

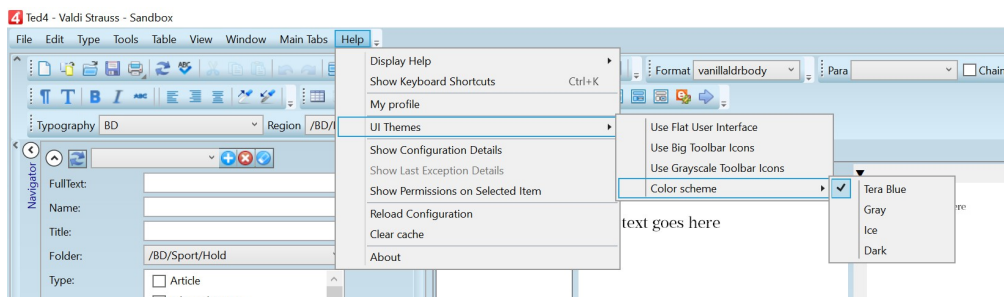
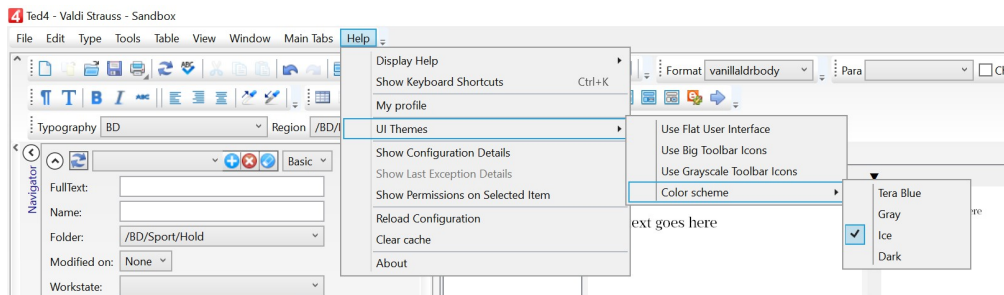
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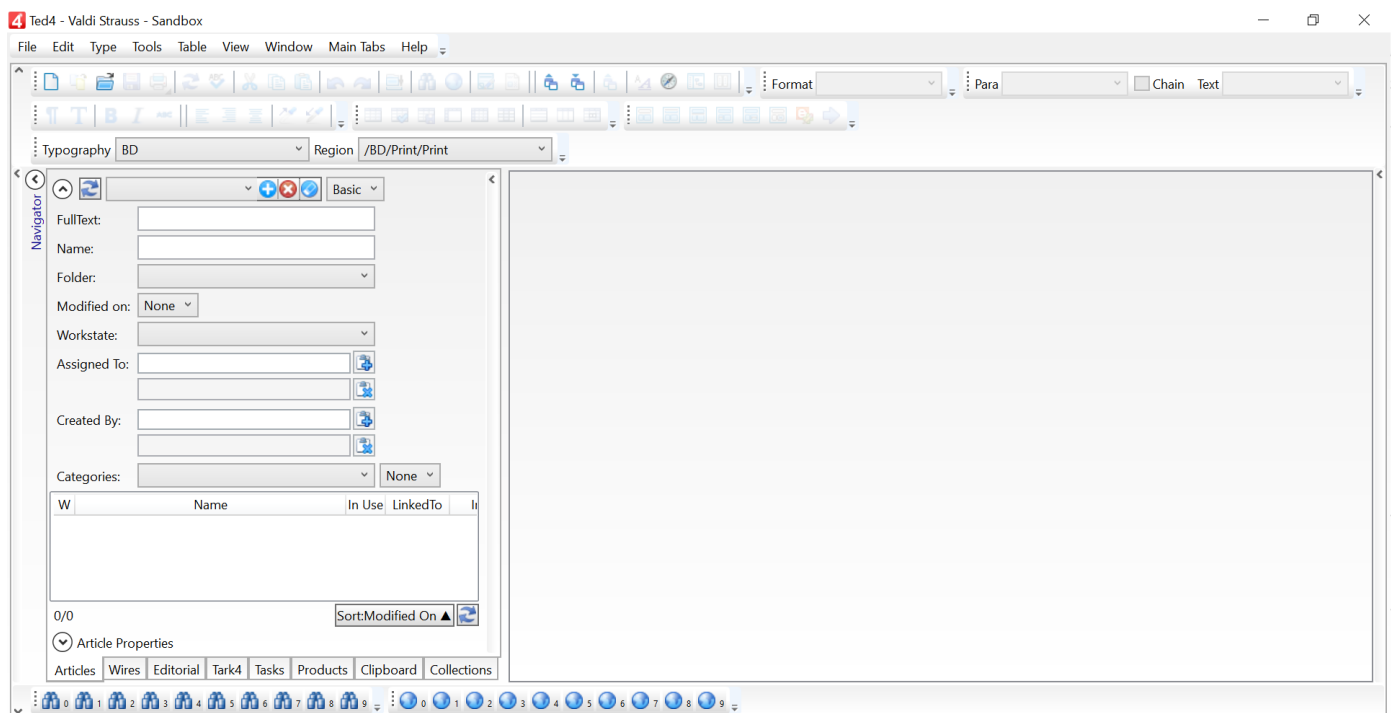
Ted4

This the view of Ted4.

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



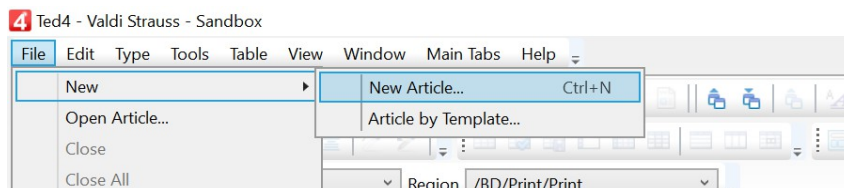
On the left is your Navigator, and on the right is the screen in which you will work when an article is opened



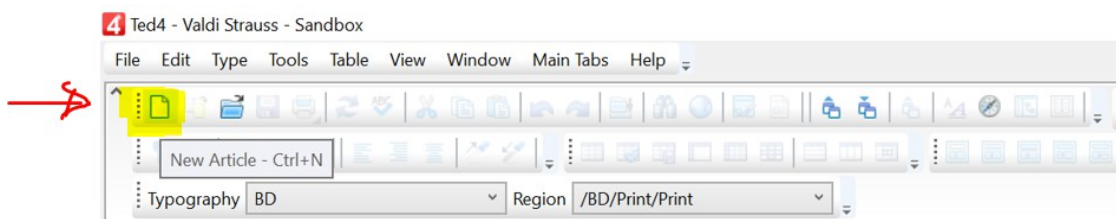
How to create an article

Shortcut: Ctrl+N

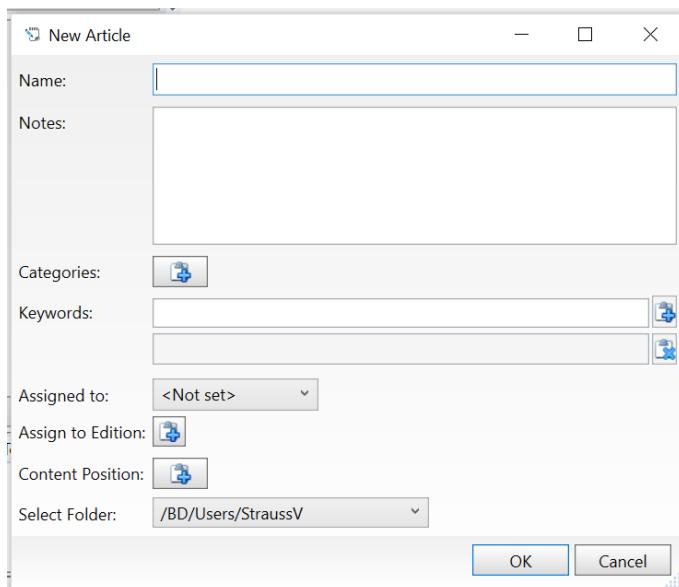
Click on File, choose New: New article or Article by template.



Or click on the New icon on the Main toolbar.



This will bring you to:

A screenshot of the 'New Article' dialog box. It contains the following fields and options: 'Name:' (text input), 'Notes:' (text area), 'Categories:' (button with plus icon), 'Keywords:' (text input with plus and minus icons), 'Assigned to:' (dropdown menu showing '<Not set>'), 'Assign to Edition:' (button with plus icon), 'Content Position:' (button with plus icon), and 'Select Folder:' (dropdown menu showing '/BD/Users/StraussV'). At the bottom are 'OK' and 'Cancel' buttons.

Name the article according to the conventions set by your title.

Notes can be used to describe the article.

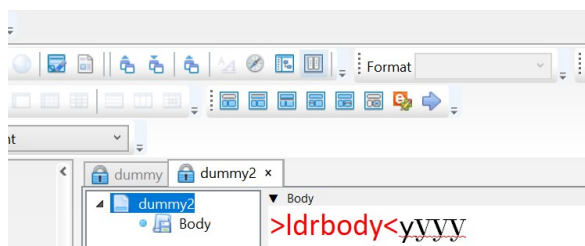
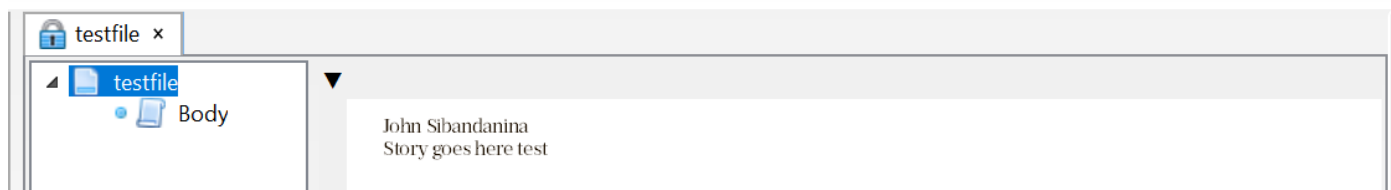
A category can be chosen (what the article falls under), as well as keywords to be used for archiving and online. Use the plus sign to assign the keyword, the cross to remove them

The article can be assigned to someone, or somewhere.

Assign to edition and content position will allow for faster layout.

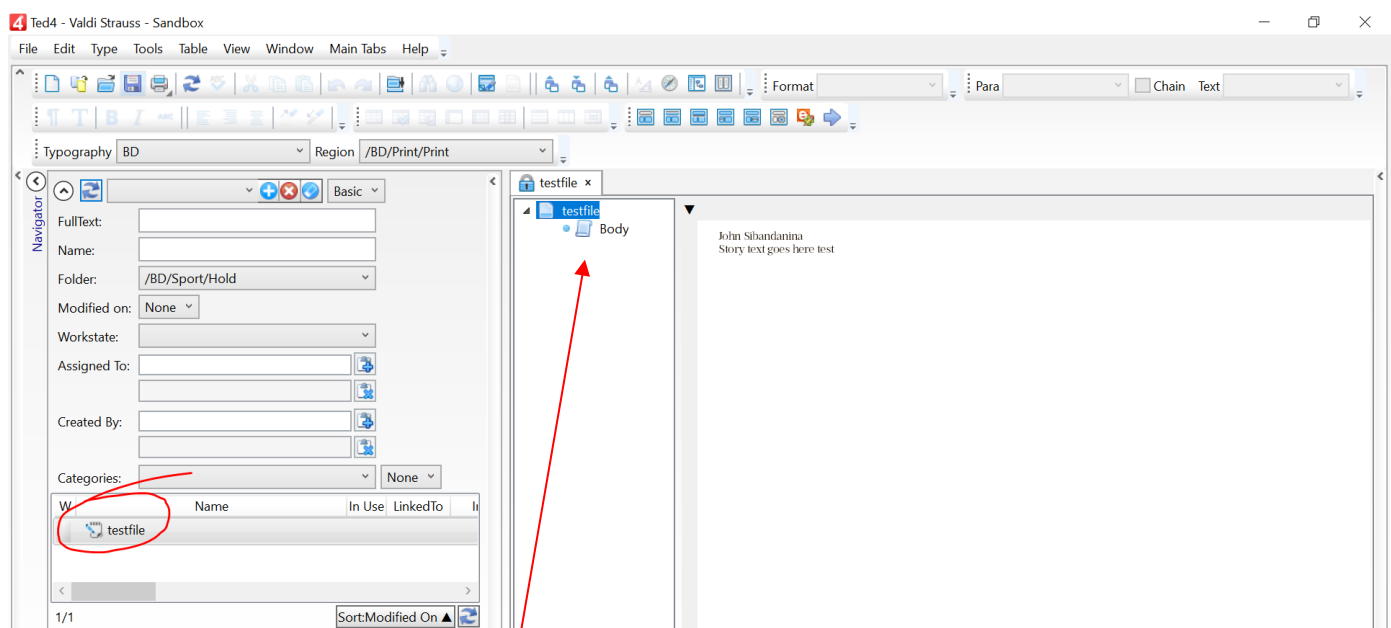
Select *folder* is a MUST – this correlates to a *basket* in GN3.

The story opens automatically on creation and you can write your article. The view may or may not show a preview – it depends on what WYSIWYG view you had selected the last time you created an article.

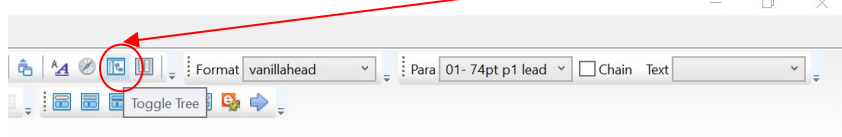


Opening a closed article

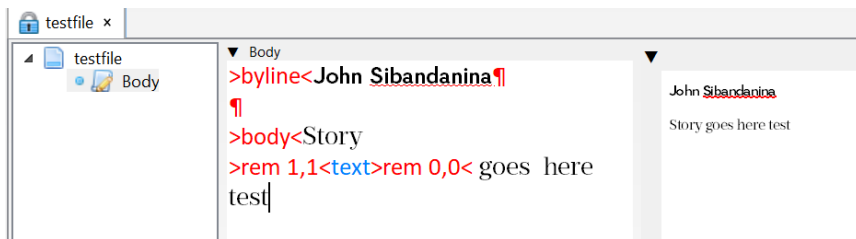
Double click on the name. You can work immediately. The view is of the *preview*



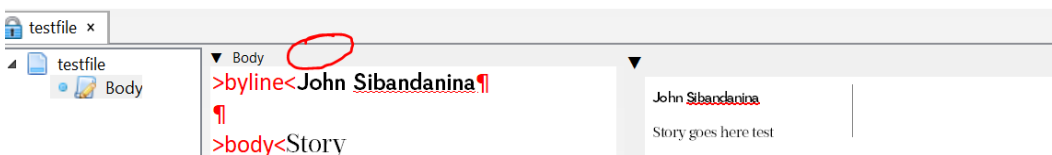
To toggle the tree if it is not showing



To generate a source pane as well, ie the one in which you will work, double-click each *element* in the tree, i the head, body, pullquote or caption. If already linked to a page the styles will be also visible on the left screen.



To close an element, double-click on the name of each element. Only the preview remains up



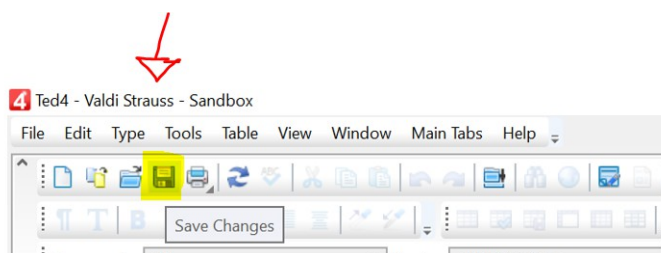
To grow the size of type use ctrl-mousewheel. Depending where the cursor is, the size of the live (source pane) copy AND the preview can be grown or shrunk in this way, independently of each other.

To save

Shortcut: Ctrl+S

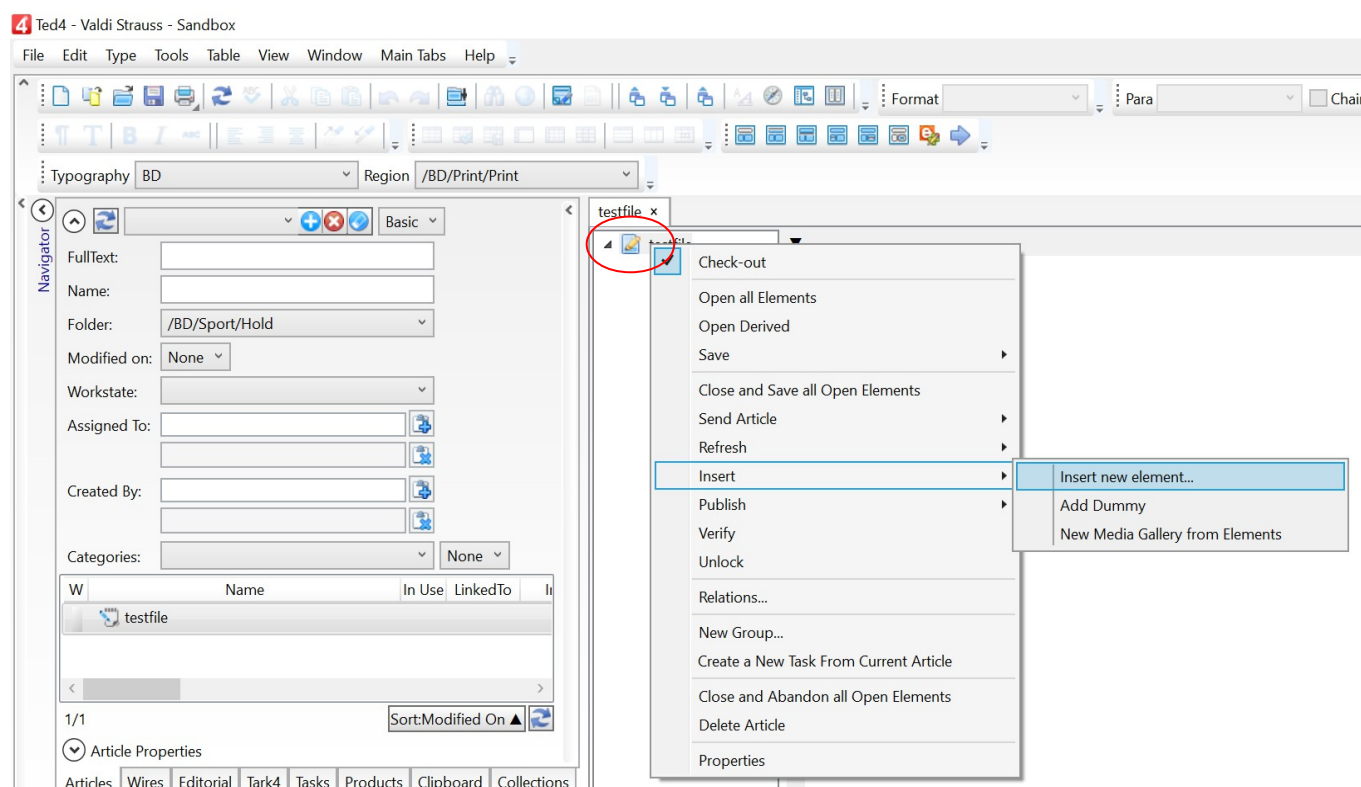
Click on File: Save.

Or click on the Save icon on the Main toolbar.

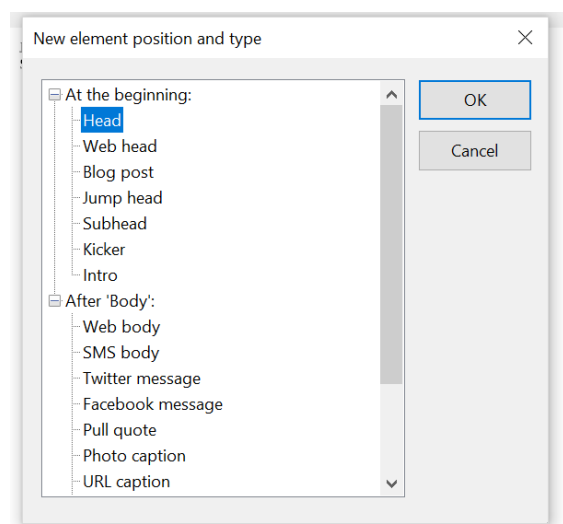


To add a headline, picture, caption or pull quote

To insert a headline, caption or pull quote to the body of the article, click on the name of the article in the article tree, use the right mouse button (RMB) and check it out. Then click on Insert: Insert new element.



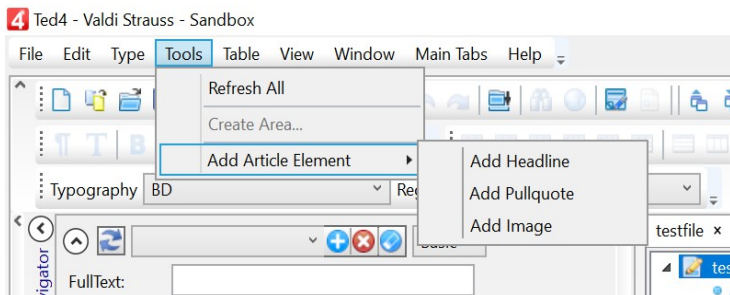
A comprehensive list is generated (this will shorten according to the needs of the publication)



Or on this toolbar



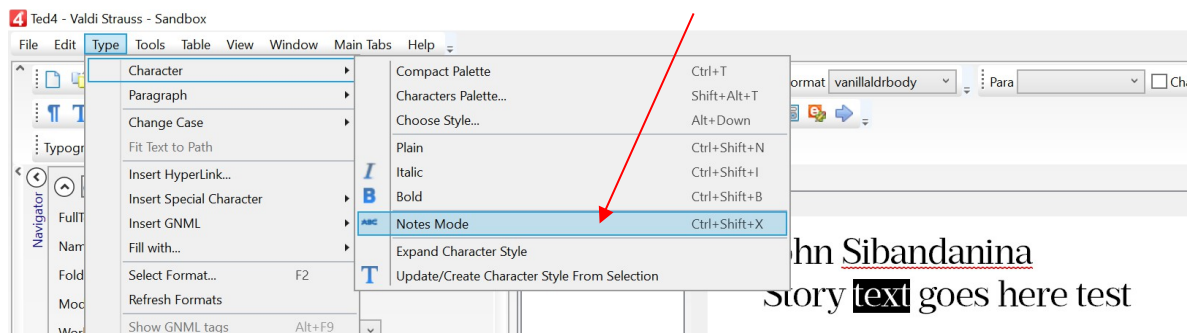
Or click on Tools: Add article element, and choose the element.



Notes mode

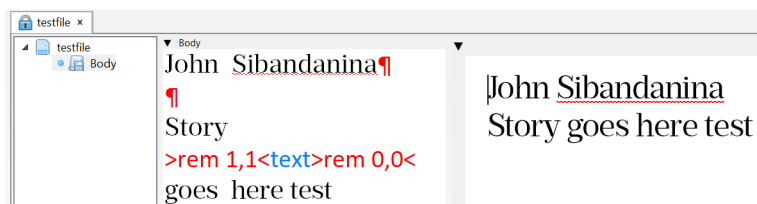
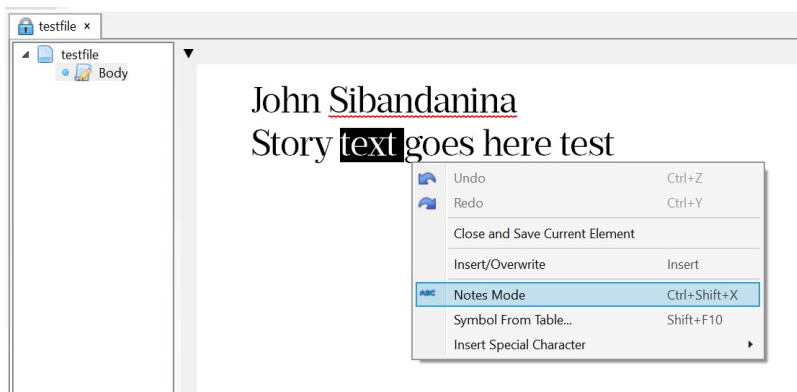
Shortcut: Ctrl+Shift+X

Or click on Type: Character: Notes Mode.



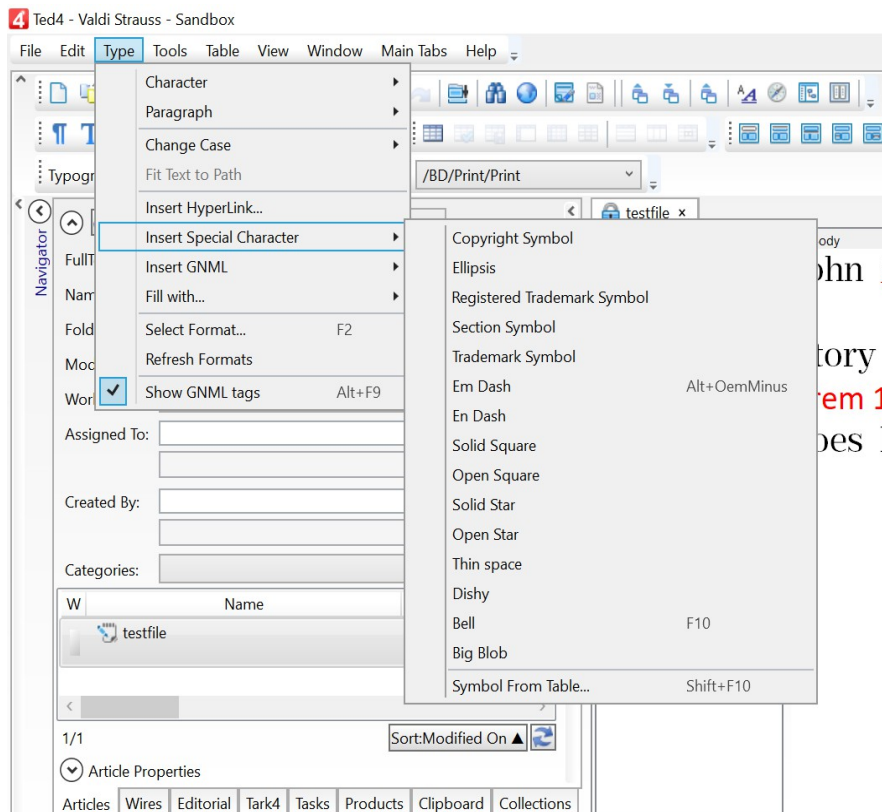
John Sibandanina
Story **text** goes here test

Or on RMB: Notes Mode

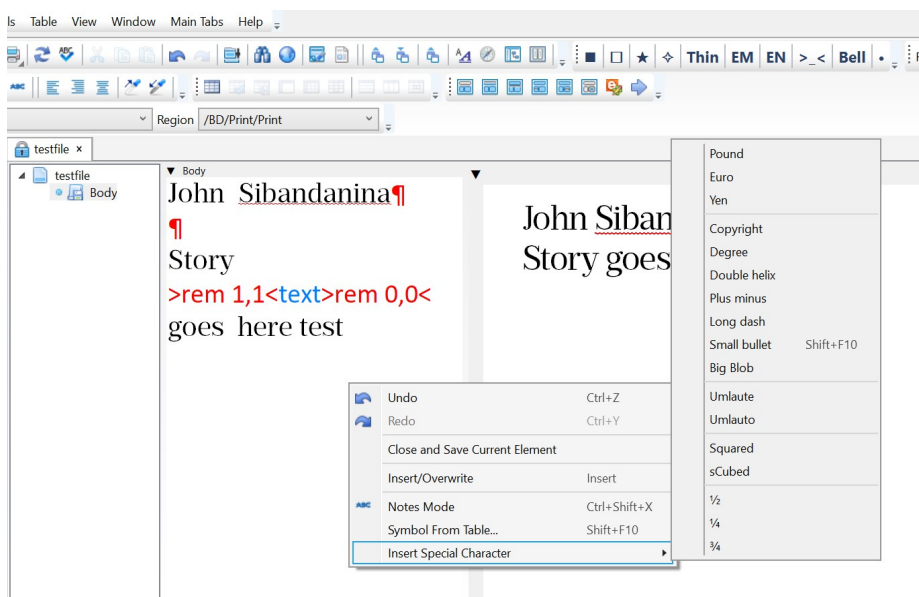


Special characters

To choose a special character click on Type: Insert Special Character - and choose character



Or right click in the body: Insert Special Character.

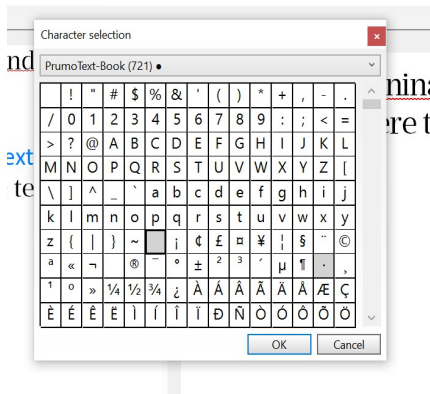


Both of these options contain...

Symbol from the table

Shortcut: Shift+F10

Click on Type, then click on Insert Special Character and Click on Symbol From Table. It will bring up this:

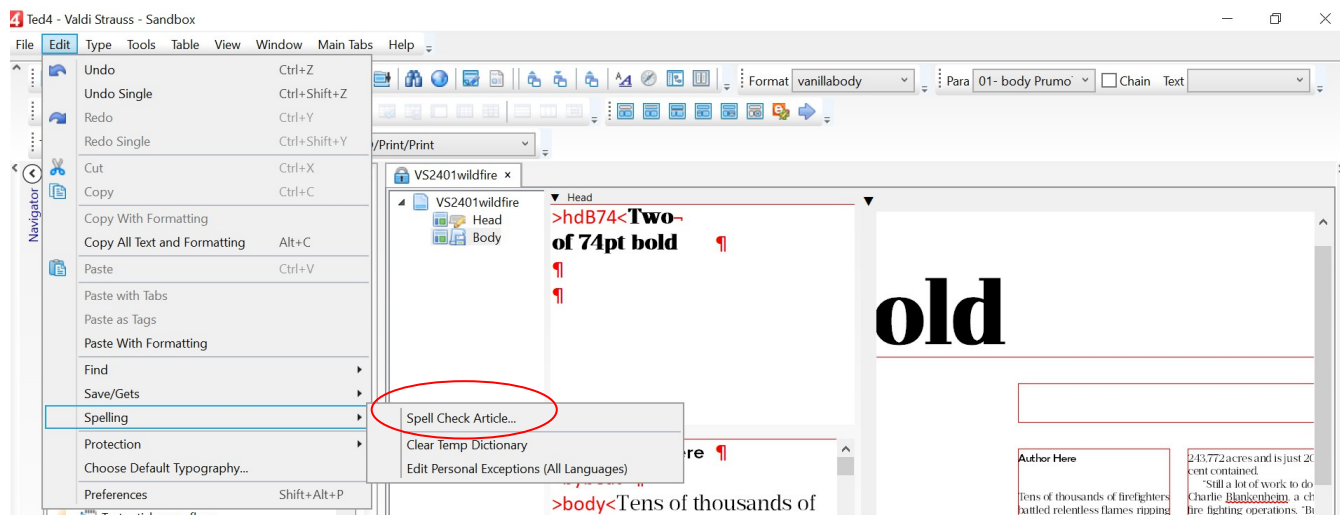


There is also a small toolbar with selected, limited, options



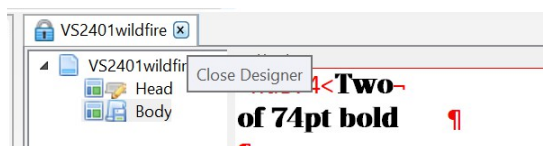
Spell check

To run a spell check, click on Edit: Spelling: Spell Check Article.

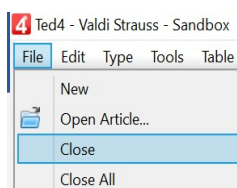


To close

To close the article, click on the X above the article tree.



Or click on File: Close.



Keyboard Shortcuts

F1 - help
F2 - select format
F4 - open last
F5 - refresh geometry
F9 - insert tag
F10 - insert @
F12 - send to

Refresh

Ctrl+F5 - Refresh all

Text

Spacebar – in Fred4 to start editing
Double click – in Fred4 to edit on page
Shift+Enter – Force a turn
Left curly bracket – Start/end single quote
Shift+Right curly bracket – Start/end double quote
Shift+F6 - Spell check
Shift+F10 - Character map
Shift+Ctrl+A - All capitals
Shift+Ctrl+K - Small capitals
Shift+Ctrl+T - Toggle case
Shift+Ctrl+U - Upper case
Ctrl+C - Copy to clipboard
Alt+C - Copy all to clipboard
Ctrl+V - Paste
Ctrl+Z - Undo
Shift+Ctrl+Z - Undo all
Ctrl+Y - Redo
Ctrl+S - Save
Ctrl+Q - Edit article notes
Ctrl+minus - Discretionary hyphen
Alt+minus - Long dash
Ctrl+F - Find in text
Ctrl+G - Find next
Ctrl+H - Find and replace

Ctrl+click - Select sentence

Shift+Alt+Click - Select paragraph

Ctrl+A - Select all in text

Esc or Ctrl+W - end editing

Ted view

Shift+F11 - Split horizontal

Ctrl+F11 - Split vertical

Palettes and dialogue boxes

Alt+N - Toggle Navigator

Ctrl+N - New article

Shift+Alt+P - Display preferences

Ctrl+M - Toggle paragraph palette

Ctrl+T - Toggle control palette

Ctrl+Alt+T - Toggle text palette