

Portal for community titles

Click on your internet icon:



Type in <https://gn4.tisoblackstar.co.za>

The following screen will appear:

tiso blackstar group.

[Home](#)

Welcome to tbg. GN4 system!

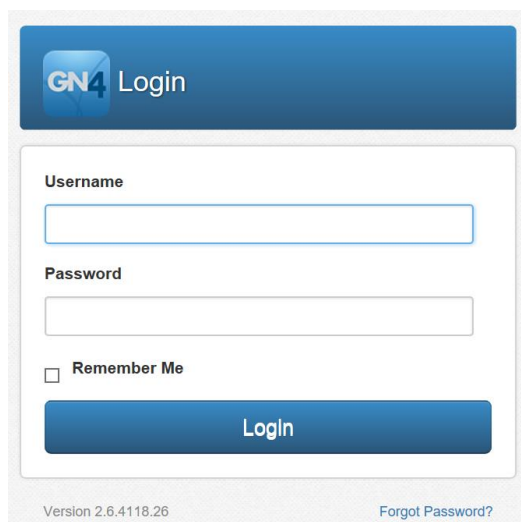
Please select the application to run

Bin x64

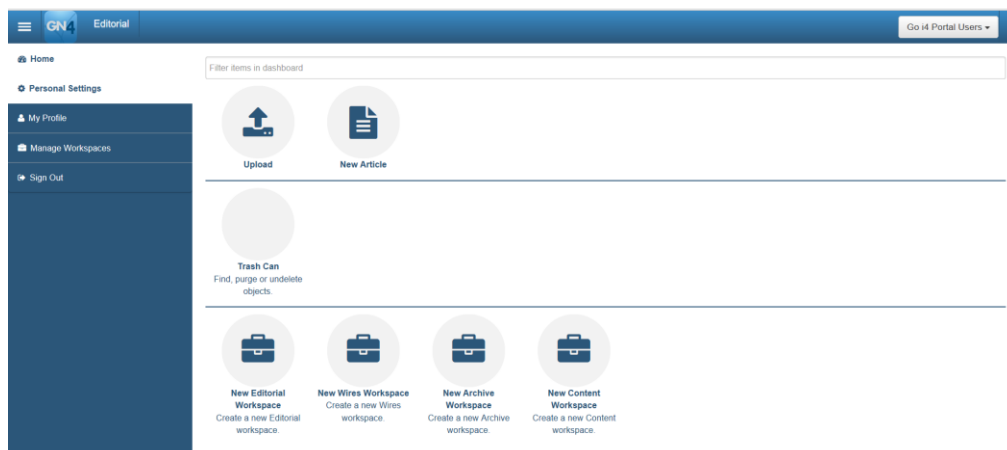


Click on i4.

The login screen will appear.

A login screen with a blue header bar containing the 'GN4 Login' logo. Below the header is a white box with a 'Username' label and a text input field. Below that is a 'Password' label and another text input field. A 'Remember Me' checkbox is located below the password field. At the bottom of the white box is a blue 'Login' button. Below the white box, the text 'Version 2.6.4118.26' is on the left and 'Forgot Password?' is on the right.

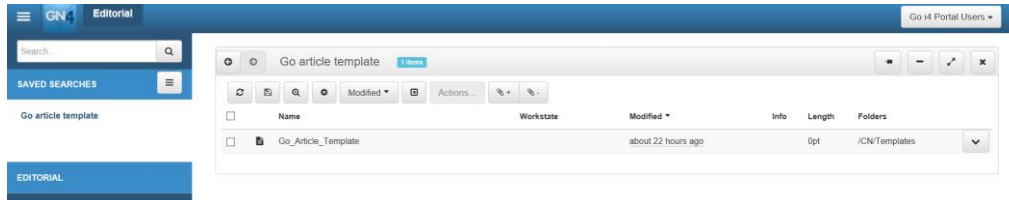
Once you have logged in, you will be taken to the home screen.



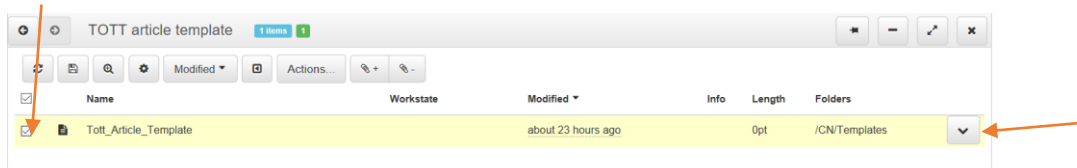
Click on Editorial at the top of the page.



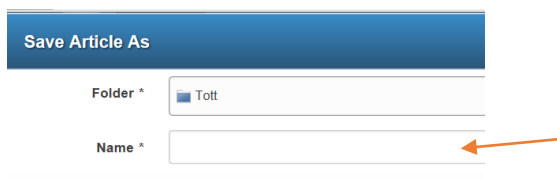
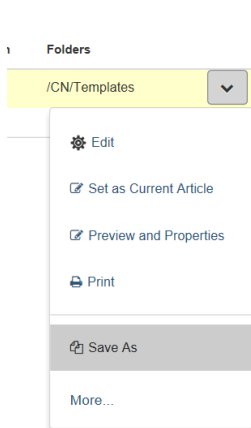
This will direct you to the correct set up for putting articles in the GN system.



Tick in the box next to the article template. Then click on the arrow on the far right.



Click on Save As, and name the article.



For example:

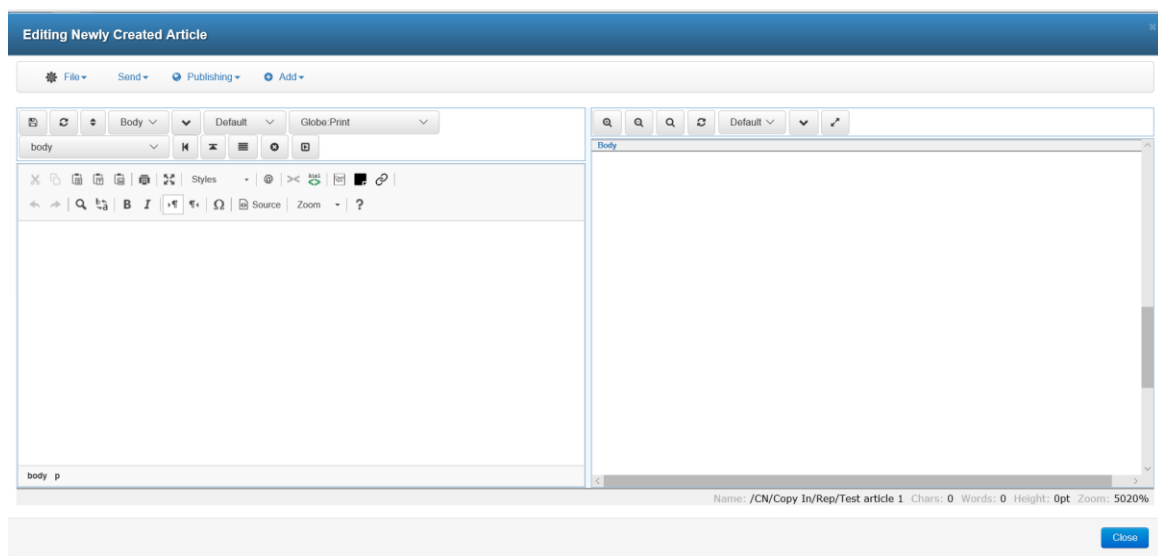


Then click on Next in the bottom right-hand corner.

If the title of the newspaper does not appear next to Folder, click in the search bar, then click on CN, followed by clicking on Copy In, and the title of the newspaper.

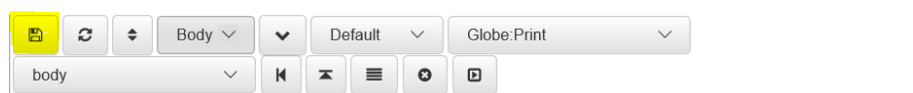


The following screen will appear.



Type the article in the left-hand panel. The right panel is the preview screen.

Save the article by clicking on the save icon.

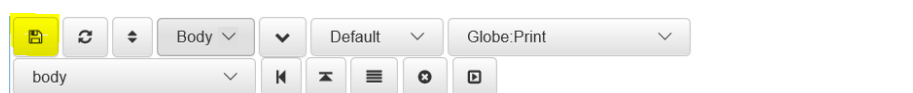


A headline element can be added by clicking on the Body icon and choosing Head.



A headline space will be added. Type the headline in the left-hand panel.

Save the headline.



Use the zoom icons to scroll in or out on the preview panel.



To close the article, click on the X.



Then completely close the article by clicking on the Close button in the bottom right-hand corner.

