

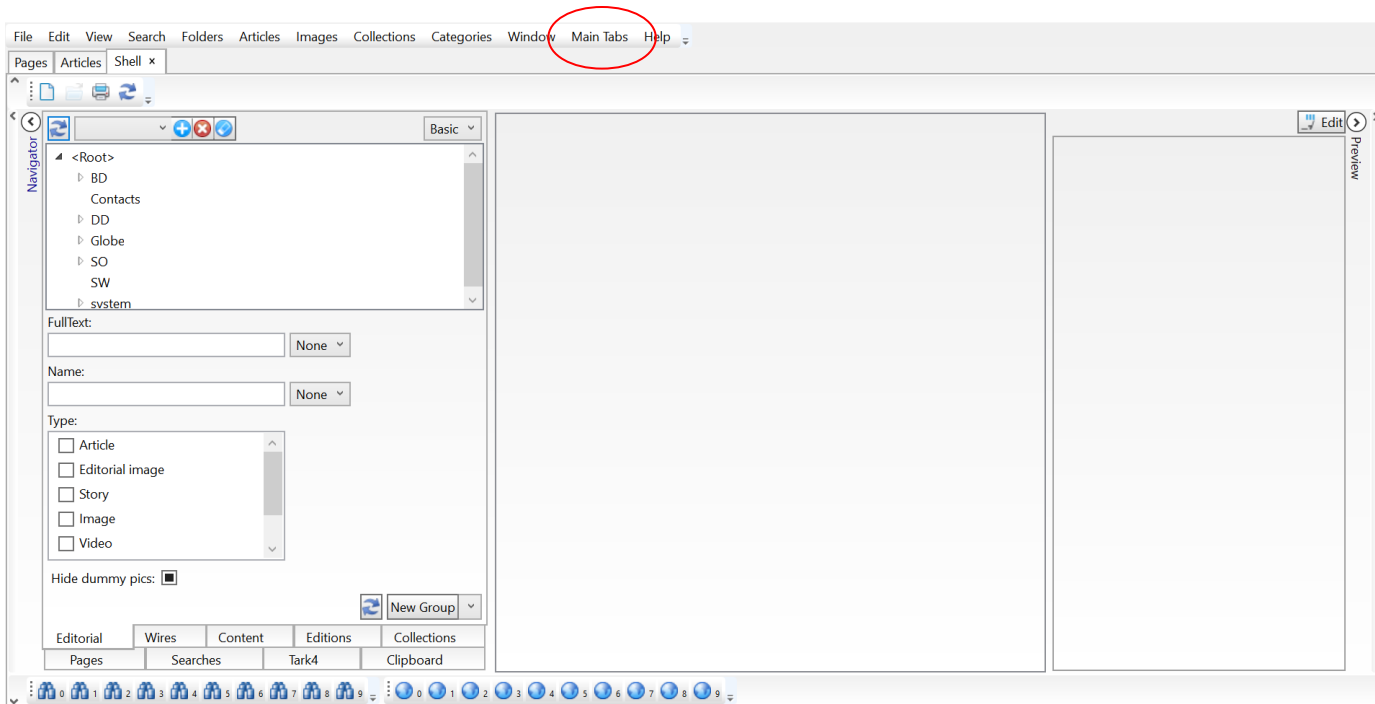
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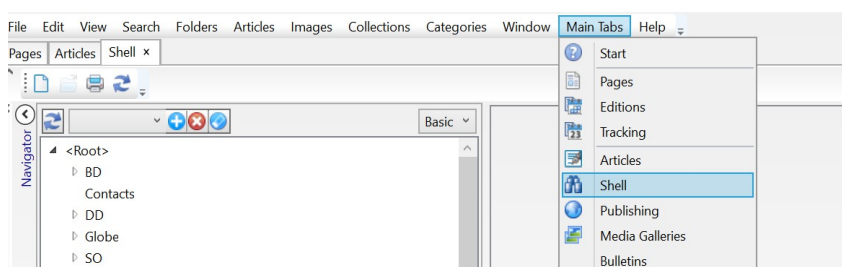
Shell

This is Shell. It is no longer a separate application, but forms part of Fred4 as a Main Tab (accessed under Main Tabs on the main toolbar). On the left of your workspace is the Navigator, which allows you to set your criteria for searches and views into baskets, and on the right is the screen in which you can work or view things.

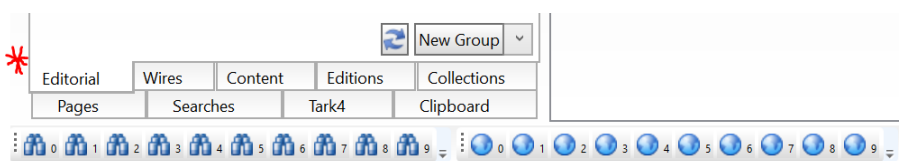
The Navigator options allow you to set up search criteria and views for each category of content, eg Wires, Editorial, Pages etc



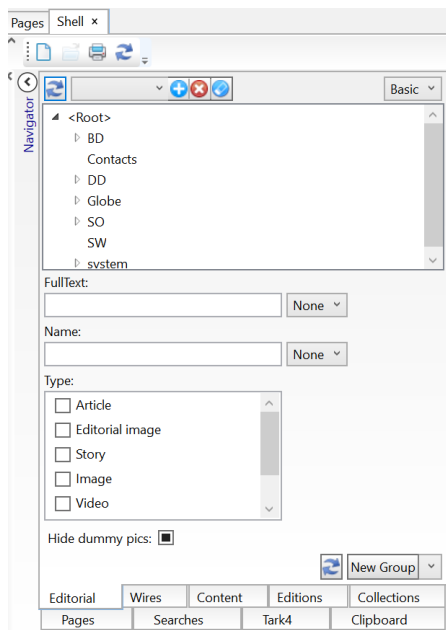
To access **Shell**, click on Main Tabs: Shell



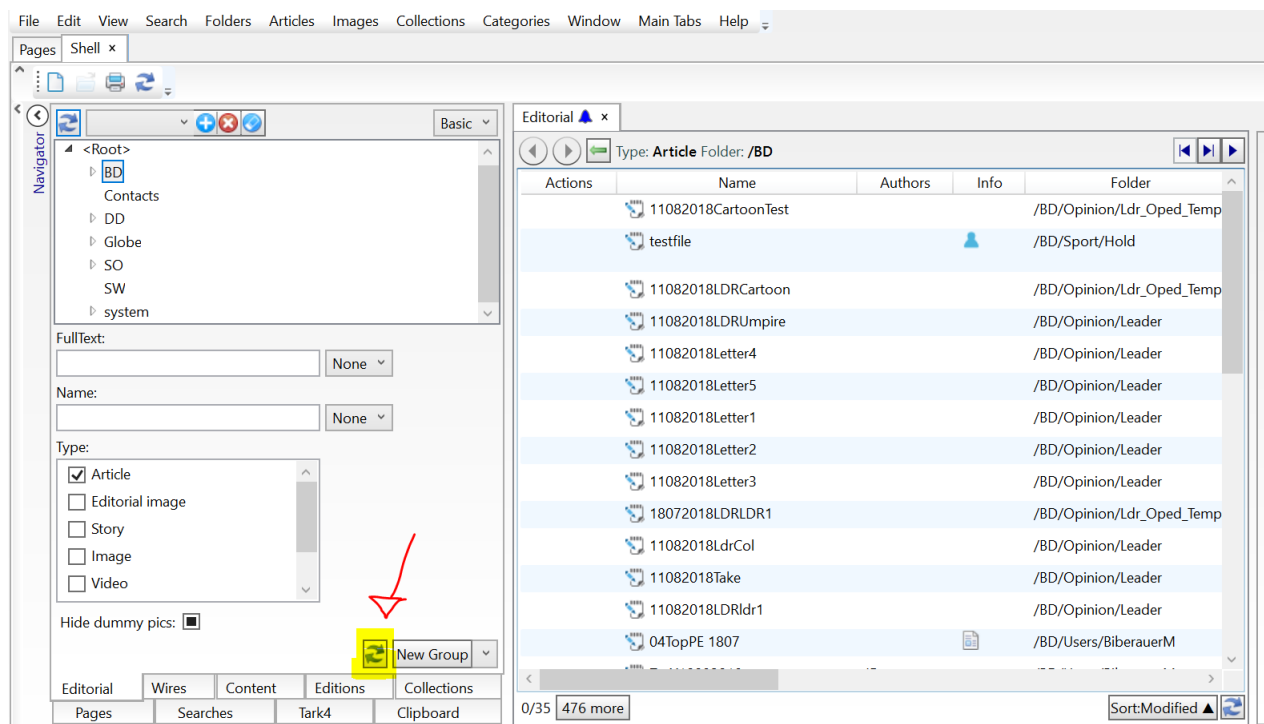
To search for editorial content, click on Editorial at the bottom of the Navigator.



This will bring up the Editorial search.



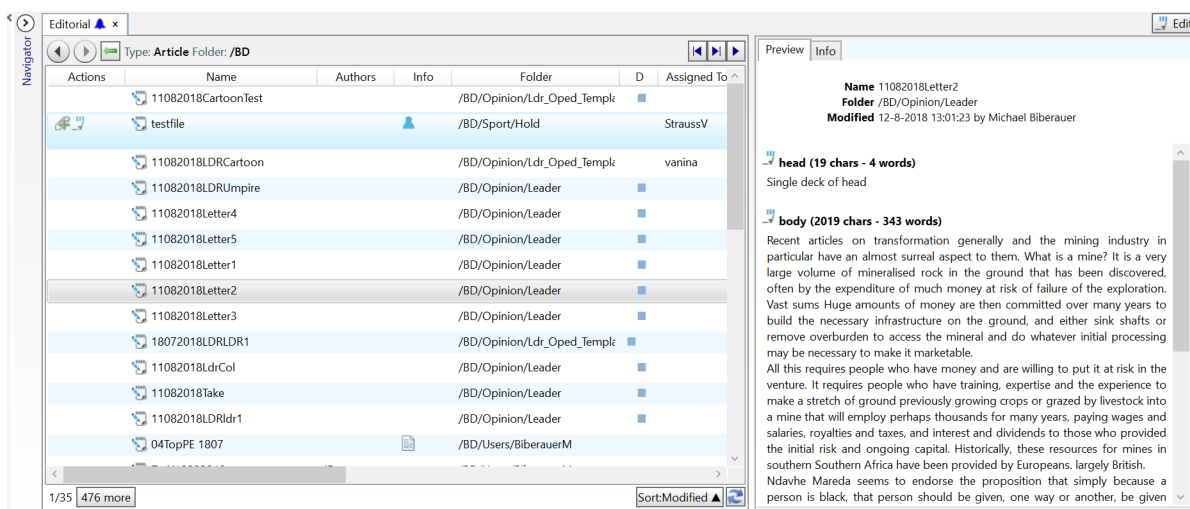
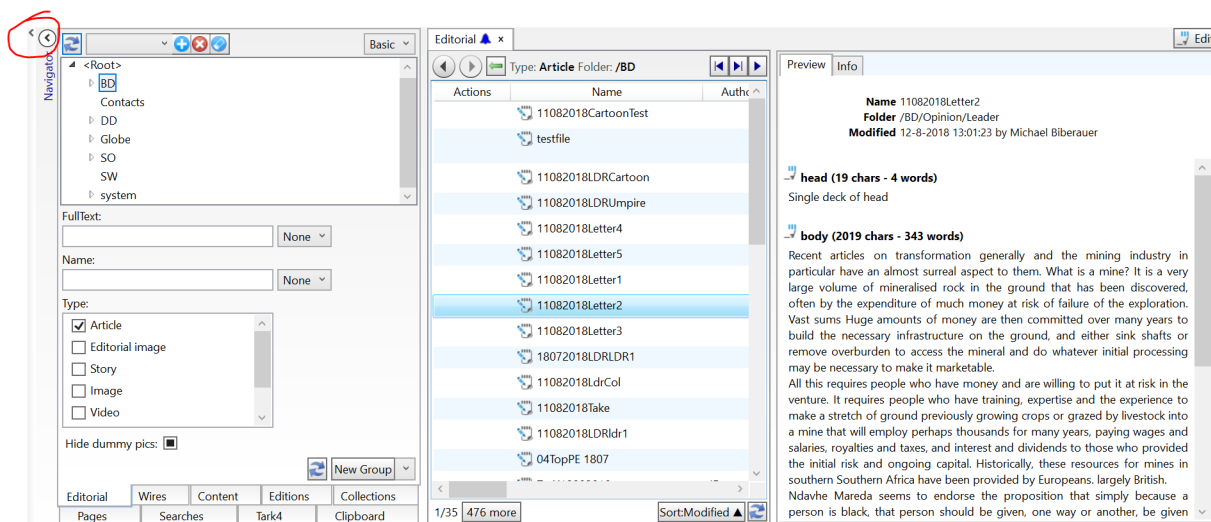
To search double-click on the title of the publication to open the tree and narrow the search to the folder, as well as the type of content required by ticking the relevant search in Type. Then click on the refresh button (double arrow).



This will open the list view on the right-hand side of your workspace.

To view an article in the preview screen, click on an article and it will open on the far right of your workspace. You can adjust the width of the windows as required by dragging the margins of the window.

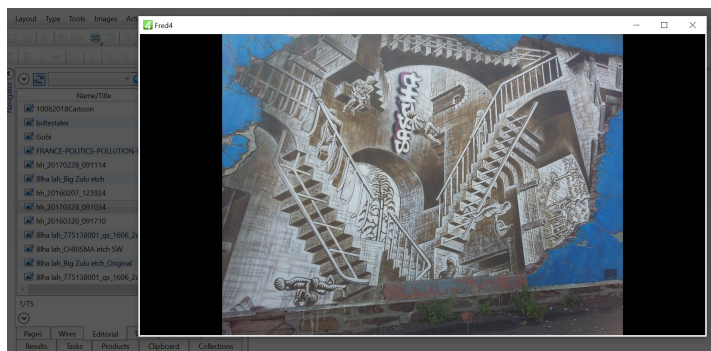
The Navigator window can be opened and closed by clicking on its arrow (top left) to give yourself more horizontal space when required.



Edit an Article

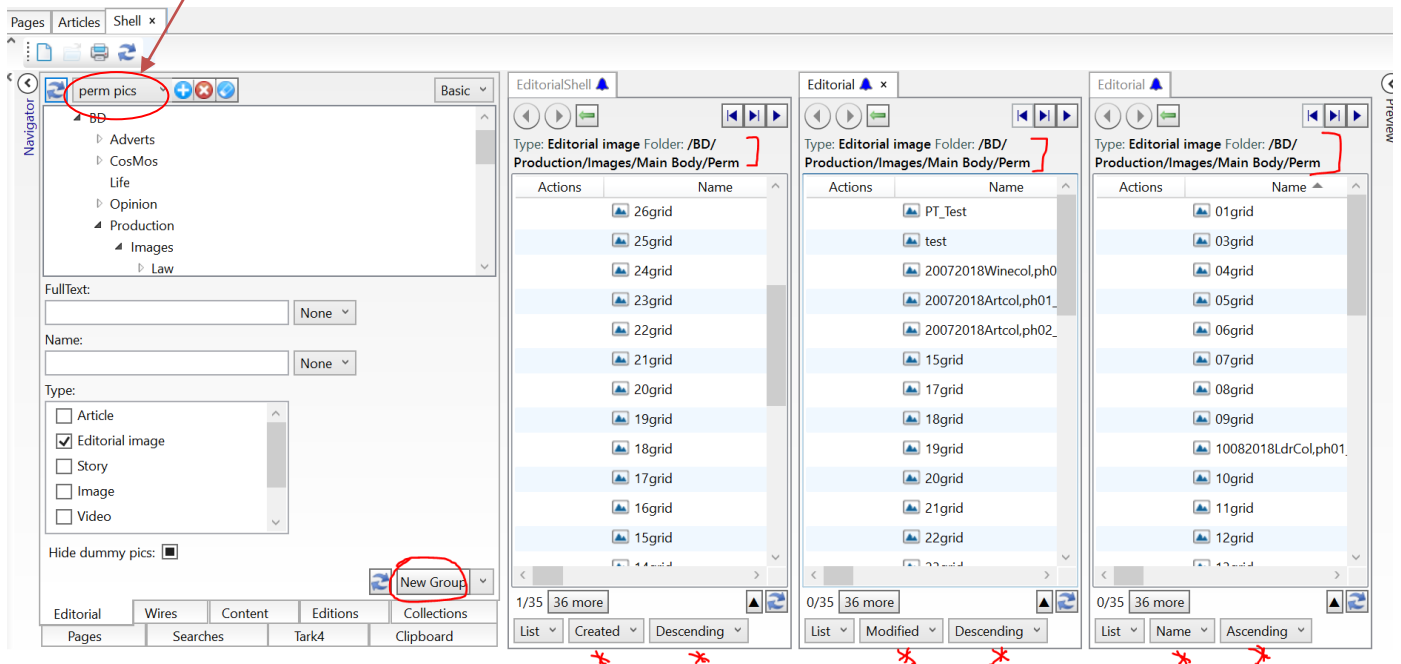
Double-click to open an article to edit.

Note that on an image list, double-click opens the FULL hi-res preview of the image.



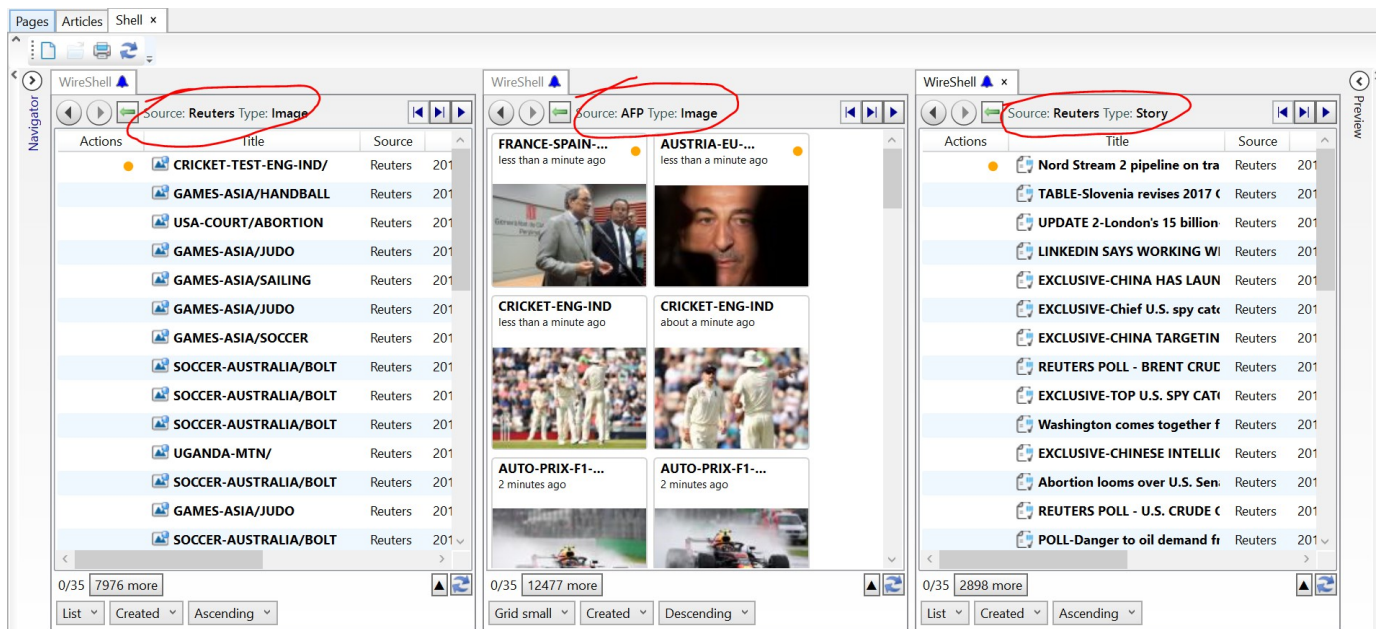
In order to open more than one window, click on New Group. Each time you do so a new window will open. You can then view the same content in a number of ways, as below *, by tweaking the Sort: Created parameters

Saved Search



Or you can change the parameters in Navigator as you go and have three different views of three different wires, for example, each from one of your saved searches **. Then close the Navigator so that you have more space

** See the Saved Searches document



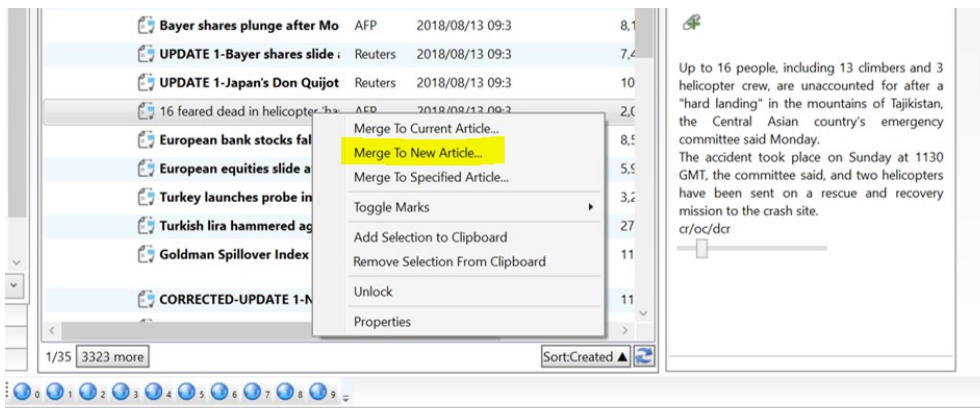
To search wires, click on Wires Category Tab at the bottom of the Navigator.

Pages	Wires	Editorial	Tark4	Libraries	Masters
Results	Tasks	Products	Clipboard	Collections	

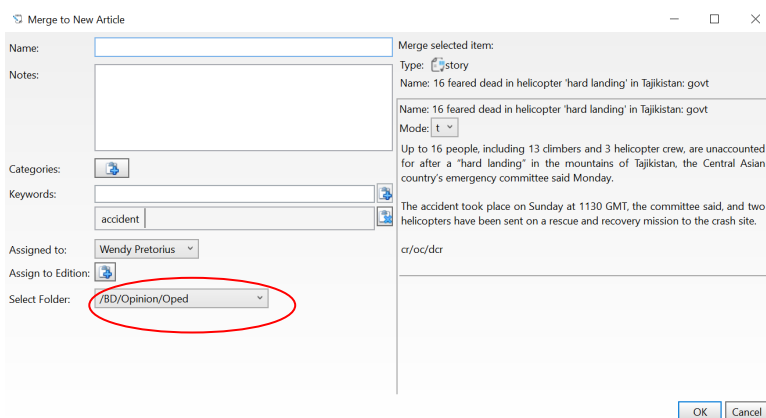
This will bring up the Wires search.

To do an open search on all wires, click on the kind (Type) of wire you want and then click on the Refresh icon. This will bring up the wire listing. Then click on the story or image for a preview. Toggle the preview arrow to open and close. For a more specific search, click on a specific wire name, such as AFP or Reuters

To pick (pin) the article, right click and choose Merge To New Article.



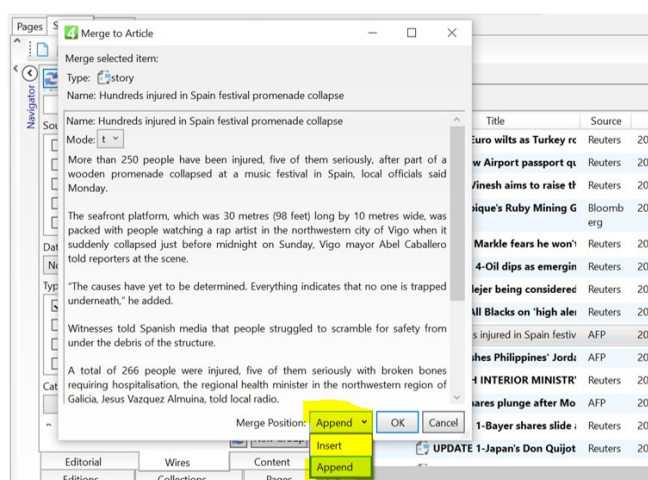
The Merge To New Article dialogue box will appear.



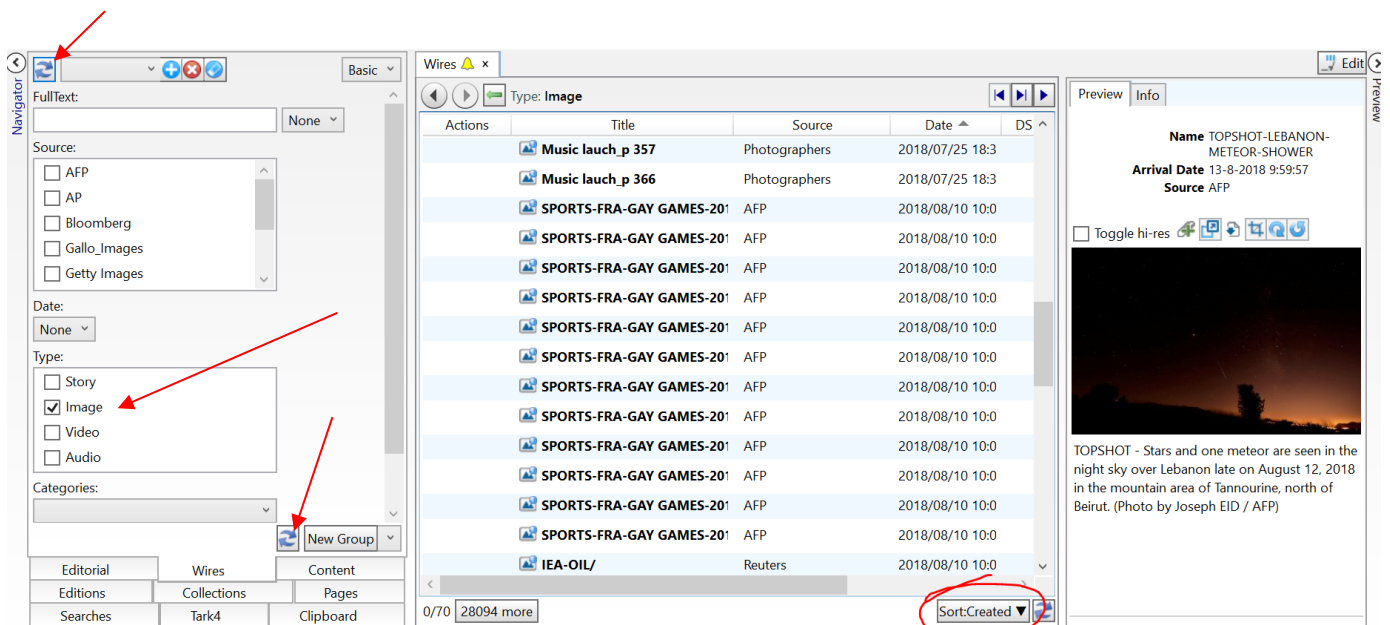
Give the article a Name and type in necessary details in Notes, if needed. The article can be assigned to a particular person and to an Edition. Select the Folder the story needs to appear in.

If compiling related stories for a cobble, or for briefs, choose Merge to Current Article.

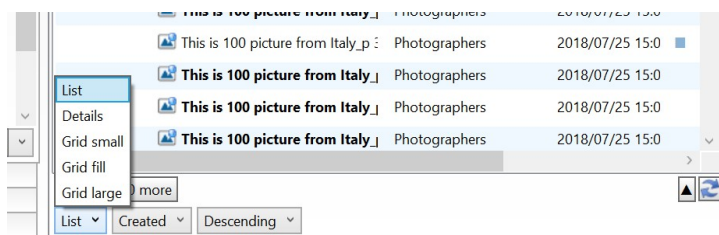
The story will drop into the article you already have open. Append will put it on the bottom, Insert will put it on the top of the file.



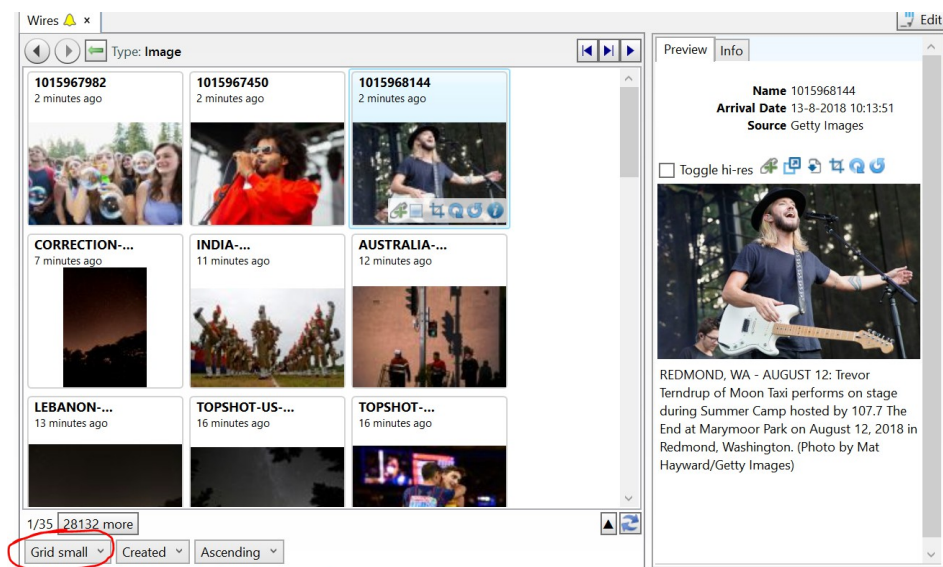
To search wire images, click on the Type: Image and then click on either of the Refresh icons



To see more images at once, click on the Sort: Created arrow and choose a Grid option.



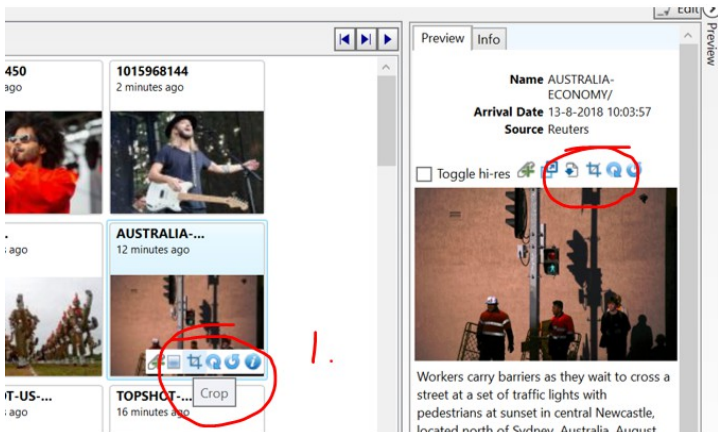
This allows for better visuals. You can see the images in more detail as well, as once you click on the image you will get a preview with a caption of the highlighted picture as before.



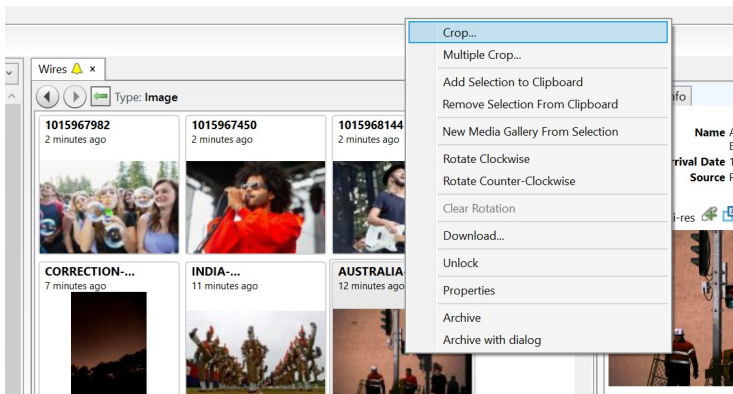
Processing the Picture

There are three ways to pick a picture for processing.

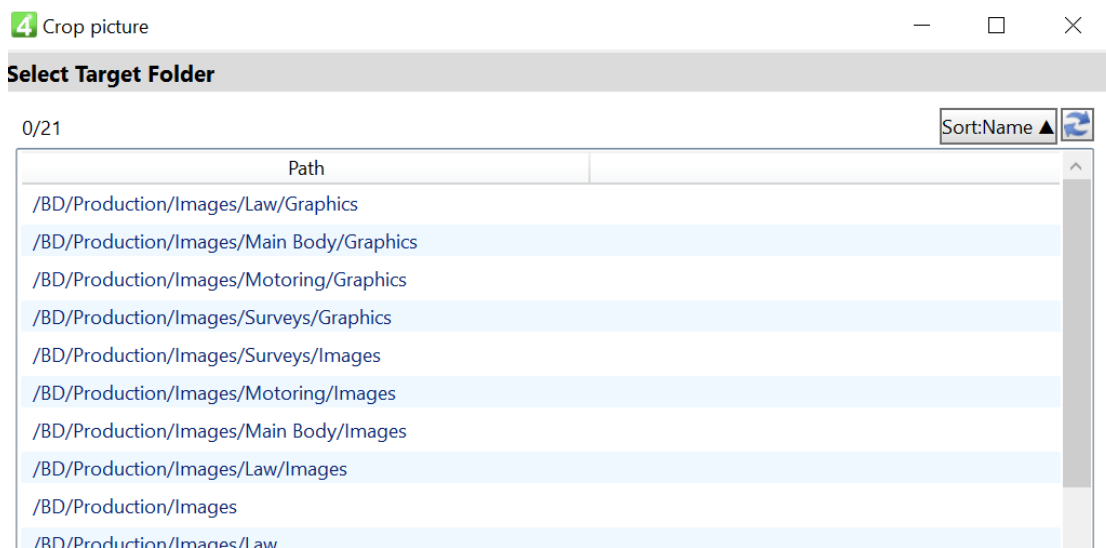
Hover over the picture and the crop  options will appear (1), or pick the crop option at right (2).



Or right mouse button: Crop



Once you have clicked on crop, your destination folder list appears. Choose the appropriate one, click Next



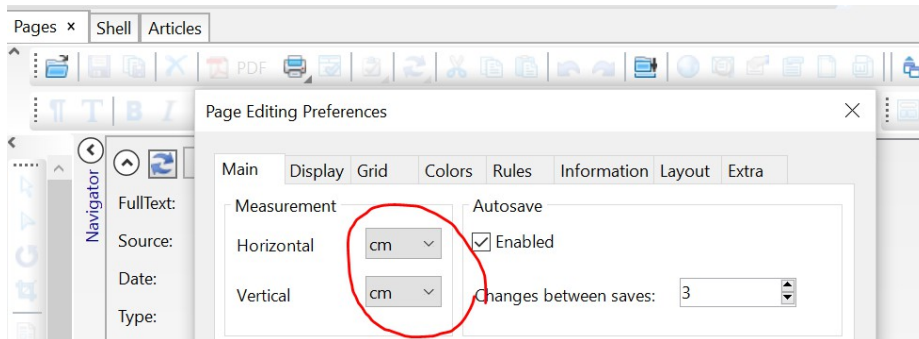
Then the crop dialogue will appear. Give the image a name according to the title's naming convention, **resize (VERY IMPORTANT)** and send to a designated colour Destination (either full colour or b/w).

NOTE:

The default unit for the size of the picture can be set in
Main Tab PAGES

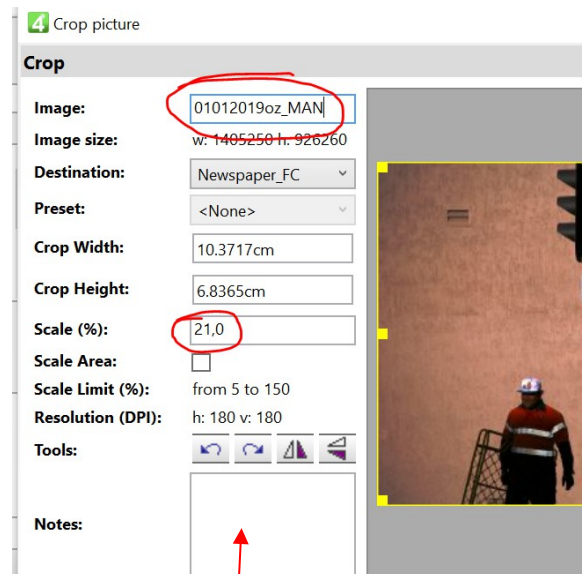
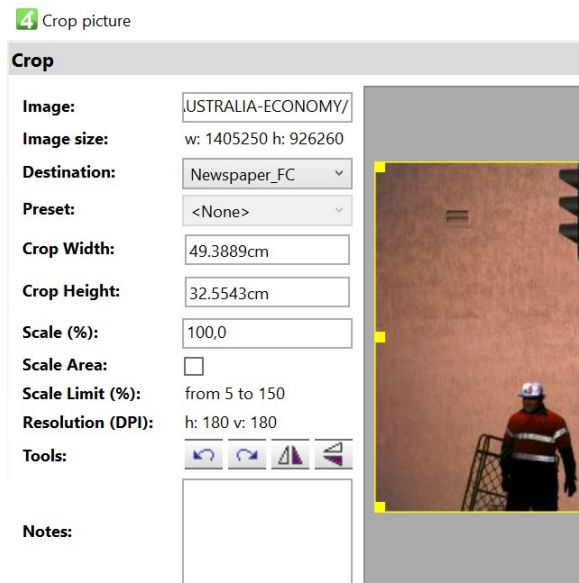
Edit: Preferences (Shift+Alt+P)/Main/Measurement

OK this



Note how large the picture is, nearly 50cm wide. FYI, a broadsheet is 38cm wide, a tabloid 26cm!

So **PLEASE RESIZE** the picture in the Scale (%) field to approximately the size you really want to use it at, perhaps a bit larger if you want to crop it more on page.



For example, this picture needs to be 10cm wide, so continue to reduce the scale percentage and hit enter until you get the width required. In this example 21% of the image size will give you a picture that is 10cm wide.

In the case of sending a pic for an etch simply add an *underscore* (use Shift-Hyphen), then *MAN* (for manual) behind the name and fill in the detailed instructions for this etch in the Notes field