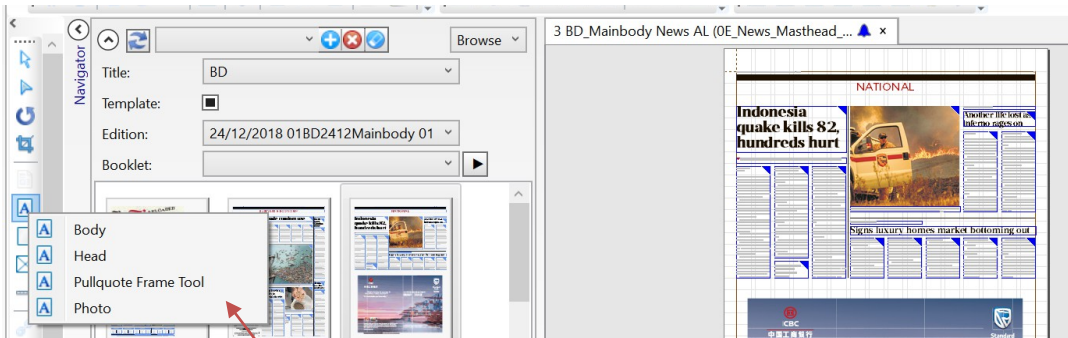
To choose a frame

Shortcut: F

Click on Articles, then click on Add Frame by Type and choose a frame type.

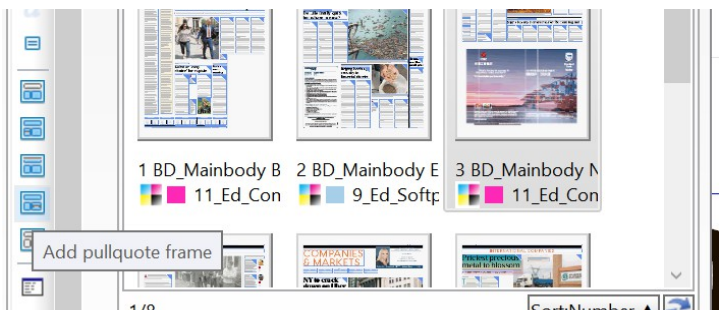


Or you can click on the Frame Tool in the left toolbar, and then drag the mouse on the page to create the frame block.

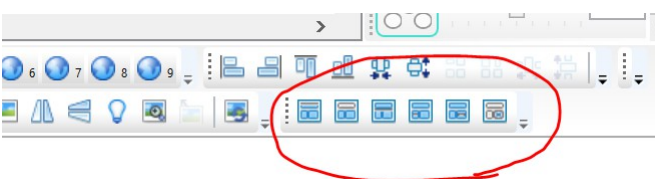


Note that the cursor for this action is a cross + so, like any line as well, it can be drawn in a horizontal or vertical plane.

You can repeat this action for the next frame required or click on the Add frame tools at the left toolbar to select the type of frame you need to add.



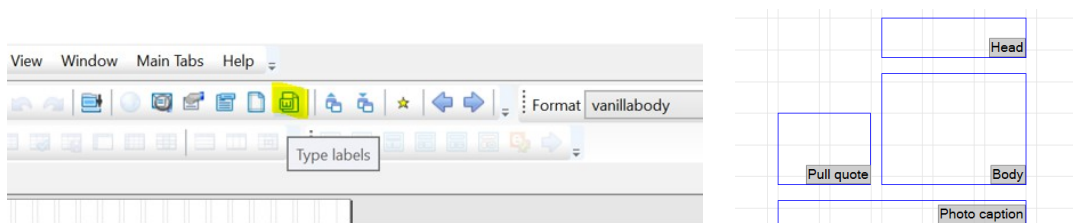
Add frames can also found at the bottom of the screen. Its exact position will depend on what order you activate your various toolbars, and the size of your screen.



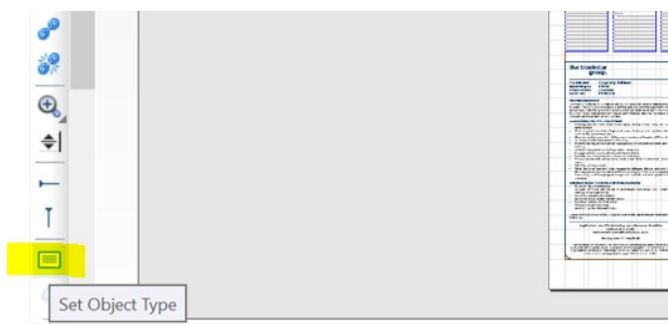
To Choose a Different Type of Frame

Shortcut: Ctrl+F2

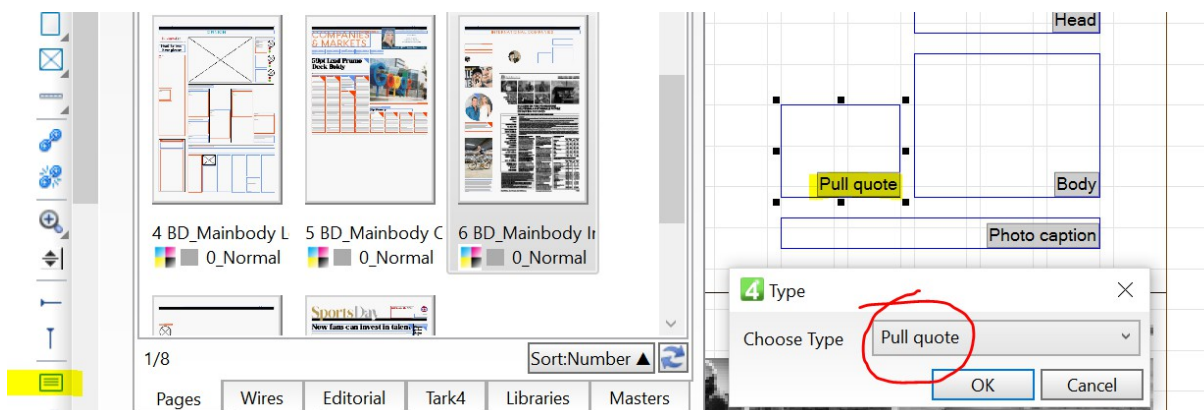
You can use the Type labels button to check the identity of your frames.



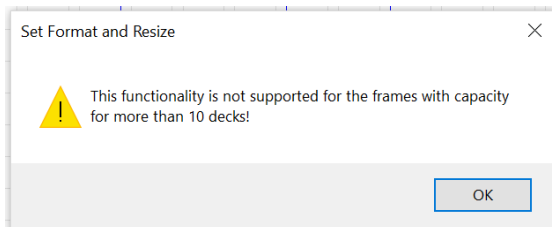
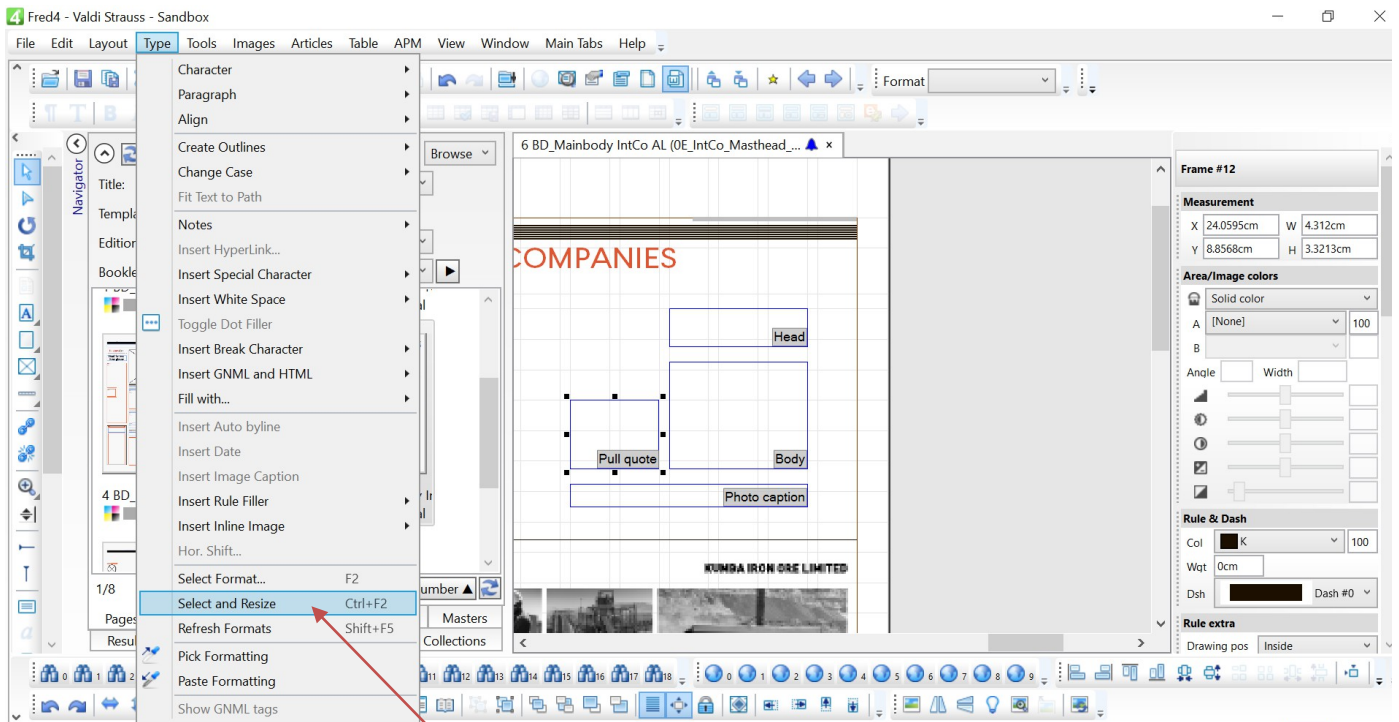
If you put the wrong kind of frame on page, eg a body frame instead of a head frame, it can be replaced by bringing in a new frame, or simply changed (*before it is linked*) with the Select Object Type button in the toolbar on the left.



It will bring up the drop-down menu which will indicate its *current type* of frame, then simply choose the type of frame you want to change it to.



Or go to Type: Select and Resize, (Ctrl-F2) the same dropdown menu will appear *** change to *Select Frame Type*

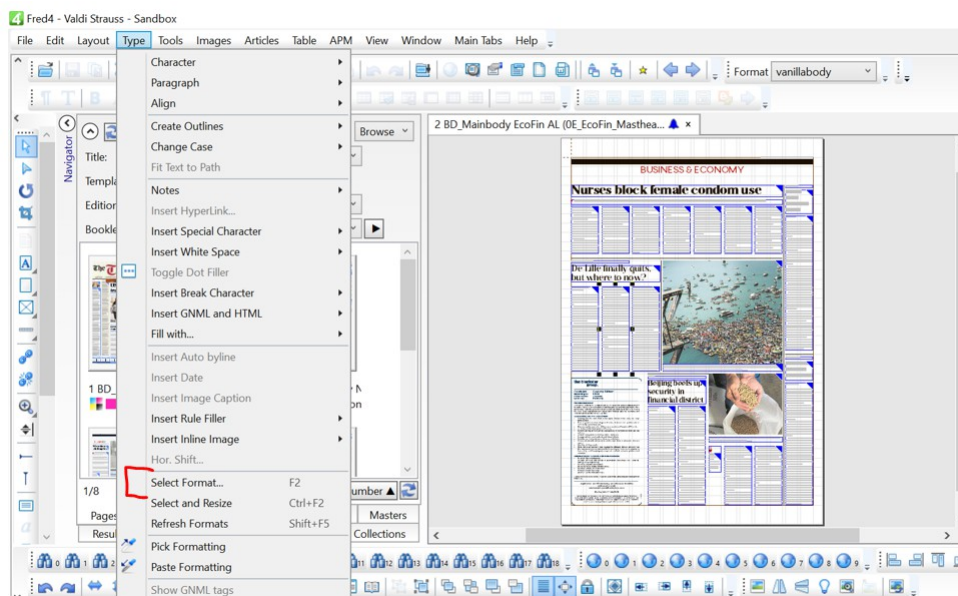


Ignore – ie OK it, then just hit F2 and select the correct format

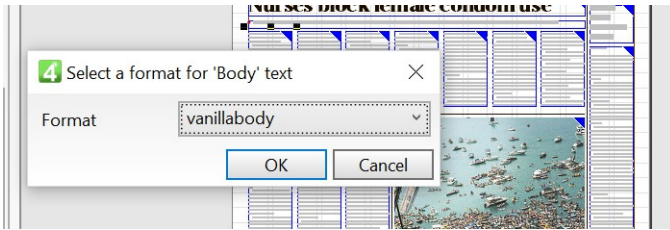
To choose/change a format

Shortcut: F2

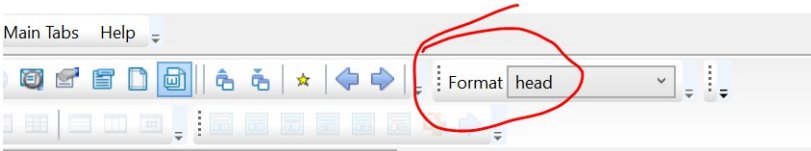
Click on Type: Select Format



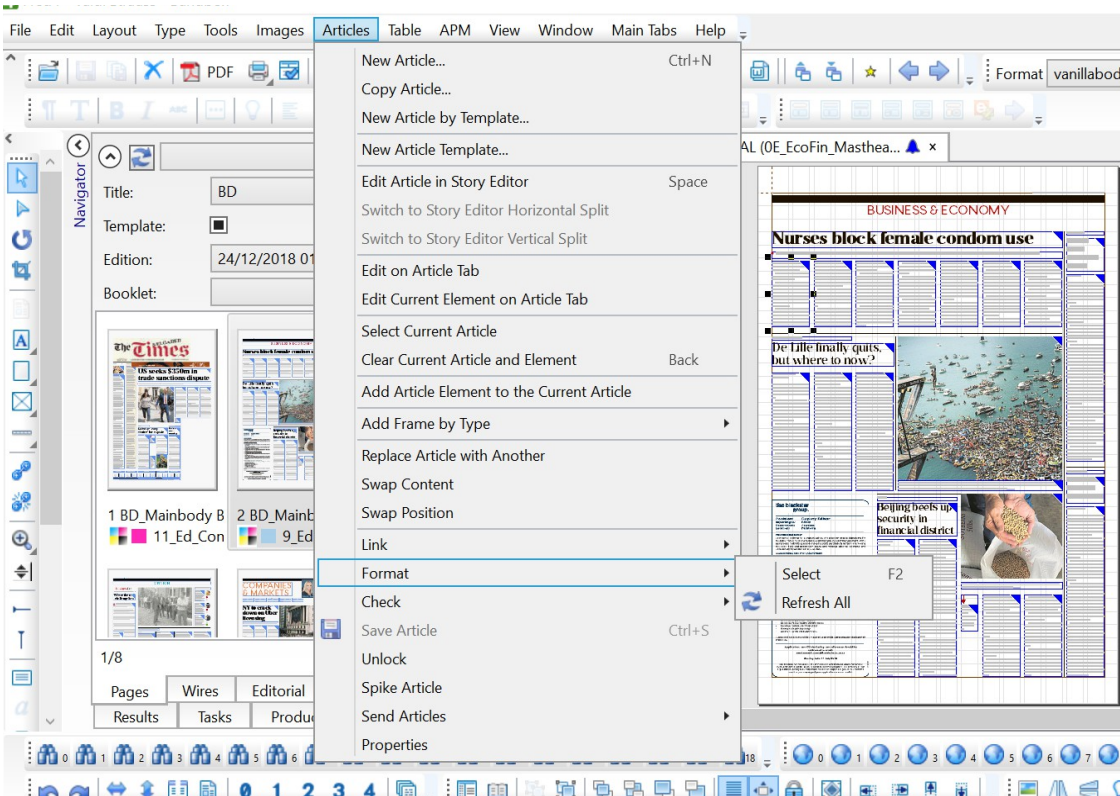
This will bring up a drop-down menu on page. Choose the format.



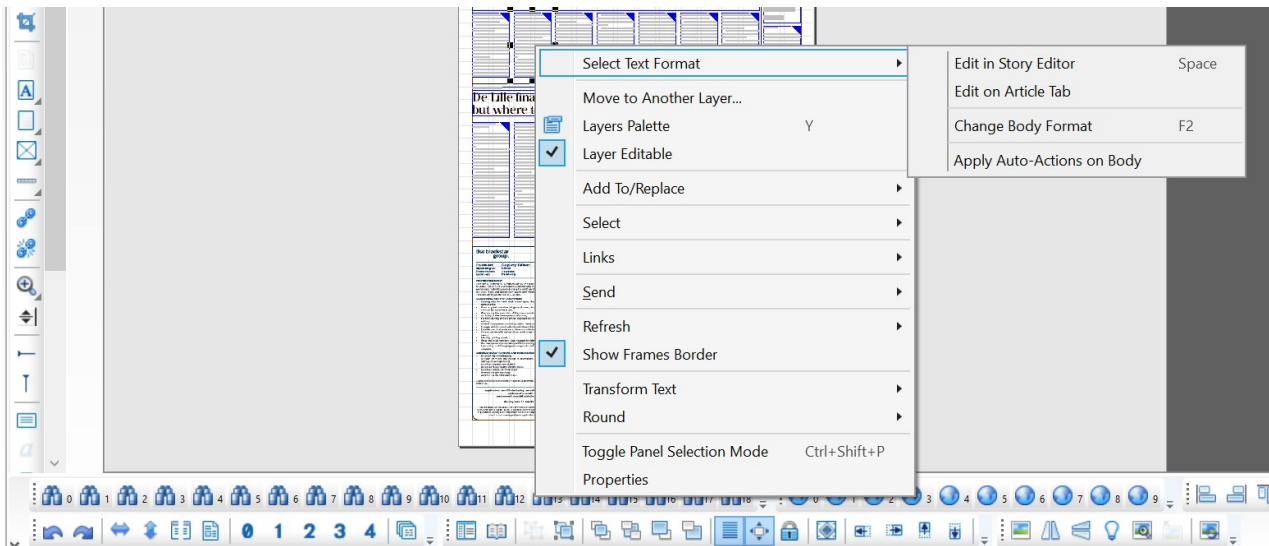
Or go to Format on the top toolbar and select from the dropdown



Or click on Articles: Format: Select



Alternatively, use the RMB, and at the top of the menu Select Text Format: Change Body Format

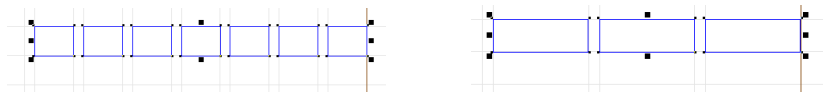


To split a frame into columns

Shortcut 1:

S (for split - *no D for divide*)

This will split (divide) the frame automatically into the number of columns *to match the underlying master*



Shortcut 2:

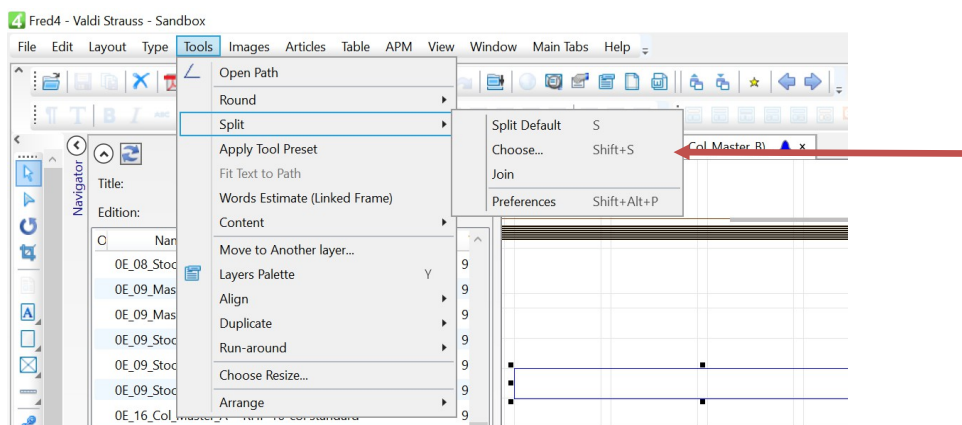
Press the number of columns you want, eg 1 2 3 4 5 up to 9. This divides it into the requisite number of columns, with the default gutter between

Beyond 9 columns...

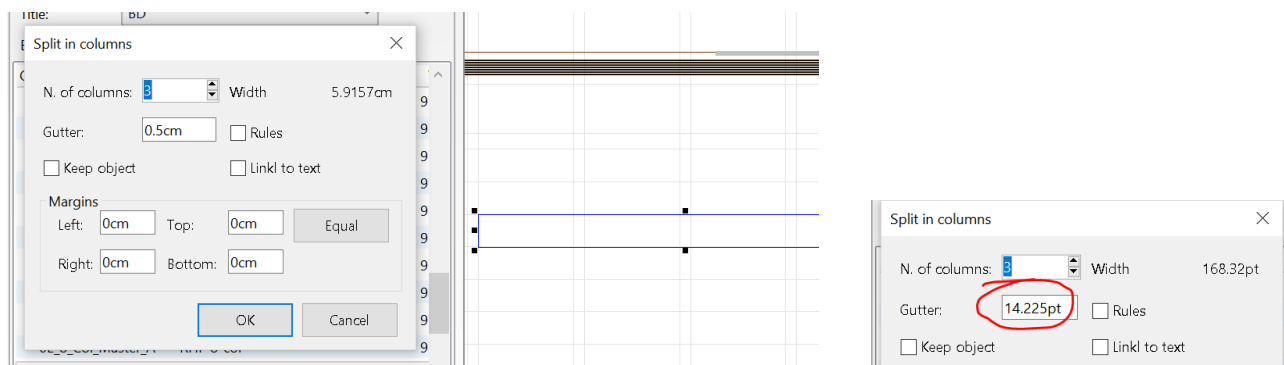
...Shortcut 3:

Shift+S

Or, once you have clicked on the frame, click on Tools: Split: Choose._



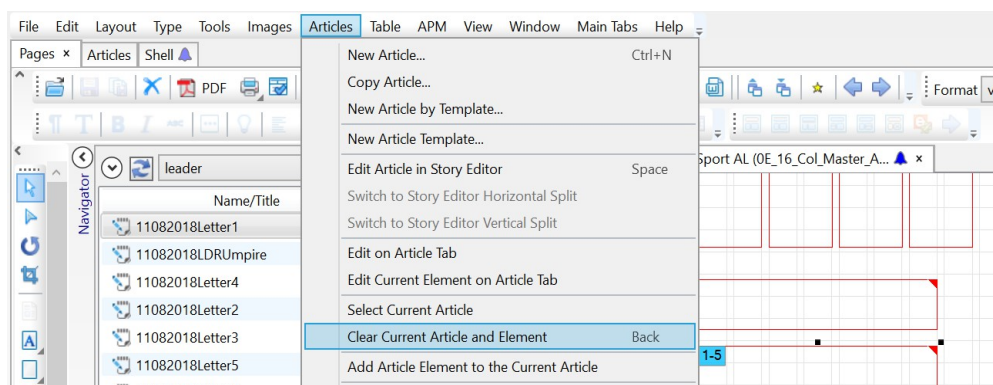
This dialogue box allows for more divisions than 9 and allows you to choose the size of the gutter, if you're not using the default (5mm or 14.225pt), as well as inserting rules between the columns if required. (The unit of measure, points, cm or mm depends on your preferences, set at Edit: Preferences on the top Fred toolbar or Shift-Alt-P, Main)



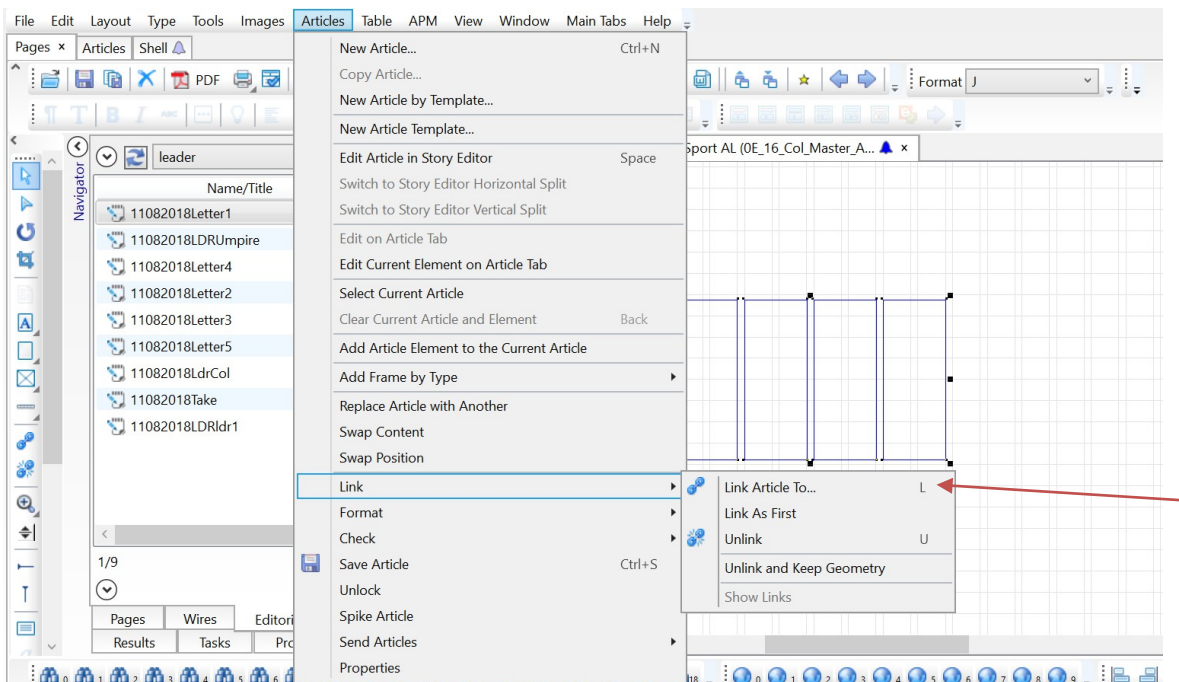
To link text

Shortcut: L

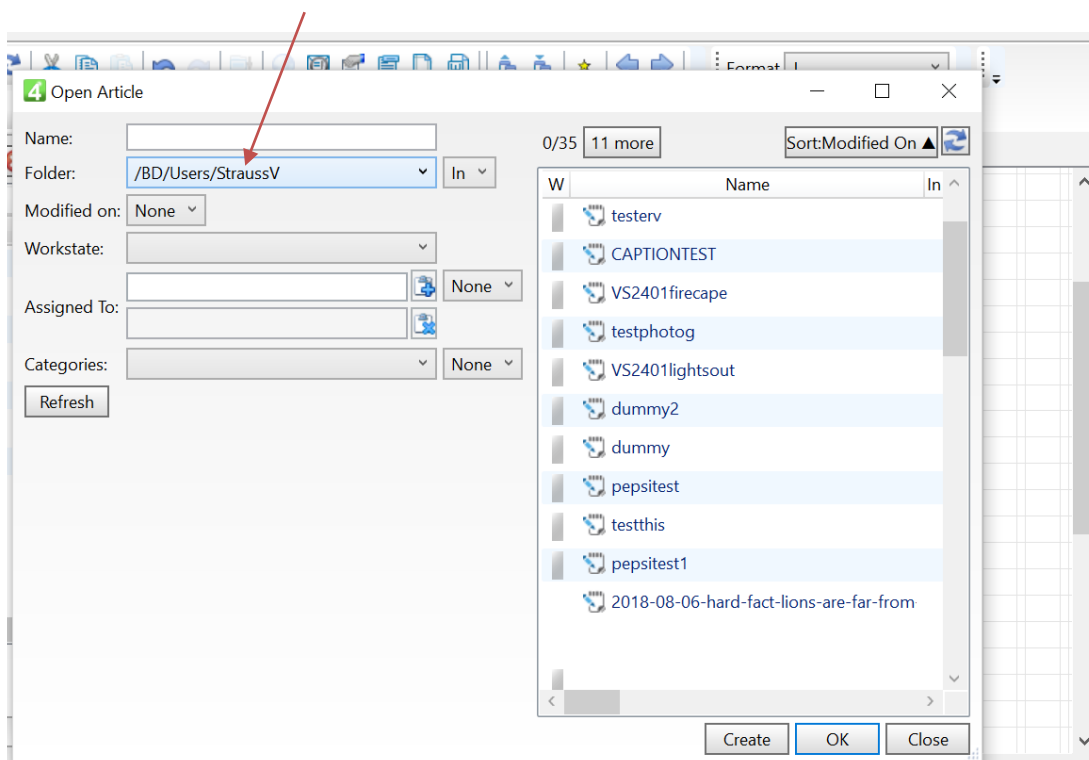
(The article that is current, ie is showing in the bottom toolbar will be linked to frames. Before linking *another* article please ensure you clear current using Backspace or Articles: Clear Current Article and Element. If not, the article that *is* current will also be linked to the new frames.)



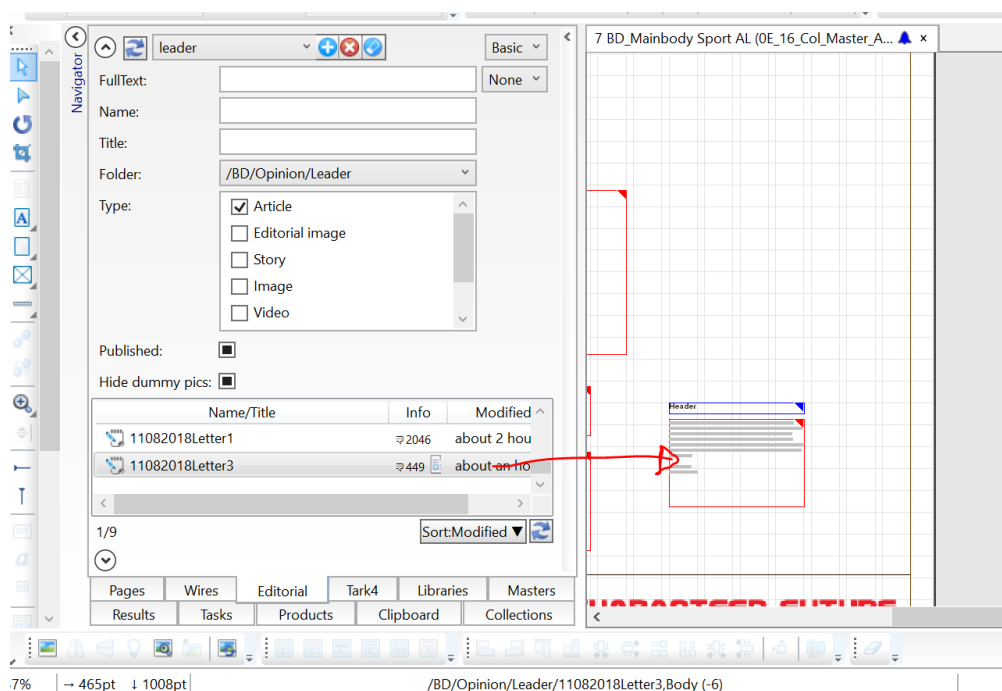
To link text to a frame, you can also click on Articles: Link: Link Article To.



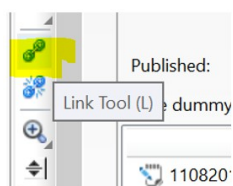
This dialogue below will pop on the page with the *previously selected folder* as the current one so if your story is not in this folder, change it to the one you need. Then double click on the article you want to link to the frame.



You can also link by dragging the article from the Navigator panel to the selected frame.



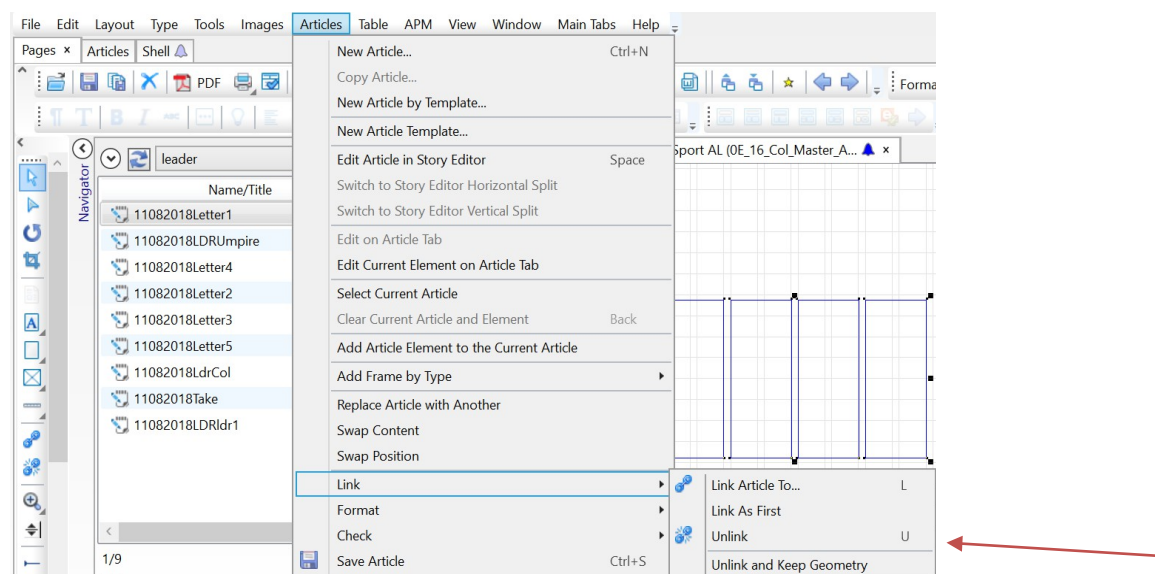
Alternatively, clear current, then click on the empty text frame, then click on the Link Tool on the Toolbox toolbar. The list of stories in the current folder will come up, click on the story to be linked.



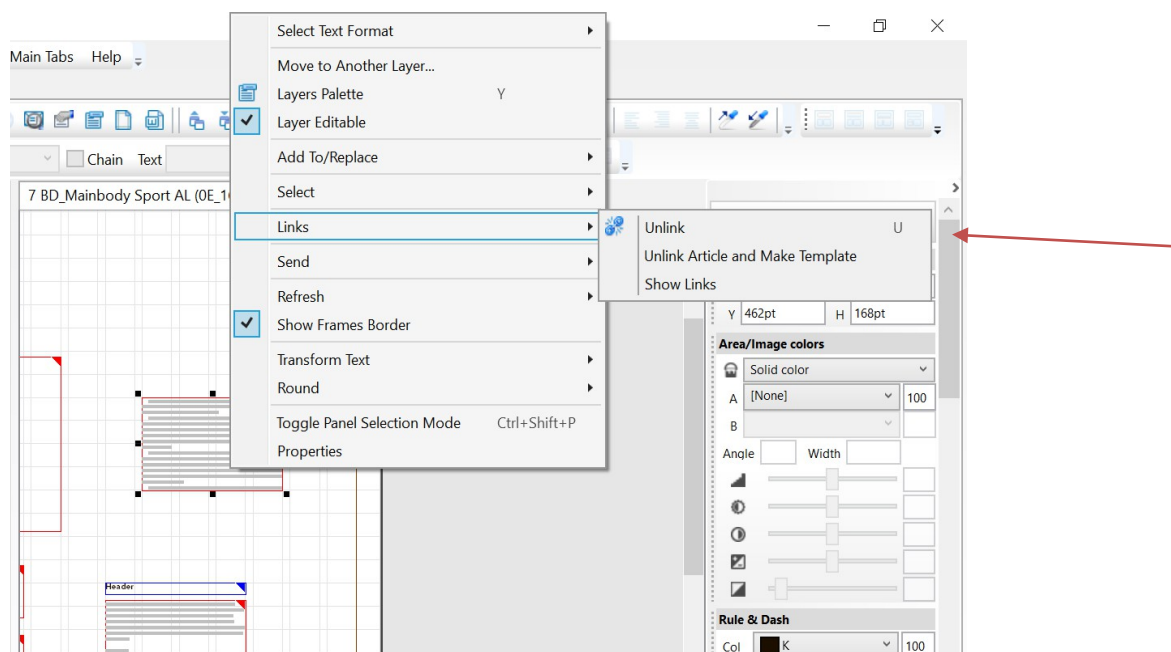
To unlink an article

Shortcut: U

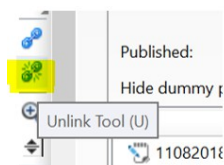
To unlink text from a frame, click on Articles, then select Unlink.



If you have highlighted the text frame, right click on the frame and click on Links, then Unlink.



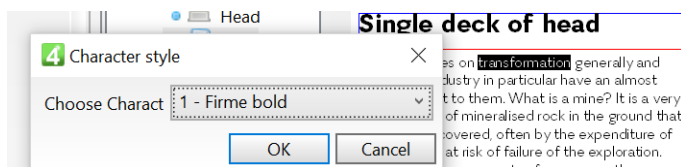
Or, click on the Unlink Tool on the left-hand side on the Toolbox toolbar.



To apply styles to text

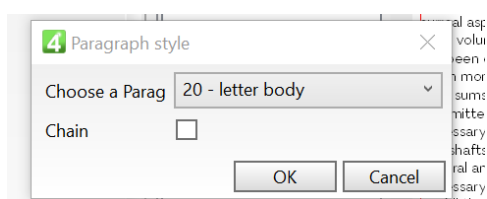
Shortcut

for character styles: open text (by hitting spacebar) then Alt+Down Arrow

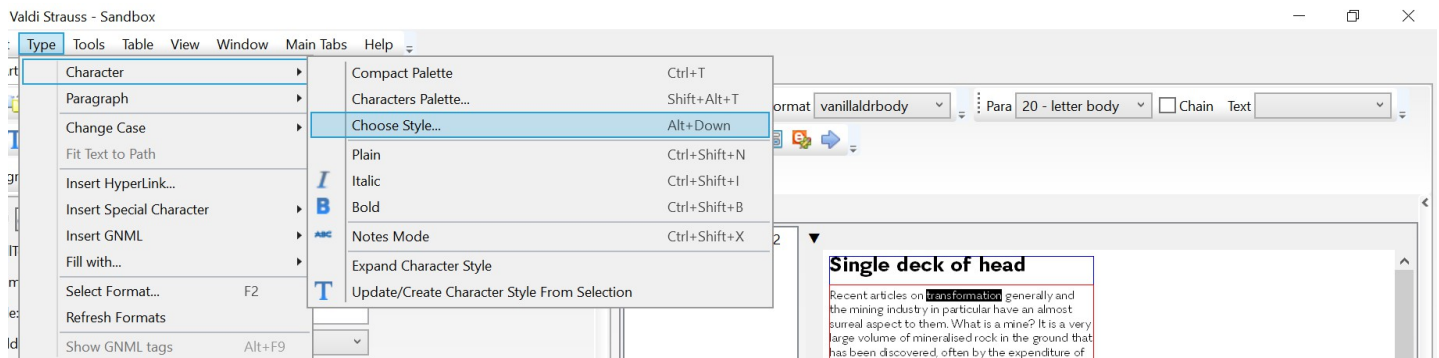


Shortcut

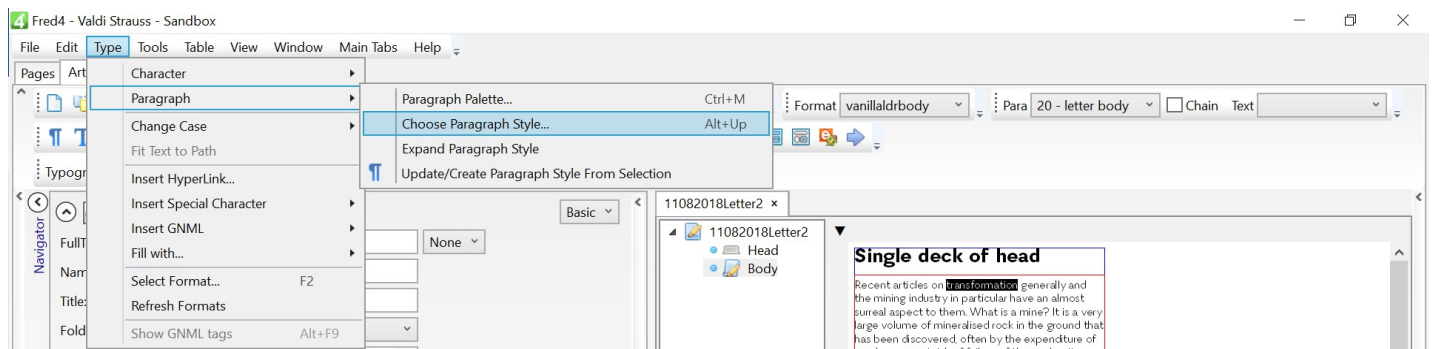
for paragraph styles: open text (by hitting spacebar) then Alt+Up Arrow



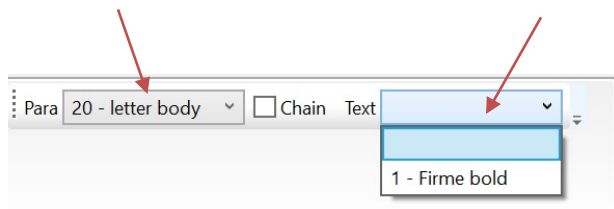
Both of the previous can also be accessed by clicking on Type: Character: Choose Style.



Or clicking on Type: Paragraph: Choose Paragraph Style.



Or you can use the Text Style toolbar by clicking on the down arrows, either for a par, left, or the character, right.



IMAGES

To insert an already processed picture

Shortcut: Shift+I

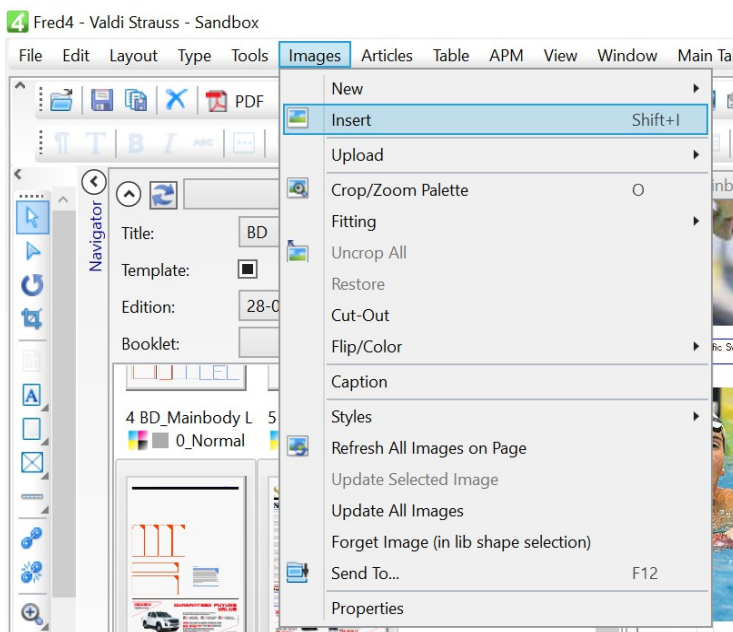
1. Drag the picture onto the page
2. Replace a placeholder with the picture

1.

You can drag the image across from the list in Navigator onto the page, without using a placeholder. The picture will come in at the size it was saved at.

Alternatively

Click on Images: Insert



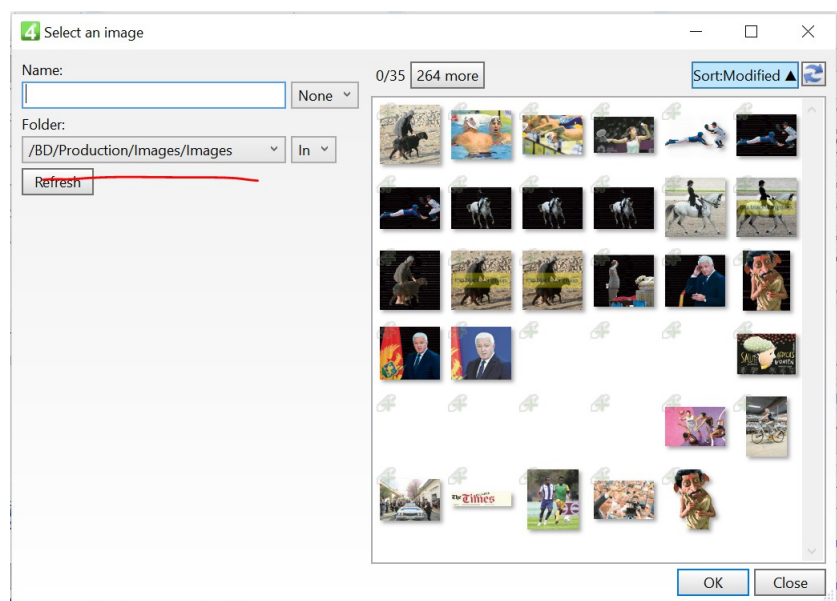
Or click on the image icon in the Shapes toolbar



Or click on the image icon in the Images toolbar.



This will bring up the following dialogue. Click on the picture you want, OK it and it will also drop on the page at the size it was saved.

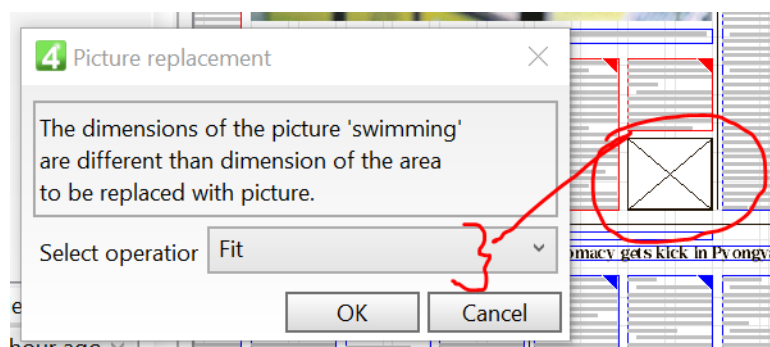


2.

Placing a picture in an image placeholder.

If you have an image placeholder on page, click on the placeholder, then follow the same steps as above.

This time, it will ask if you want to *replace* the placeholder and then you have to decide on the following choices brought up in this dropdown box



Fit (it will fit as much of the current picture as it can into the shape of the placeholder and you can move it around inside the frame to make it workable)

Resize (this changes the placeholder frame to the exact dimensions of the original picture itself, while shrinking the picture)

Crop (the picture comes in at the size it was saved and only what can fit in the frame will show – another good reason not to save pictures at gigantic sizes!)



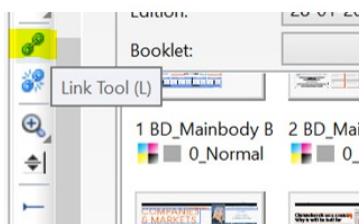
For Image placeholder options, RMB on the Image Tool



Link the image to the article.

Shortcut: L

Or use the link tool in the left toolbar



To add the caption

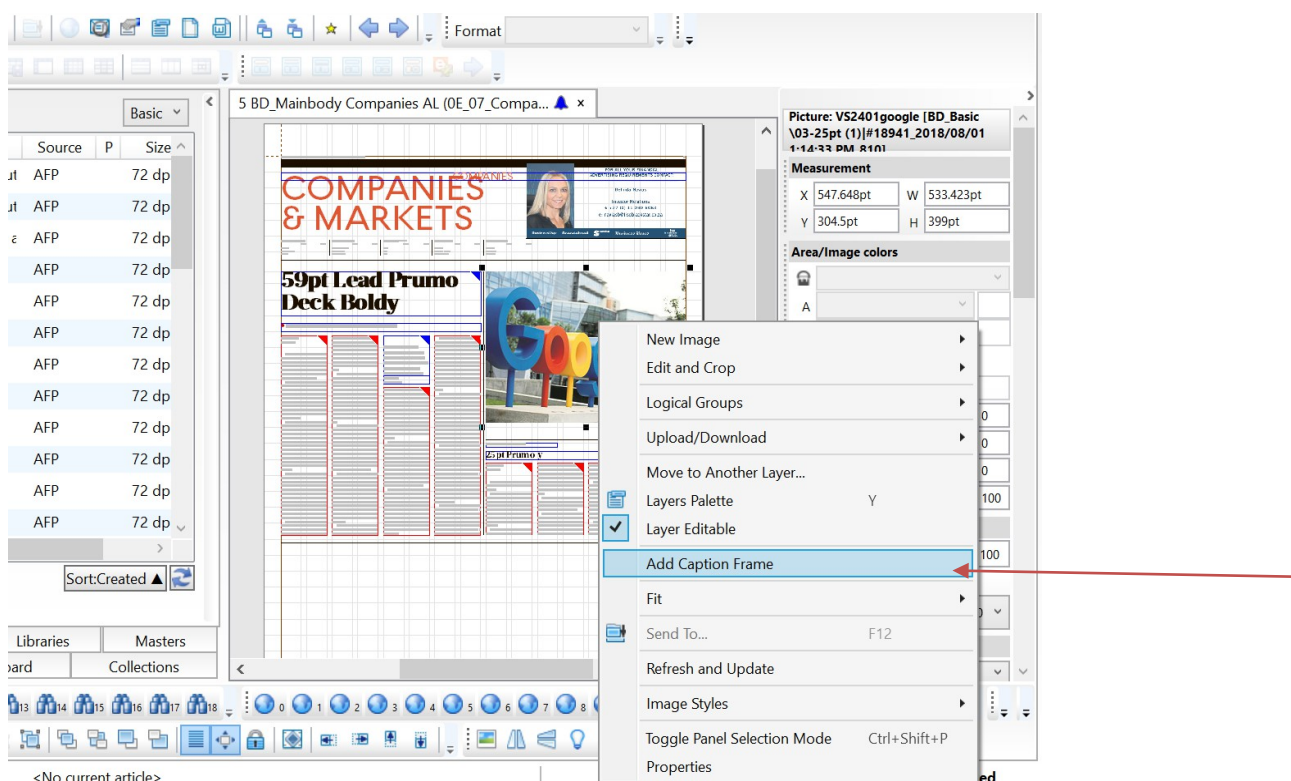
** remember to link the caption and picture to the story.

*** if it is a standalone picture you must create an article to house the caption.

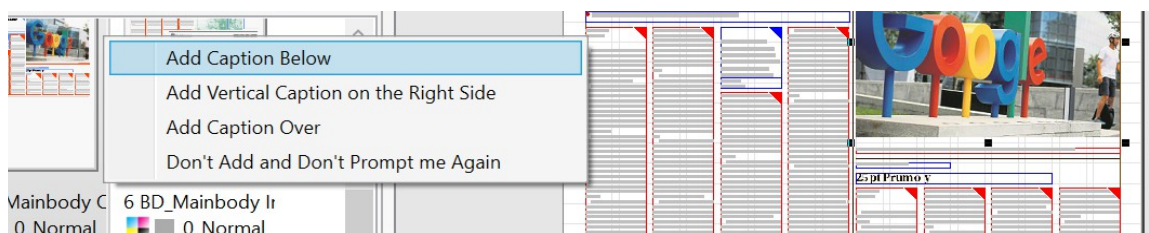
You can bring in a caption frame with the frame tool (see Page 9).

However, adding the caption as described below will link the source caption to the picture without having to cut and paste it from somewhere else. It also inserts the styles, so all that is required is to pop in the keyword and clean up the caption.

Right click on the image, and click on Add Caption Frame.



Then choose the position of the caption from the dialogue box that pops up

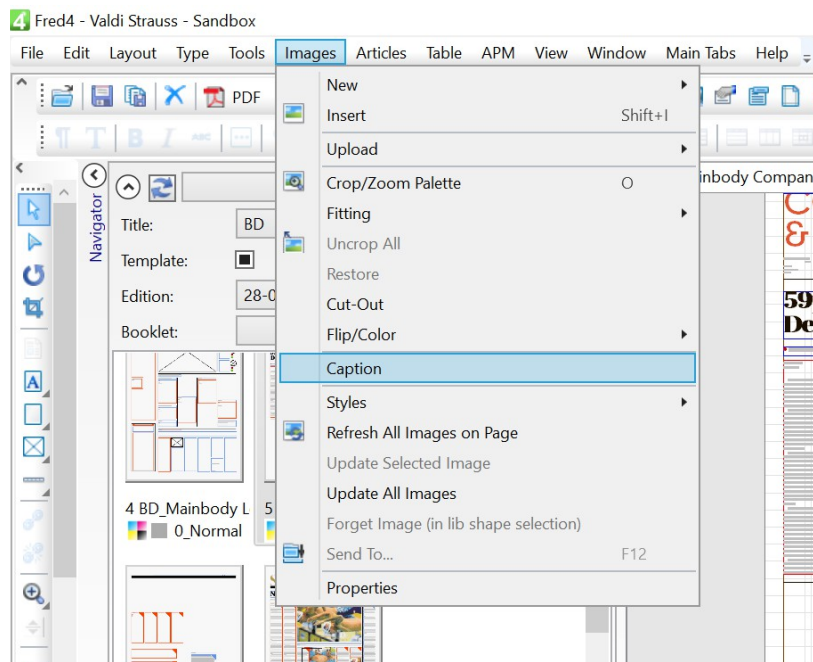


Add Caption Below puts the caption one line away from the picture.

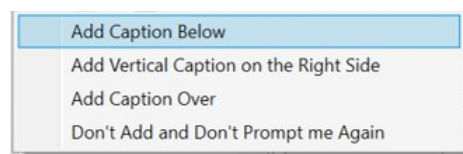
Vertical Caption turns the caption on its side, so more useful for a credit.

Add Caption Over pops the frame on top of the picture.

Or click on Images: Caption (you must have a picture highlighted for this to work).



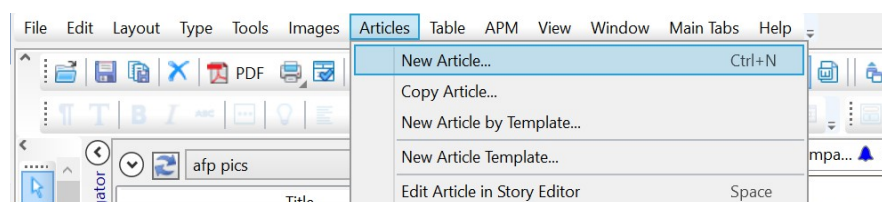
Choose its position from the same dialogue



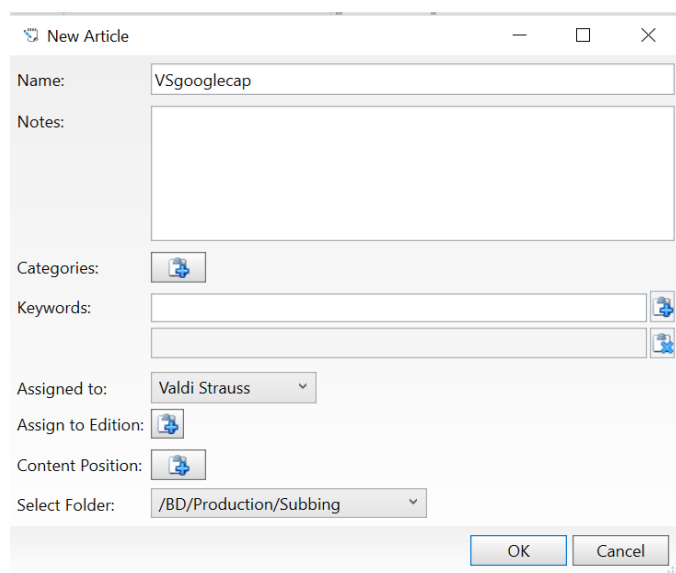
Now link the caption and the picture to the story to which it belongs.

Standalone Pics

If it is a standalone pic and caption, it must be made into an article. Highlight the frame, then click on Articles: New Article (shortcut: Ctrl+N)



Name it and choose the folder it must go into, OK this



New Article

Name: VSgooglecap

Notes:

Categories:

Keywords:

Assigned to: Valdi Strauss

Assign to Edition:

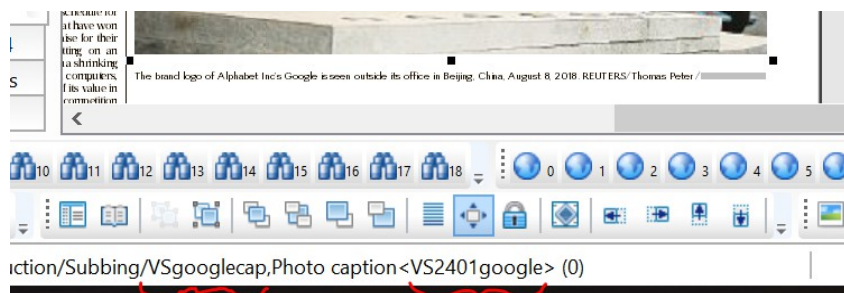
Content Position:

Select Folder: /BD/Production/Subbing

OK Cancel

Should the caption lose its proper format, hit F2 and reassign the correct one.

*** Remember to LINK the picture to the caption (shortcut: L). You will know this is done when the name of picture forms part of the caption name in < > brackets.

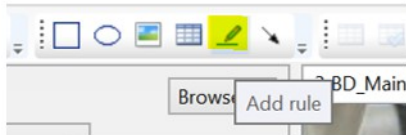


To add rules to the page

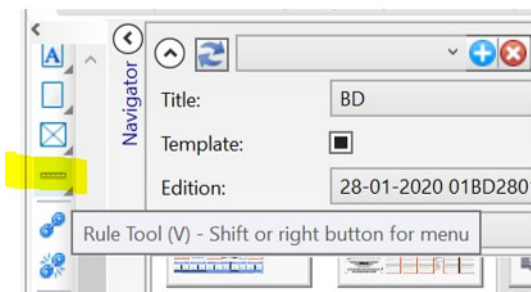
Shortcut: V

Then draw a rule horizontally or vertically.

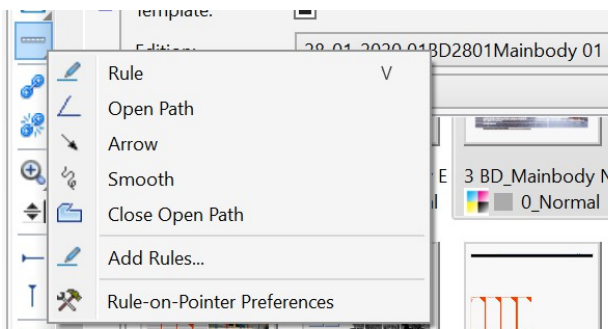
Or click on the Rule icon on the Toolbox toolbar at the top of the page. Then drag the mouse horizontally or vertically



Or click on the Rule Tool on the toolbar at the side of the page



For additional rules, press RMB on the Rule icon for more options.



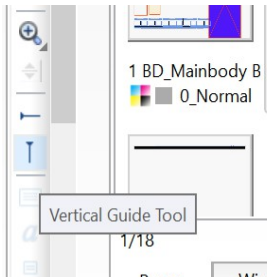
Rules in Gutters

To move a vertical rule into the middle of a gutter, Ctrl-Alt left arrow or right arrow

To add rules next to a frame press Alt-R or Alt-L. This places a rule next to the frame, and at the depth of that specific frame, on the left or right of it, in the *middle of the gutter*.

To add guides to the page

Click on the Horizontal Guide Tool or the Vertical Guide Tool.

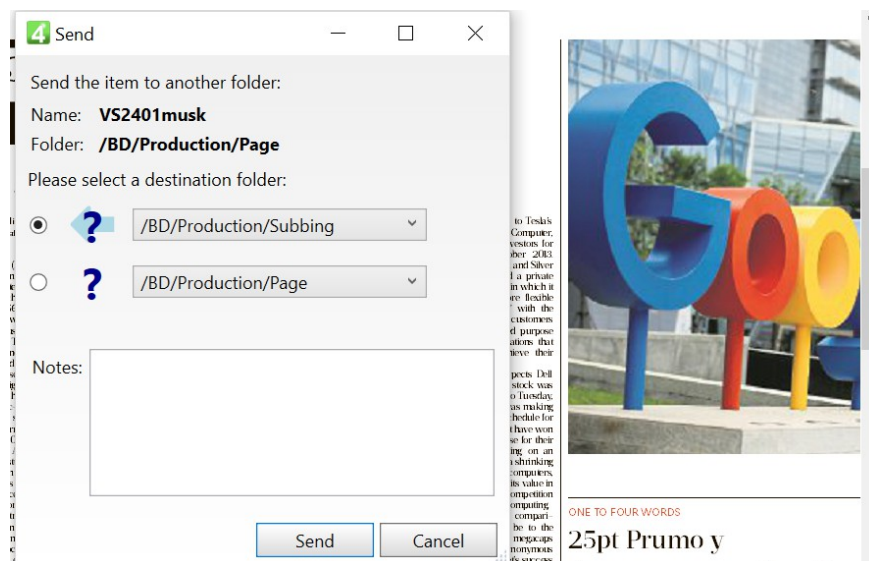


To send an article from the page

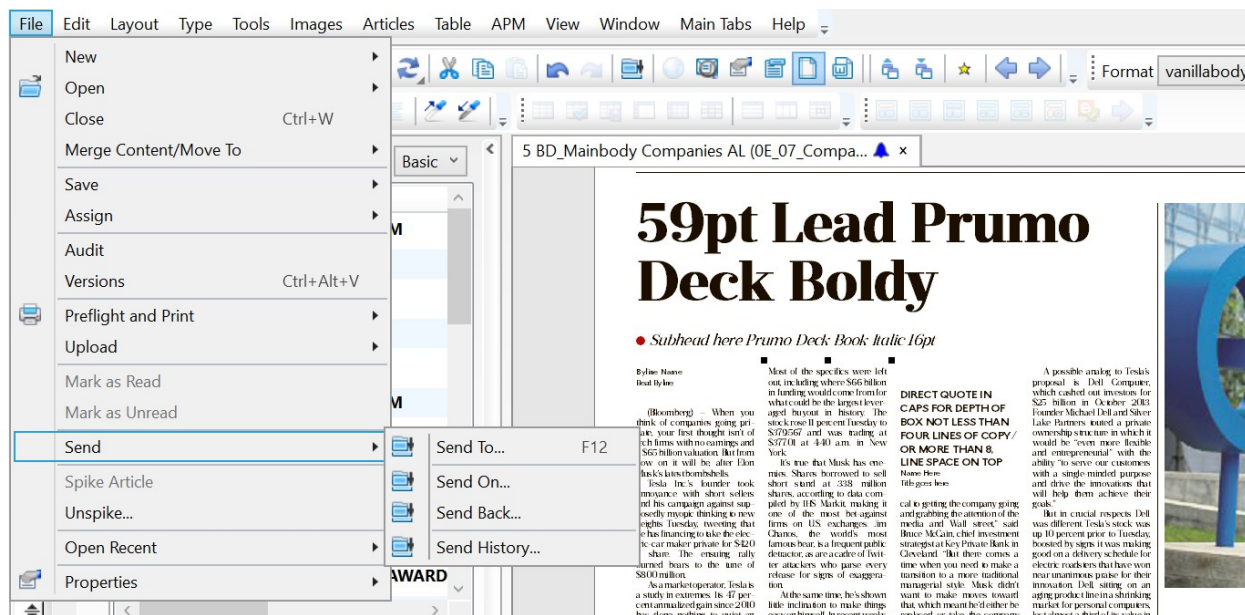
Shortcut: F12

The second option in the dialogue is where the last story you sent went.

Automatically highlighted with the return to blue arrow is where the story came from, so that is always the first option – to send it back.



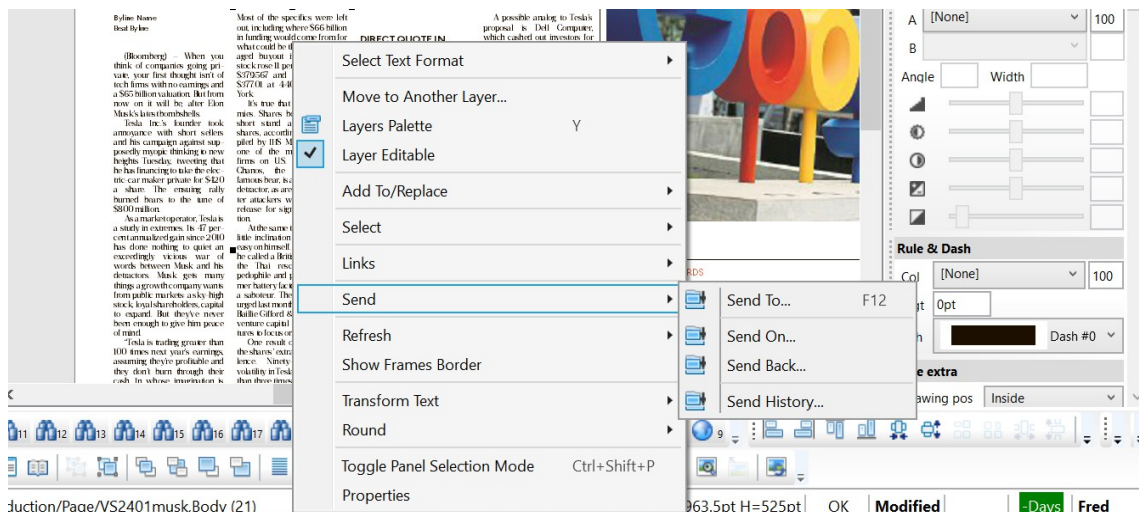
Click on File: Send and choose an option.



Or click on the Send icon.



Or RMB click on the article: Send and choose an option.

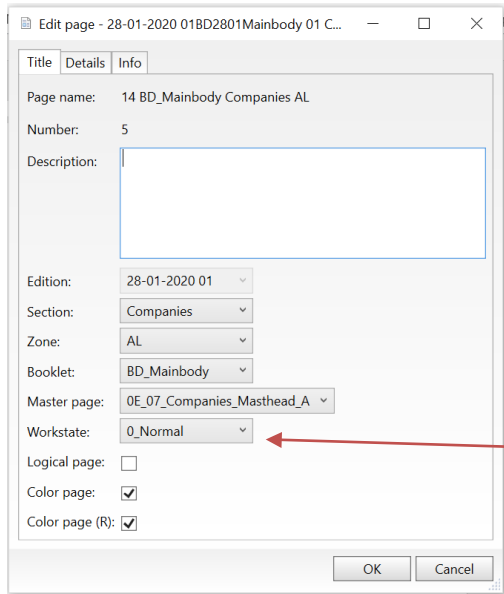


To change the page workstate

Click on the Properties icon in the Main toolbar.

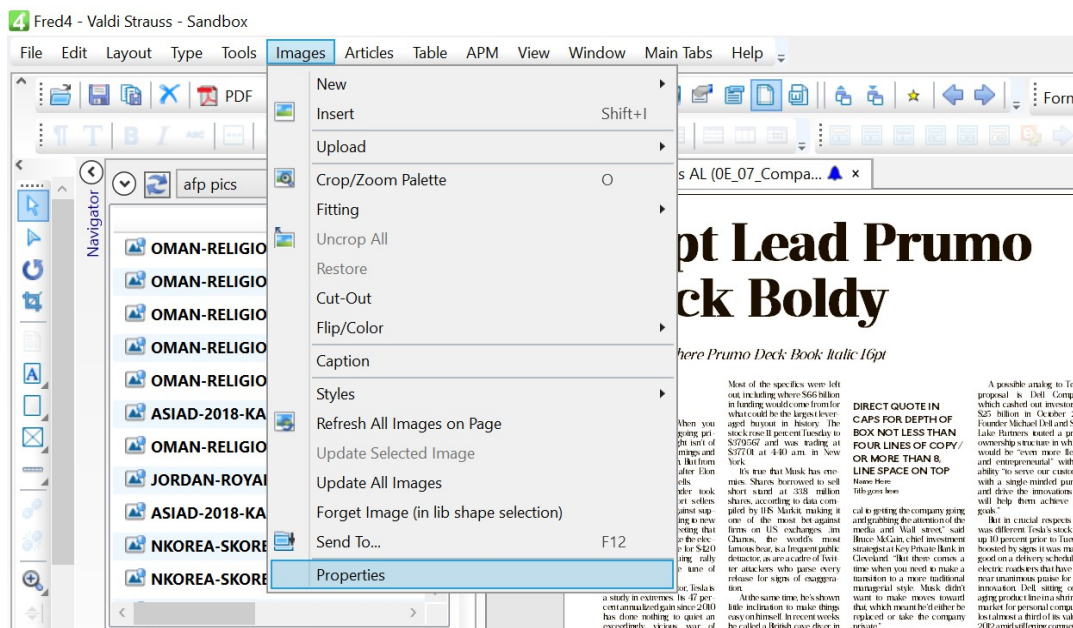


This dialogue box will appear. Change the workstate.

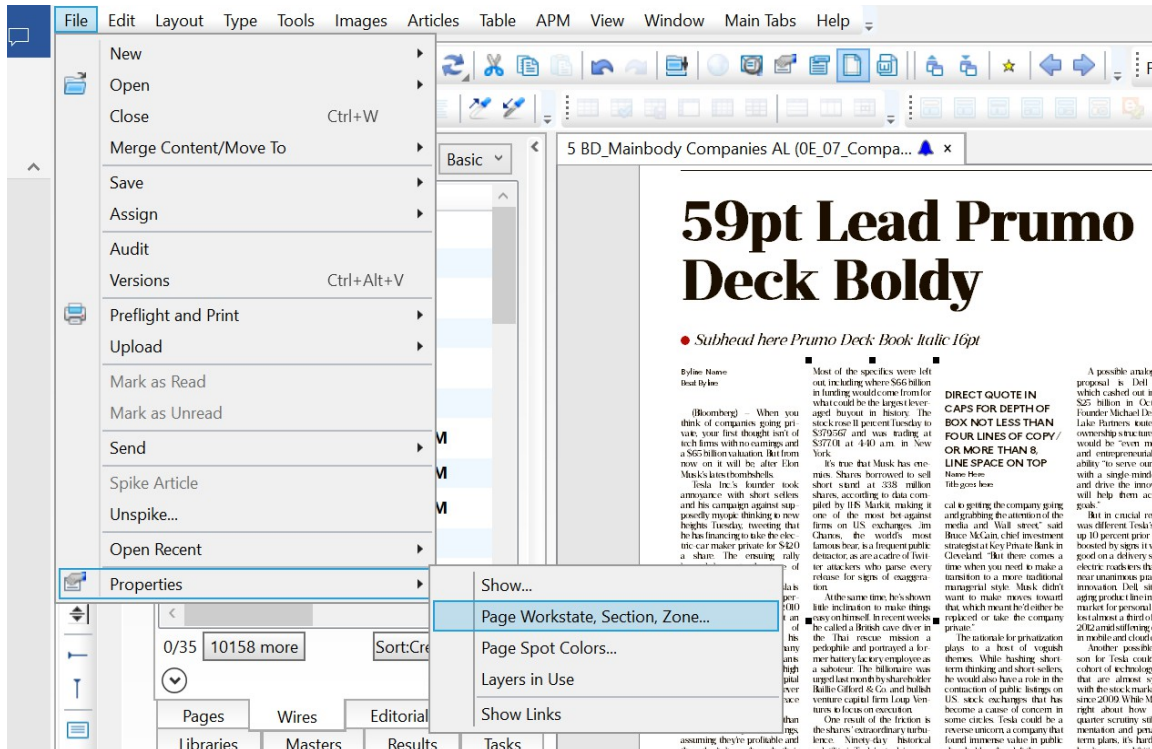


Alternatively click on Images: Properties, and the same dialogue box as above will appear.

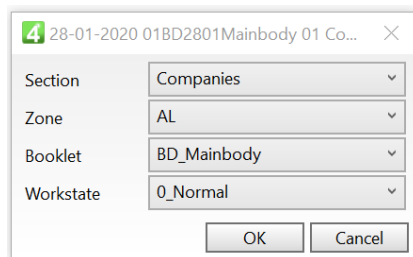
You can also click on Articles: Properties, with the same result.



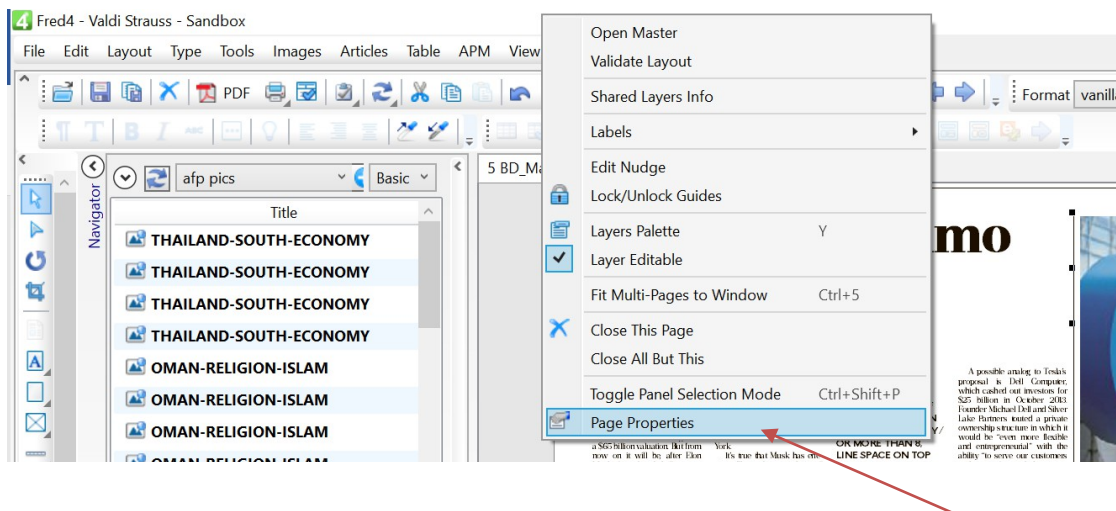
Or click on File: Properties and click on Page Workstate, Section, Zone ...



This dialogue box will pop up, and change the workstate.



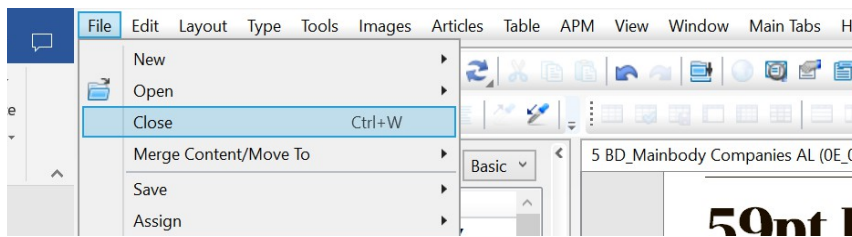
You can bring up the same dialogue with RMB on the page (NOT on a story): Page Properties.



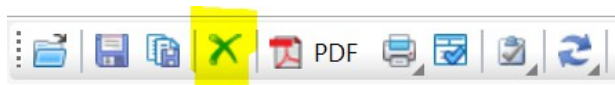
To close a page

Shortcut: Ctrl+W

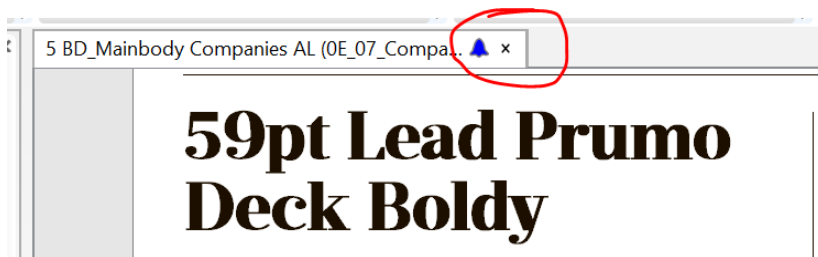
Click on File, then click on Close.



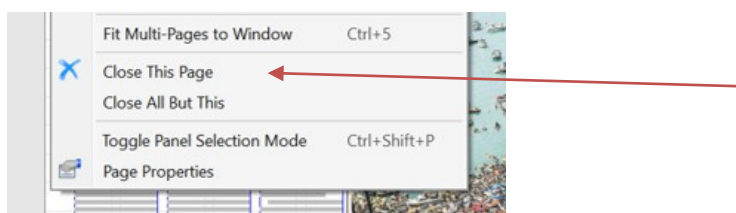
On the toolbar, click on the X.



Click on the page X.

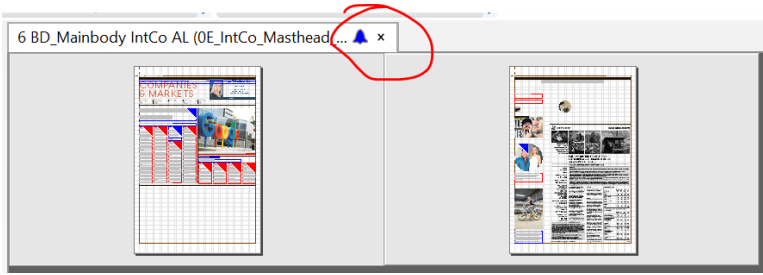


Or RMB: Close This Page.



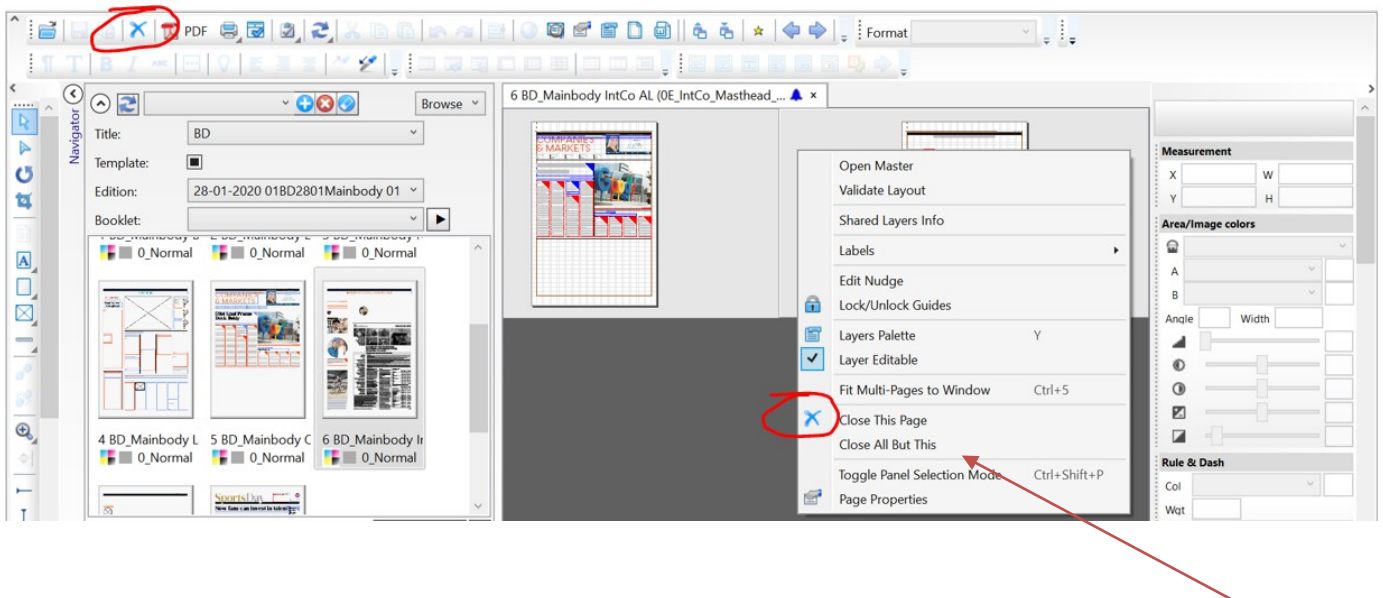
Closing Multiple Pages

In a single window with multiple open pages, if you simply close the window, all pages in the tab close with it.



To shut pages individually use Close This Page on the right-mouse button or top toolbar.

You can also close all other pages *except* the one currently highlighted, found just below Close This Page



Keyboard shortcuts 4 Oct 2018

Objects

D or Ctrl+right+click - Duplicate

S - Split into default columns (1 to 9 - Split into amount)

Shift+S - Split dialogue box

Shift 1 to 9 - Split into head and columns

Ctrl+period - Increase width

Alt+period - Decrease width

Shift+Ctrl+period - Increase width more

Shift+Alt+period - Decrease width

Ctrl+comma - Increase height

Alt+comma - Decrease height

Ctrl+question - Increase all

Alt+question - Decrease all

Shift+Ctrl+question - Increase all more

Shift+Alt+question - Decrease all more

Shift+Ctrl+H - Stretch to page height

Shift+Ctrl+W - Stretch to page width

Shift+Ctrl+T - Stretch to top of page

Shift+Ctrl+B - Stretch to bottom of page

Shift+Ctrl+L - Stretch to left margin

Shift+Ctrl+R - Stretch to right margin

Shift+right - Extend right by 1 column

Shift+Alt+right - Extend right by 1 point

Shift+Ctrl+left - Extend left by 1 column

Shift+Ctrl+Alt+left - Extend left by 1 point

Shift+down - Extend bottom by 1 vg

Shift+Alt+down - Extend bottom by 1 point

Shift+Ctrl+up - Extend top by 1 vg

Shift+Ctrl+Alt+up - Extend by 1 point

Shift+left - shrink right by 1 column

Shift+Alt+left - Shrink right by 1 point

Shift+Ctrl+right - Shrink left by 1 column

Shift+Ctrl+Alt+right - Shrink left by 1 point

Shift+up - Shrink bottom by 1 vg

Shift+Alt+up - Shrink bottom by 1 point

Shift+Ctrl+down - Shrink top by 1 vg

Shift+Ctrl+Alt+down - Shrink top by 1 point

Quick selection

Alt+drag - Hand grabber

Ctrl+2 - Zoom tool

P - Polygon tool

R - Rotate tool

V - Rule tool

B - Box tool dialogue

Shift+B - Box default

Shift+Alt+B - Unbox

F - Frame tool

H - Head and body tool

I - Image box tool

L - Link

U - Unlink

Shift+F - Frame below

Shift+I - Image

Shift+Ctrl+I - Image over columns

Alt+A - Rule above

Alt+B - Rule below

Alt+L - Rule left

Alt+R - Rule right

Shift+Ctrl+F - Pull quote at pointer

Ctrl+H - Replace with another

Ctrl+R - Text wrap

Moving objects

Click - Select

Ctrl+click - Select underlying

Ctrl+A - Select all

Shift+A or Shift+right click - Select article

Shift+Ctrl+A - Select linked frames

Z - Unselect

Tab - Select next

Shift+Tab - Select previous

Ctrl+B - Move to bottom of stack

Ctrl+F - Move to top of stack

Down - Move down 1 nudge

Alt+Down - Move down 1 point

Ctrl+Down - Move down 2 nudges

Up - Move up 1 nudge

Alt+Up - Move up 1 point

Ctrl+Up - Move up 2 nudges

Left - Move left 1 column

Ctrl+left - Move left ½ column

Ctrl+Alt+left - Move left ½ gutter *

Alt+left - Move left 1 point

Right - Move right 1 column

Ctrl+right - Move right ½ column

Ctrl+Alt+Right - Move right ½ gutter *

Alt+right - Move right 1 point

Growing/shrinking

Shift+Alt+Left - Shrink ½ gutter left

Shift+Alt+Right - Shrink ½ gutter right

Shift+Ctrl+Alt+Left - Grow ½ gutter left

Shift+Ctrl+Alt+Right - Grow ½ gutter right

Alignment

Shift+Ctrl+T - Vertically top

Shift+Ctrl+B - Vertically bottom

Shift+Ctrl+C - Horizontally centred

Shift+Ctrl+V - Vertically centre

Shift+Ctrl+L - Left

Shift+Ctrl+R - Right

Shift+Ctrl+G - To grid

Shift+M - To closest module

Shift+C - To closest column

Shift+N - To nudge

Images

Shift+I - Insert image

Shift+Alt+plus or Shift+rotate backwards - Zoom image in

Shift+Alt+minus or Shift+ rotate forwards - Zoom image out

Double click - Crop tool

Viewing pages

F4 - Open last page(s)

Shift+F4 - Open last object(s)

Ctrl+W - Close page

E - View type labels

T - Tracking mode

F10 - Toggle view

F3 - Redraw

Home - First page

End - Last page

Page up - Previous page

Page down - Next page

F11 - Show assigned

F12 - Show linked

+ - Zoom in

- Zoom out

Ctrl+1 - Zoom fit

Ctrl+2 - Zoom marquee

Ctrl+3 - Zoom percentage

Ctrl+4 - Zoom fit width

Ctrl+5 - Zoom fit all

Ctrl+6 - Zoom fit all width

Ctrl+7 - Zoom article

Ctrl+8 - Zoom selection

A - Toggle article palette

O - Crop dialogue box

Alt+N - Toggle Navigator

Shift+Alt+P - Display preferences

Ctrl+N - New article

Ctrl+M - Toggle paragraph palette

Ctrl+T - Toggle control palette

Other

F5 - Refresh text

Ctrl+F5 - Refresh all

Ctrl+S - Save

Backspace - Clear current

F2 - Select format

F6 - Browse libraries

Alt+N - Stickies