

COSMOS: THE EDITORIAL MANUAL

LAST UPDATED: April 8 2021

This is an overview of the main aspects of creating, editing and publishing an article in Cosmos, and using the Cosmos workflow tool. Some functionality may not be explained fully here when it is more likely to be used by the core web production team than by general editorial staff.

NOTE: Always use Cosmos in your Chrome internet browser. Also, depending on your level of Cosmos access, some of the options in the screenshots below may not be visible to you.

TimesLIVE & Sunday Times Cosmos: <https://cosmos-times-live.timeslive.co.za/>

SowetanLIVE Cosmos: <https://cosmos-sowetan-sundayworld.sowetanlive.co.za/>

BusinessLIVE Cosmos: <https://cosmos-business-live-1370.businesslive.co.za/>

Times Select Cosmos: <https://cosmos-select.timeslive.co.za/editions/>

DispatchLIVE Cosmos: <http://cosmos.dispatchlive.co.za/>

HeraldLIVE Cosmos: <https://cosmos.heraldlive.co.za/>

Wanted Online Cosmos: <https://cosmos-wanted-1306.wantedonline.co.za/>

Vrye Weekblad Cosmos: <https://admin-dot-vwb-prod.appspot.com/>

Central production hub Cosmos: <https://admin-dot-tmg-central-2.appspot.com/>

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[Sowetan, Daily Dispatch, Herald]

UPDATED IN THIS EDITION: Updated image gallery widget; new image editing tool; new image widget options; general workflow screenshot updates; general updates to instructions where needed

SECTION A: YOUR SUPER-QUICK GUIDE

These are the main steps that reporters, editors and subs will follow. Please see detailed information on all of these in the rest of the manual that follows.

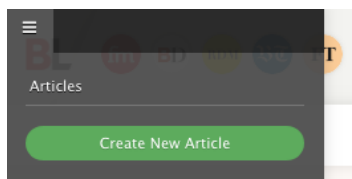
CREATING AN ARTICLE

1. If you're in **workflow view**, click the **plus icon** at the top of your screen to create a new article, then see **page 59** for guidance:



If you're in **article view**, open the menu on the side and click **Create new article** in the menu, then choose the publication and section (and subsection if available or applicable) for your article.

(On BusinessLIVE, the primary placement is ALWAYS the relevant Business Day or Financial Mail section, for example. The corresponding BusinessLIVE section is the secondary placement. For other sites, check best practice with your digital team.)



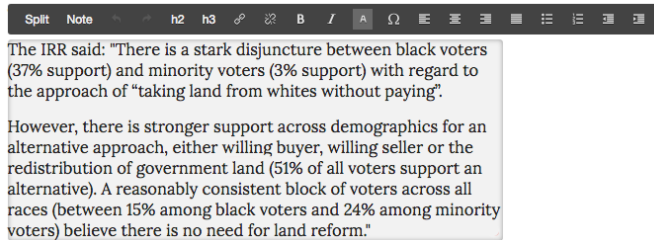
2. On the blank article template that appears, enter a **suggested headline** for your article in the headline field at the top of the page where it says "Click to edit the title". **Do this first** so your article can be easily identified in the workflow baskets. You can always change the headline later.



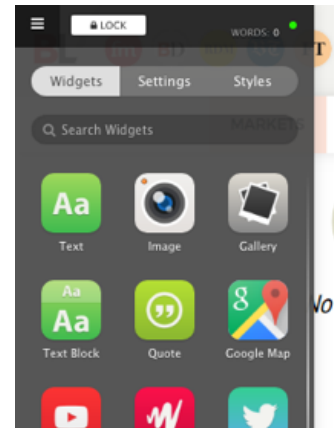
On the **hub Cosmos**, the blank article will look like this, without specific fonts or other styling:



3. Next, ignore the block that says "**Click to edit the intro**" (it's not in use). Click on the **bottom-most** text box that says "**Click here to edit this text**". Type (or copy and paste) your **entire article** into this box. Use the tools in the editing toolbar as required.



4. If you want to add any **widgets** to your article, such as images, embedded tweets, videos or related article links, create gaps in your copy with the **Split** button on the editing toolbar, then drag the widgets in from the **Widgets** menu on the Cosmos control bar.

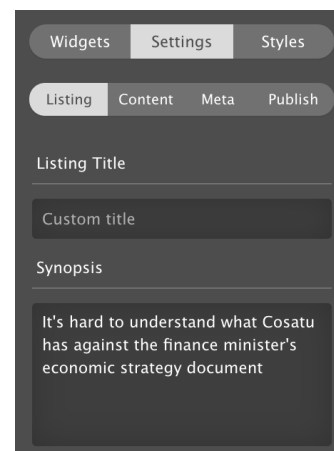


5. When you're done, review your **suggested headline** and amend it if you like. If you want to add a **blurb**, enter it in the field that says "Click to edit the secondary title".
6. In the Cosmos control bar, click **Tansa** to run a style and spelling check on your article. (Follow the steps given in the full explanation of Tansa in Section B below.)

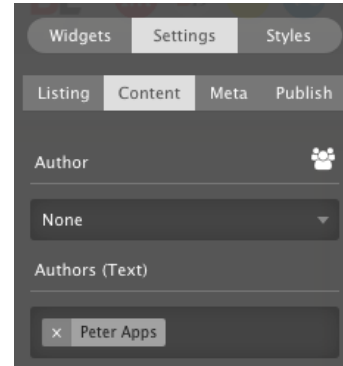


7. In the Cosmos control bar, under **Settings**, add a short (one sentence) **official blurb** for your article in the **Synopsis** box. This can be the same as the blurb under the headline, if you had supplied one, or something completely different.

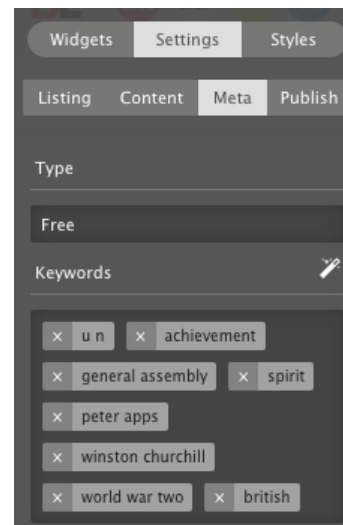
Do NOT enter a **listing title** - this will be done by the web team if necessary.



8. In the Cosmos control bar, under **Content**, type your byline in the **Authors (Text)** box and select your name when it comes up, or select your name from the **Author** dropdown if you are supposed to have your picture byline on the story.

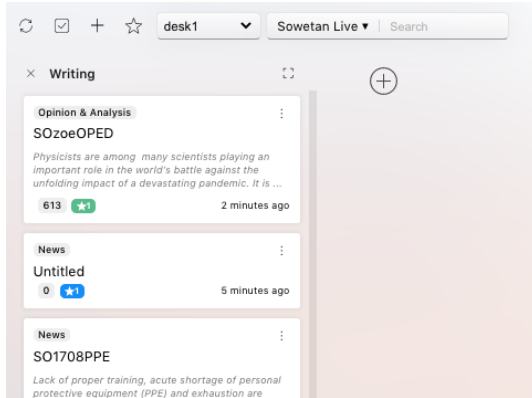


9. In the Cosmos control bar, under **Meta**, click the magic wand icon next to the **Keywords** box, review the keywords for your article that come up automatically, and add or delete as necessary.



10. In the article workflow, under **Editing**, find your article in the **Writing** basket.

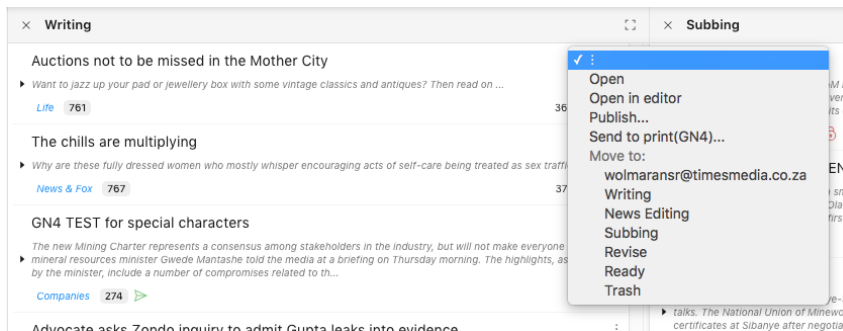
(On the hub Cosmos, set your **publication** as a filter by clicking on the search bar at the top, along with the **section** if you like, to avoid seeing other publications' articles too.)



Click on the three dots to the right of the headline, then choose an option under **Move to** if you'd like to move the article to **News editing** or **Subbing**, for example. You can also move it to your private basket (labelled **Private**) at any point after creating the article.

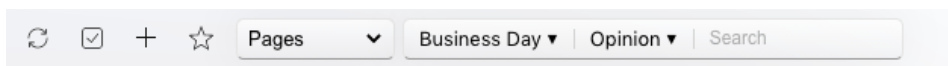
HANDY TIP: You can also click on the headline and drag your story to the next basket.

By clicking on the three dots, you'll also find shortcuts to **Open** (the article information panel), **Open in editor** (to open the article for writing/editing/subbing) and **Publish**.



HANDY TIP: If your article is not in the basket where you expect to find it, check your search box at the top of the workflow, where you may have added some filters that mean you're only seeing a partial view of the basket.

In this example, you'll only see **Business Day Opinion** content in the baskets you have open:



Click on the filters to remove them, or click on the bar to change to different filters.

EDITING OR SUBBING AN ARTICLE

1. In the workflow, find the article in the **News editing**, **Subbing** or **Revise** basket. Click on the headline for a preview. Also see the tip above about checking your filters in the search box.

The screenshot shows the 'News Editing' interface. On the left, a list of articles is displayed. The first article, 'Pg 1: Eskom/Oracle pay dispute will not leave SA in the dark, says Makgoba', is highlighted with a blue box. It has a 'High' priority, 578 views, and was updated 5 hours ago. Below it are two other articles: 'HOLD: Treasury's eTenders website down for three weeks' and 'AfCFTA could help stimulate economic recovery, deputy minister says'. On the right, the preview for the first article is shown. It includes the headline, a sub-headline, a photo of Eskom's Megawatt Park headquarters, and a quote from Malegapuru Makgoba. The article is categorized under 'National' and has a status of 'High'.

2. In the preview, click the **button** showing a little box with an arrow coming out of it to open the story in the Cosmos article view for editing, or click on the three dots next to the headline and choose **Open in editor**.
3. Edit the content, then check the most important **article settings** as described in the previous section about creating an article.
4. When you're done, move the article in the workflow to the next basket – **Subbing** or **Revise**, for example, or **Ready** if the article is ready to be published. You can also assign a **priority** in the article information panel under the **Settings** tab:

The screenshot shows the 'News Editing' interface with the 'Settings' tab selected. The article title is 'Fairvest beats inflation again with 8% distribution growth'. The settings panel on the right shows the following information:

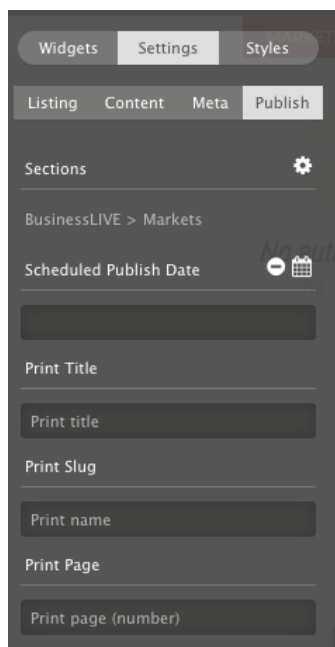
Owners	None
Status	News Editing
Priority	Medium

SEND-TO-PRINT GUIDELINES FOR DESK & SECTION EDITORS

Is your story intended for print publication? When an article is **created** or **first edited** by a desk or section editor in Cosmos, that person must add the **print slug** in the field shown below.

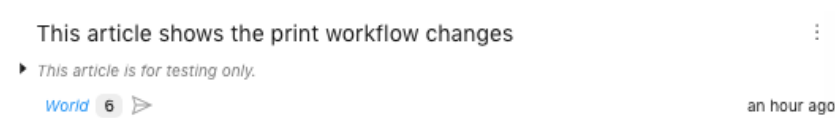
The print slug follows your specific newsroom naming convention – for example: **100818CO Absa** or **Aug10 pagelead** – and, importantly, **never use any punctuation in a slug**.

Keep a note of the print slugs to send them to the layout sub-editor.

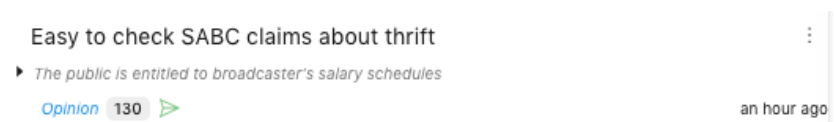


The screenshot shows the 'Publish' tab in the Cosmos article editor. The 'Print Slug' field is highlighted with a blue arrow pointing to it from a text box that says 'Complete this field with the print slug based on your newsroom convention'. Another blue arrow points to the 'Publish' button from a text box that says 'Select Publish in the article editor'.

- In the Cosmos workflow, you'll now see a **grey arrow** next to this story's word count, meaning it is **intended for print** (and there is no need to add "PRINT" into the headline too):



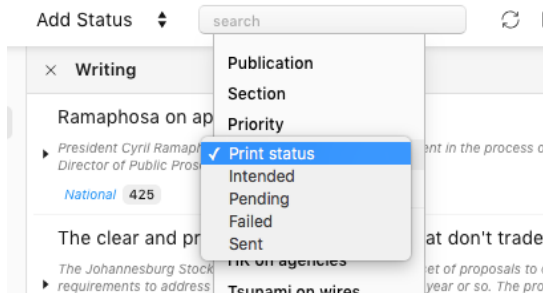
- When you send this article to print, the arrow turns **green** once the article has been **sent**:



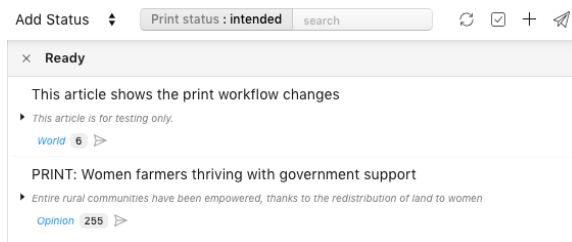
- If Cosmos is still trying to send the article, the arrow will be **orange** to show it is **pending**.
- If Cosmos failed to send the article (perhaps a technical error), the arrow will be **red** to show it **failed**.

Next, you can click on your **search bar** at the top of your workflow screen, then click **Print status** and select one of these options to filter your list:

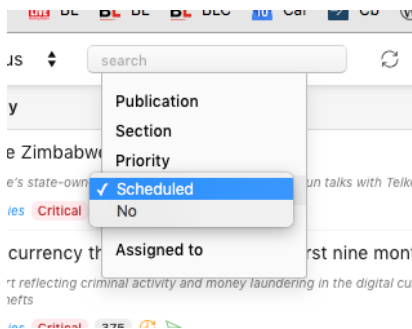
- **Intended** (stories not yet sent to print – grey arrow)
- **Pending** (stories Cosmos is trying to send – orange arrow)
- **Failed** (stories Cosmos could not send – red arrow)
- **Sent** (articles successfully sent to the print queue – green arrow)



Example: filtered for **Intended** only:



To view purely **online-only articles** in any basket, click on your **search bar** at the top of your workflow screen, then click **Scheduled** and select **No**:



You can also use **Save this search** in the search bar to save these filtered views for quick future access.

QUICK VIEW OF PRINT SLUG & OTHER ARTICLE PRINT INFO IN BASKETS

In any workflow basket, click on the grey or green arrow icon next to the story word count to see all the **print information** assigned to that story, including the print slug:

The screenshot shows a modal window titled "Integration Status". At the top, a blue note box states: "NOTE: This result is showing the last import response for this article. This article may have been sent to multiple editions. If you are looking for specific GN information, open the edition through the Print Powerup and click the article in question." Below this, the "Import results:" section contains a table with four columns: Object Id, Object Type, Is New, and Link. The table lists four entries with Object Ids 14016482 and 14016486, Object Types "article" and "txtGeometry", and "Is New" values of "true" and "false". Each entry has a blue "open in TED" link. Below the table is a "Logs:" section with a "Code Message" table showing three log entries: a successful printpos (02), an error (ERR0204) about a missing object, and a successful gn4id (14016482). At the bottom, the "Cosmos data:" section shows a table with columns "Print Slug", "Print Page", and "Print Priority", containing the values "090421NAESKOM", "1", and "4" respectively. A "Close" button is in the bottom right corner.

Object Id	Object Type	Is New	Link
14016482	article	true	open in TED
14016486	txtGeometry	true	
14016482	article	false	open in TED
14016486	txtGeometry	false	

Code	Message
1	printpos: 02
1	Error in the activity 'Check image kind in gn4 [id:5801313]: 'The object with id 5801313 does not exist (ERR0204)' (ERR1011)
0	gn4id:14016482

Print Slug	Print Page	Print Priority
090421NAESKOM	1	4

- If the story has already been sent to GN4 (green arrow), you can also open it in TED (if you have the right access permission) by clicking the **Open in TED** link in the panel above.

SCHEDULED PUBLISHING

A story with a yellow clock icon next to it has been assigned a future publishing date and time at which point it will be automatically published online:

The screenshot shows a story card titled "Resale battle: Ford Ranger vs Toyota Hilux". Below the title is a sub-headline: "Local valuation service True Price gets the resale-value lowdown on SA's two most popular bakkies". The card includes a "Life" logo, the number "840", and a yellow clock icon. At the bottom right, it says "a day ago".

USING THE POWER SEARCH BAR IN WORKFLOW VIEW

When you open a content basket in the workflow, it may contain a large number of stories and it could be hard to spot a specific article. The power search bar at the top of your screen is designed to help:



You can enter a **search word/phrase** or add **search filters** if you know to which publication and section your story belongs.

NOTE: If a basket contains many stories, your search might take a few seconds to run.

SEARCHING BY WORD/PHRASE

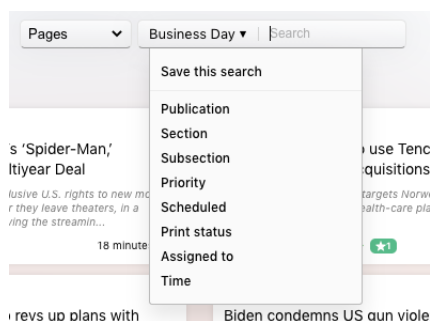
Click on the search bar, type your word/phrase and press enter. Cosmos will search **all the baskets you have open** for any articles containing that word/phrase.

To remove your search word/phrase, click on it to delete it from the search bar.

HANDY TIP: If you still can't find the article in any of your usual pre-publication workflow baskets, also open the [All] or Published basket. If the story is already live on the website, you'll find it in there.

ADDING SEARCH FILTERS

Click on the bar to see the options by which you can filter:

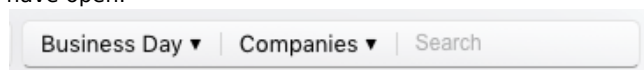


EXAMPLE: If you are looking for a Business Day Companies story:

- Click on the search bar, then click **Publication**, then choose **Business Day** in the list that appears. Now you have this:



- Click on the search bar (the grey bit) again, then click **Section**, then choose **Companies** in the list that appears. Now you have this and you will see **ONLY** Business Day Companies stories in all the baskets you have open:



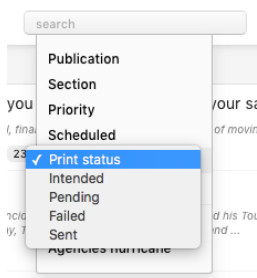
- You can now add a search term/phrase (like a company name) to refine your search. Click on the search bar again, enter your search term/phrase and press enter. Now you will see all Business Day Companies stories containing "Absa" in all the baskets you have open:



- To remove your search filters, click on them to remove them from the search bar.

FILTERING BY PRINT STATUS

Apart from filtering by publication or section, you can also filter your basket to find only stories meant for print (but not sent yet), or stories already sent to print, for example.

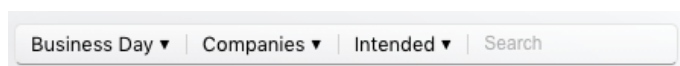


EXAMPLE: Searching the Ready basket by print status:

Click on the search bar, then click **Print status**, then choose the option you need to apply the filter:

- **Intended** (stories not yet sent to print – with a grey arrow)
- **Pending** (stories Cosmos is trying to send – with an orange arrow)
- **Failed** (stories Cosmos could not send – with a red arrow)
- **Sent** (articles successfully sent to the print queue – with a green arrow)

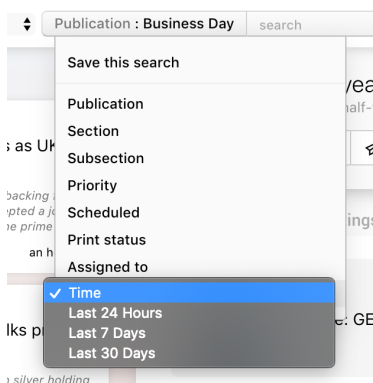
You can also combine this filter with others. For example, in **Ready**, showing only **Business Day Companies** stories that are ready to go to print but have not yet been sent:



FILTERING BY TIME

Another quick way to reduce clutter in a busy basket is to use the **time filter** to see only stories from the past 24 hours, seven days or 30 days.

NOTE: To use this filter, you also have to enter one or more keywords from the headline or story. (For a more general search via this filter, try using the keywords “a” or “the”).



SECTION B: COSMOS ARTICLES

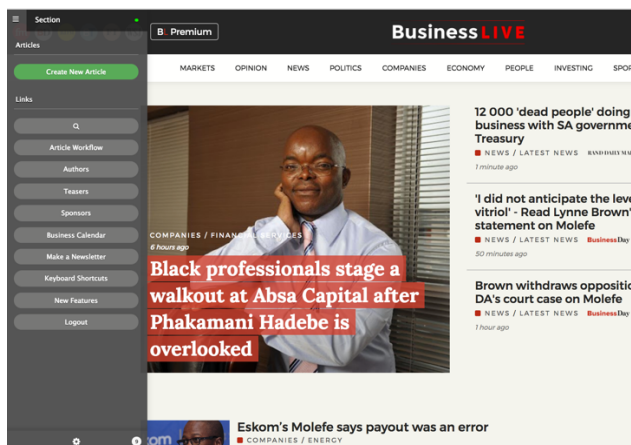
START HERE

1. First, register on one of our websites and send the email address you used to register to Riaan Wolmarans on wolmaransr@arena.africa to be granted access to the Cosmos back-end.

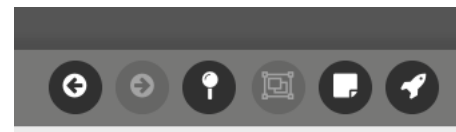
NOTE: Arena Holdings' email server sometimes blocks the verification email you're sent when you register. If you don't receive it, email Riaan anyway and he'll send you the verification link directly.

2. Then go to your website Cosmos address (list below) in your browser and you'll see the home page displayed in Cosmos, with the grey control bar to the left of your browser window (hover your mouse over the thin grey strip to slide it open).

TimesLIVE & Sunday Times Cosmos: <https://cosmos-times-live.timeslive.co.za/>
SowetanLIVE Cosmos: <https://cosmos-sowetan-sundayworld.sowetanlive.co.za/>
BusinessLIVE Cosmos: <https://cosmos-business-live-1370.businesslive.co.za/>
Times Select Cosmos: <https://cosmos-select.timeslive.co.za/editions/>
DispatchLIVE Cosmos: <http://cosmos.dispatchlive.co.za/>
HeraldLIVE Cosmos: <https://cosmos.heraldlive.co.za/>
Wanted Online Cosmos: <https://cosmos-wanted-1306.wantedonline.co.za/>
Vrye Weekblad Cosmos: <https://admin-dot-vwb-prod.appspot.com/>
Central production hub Cosmos: <https://admin-dot-tmg-central-2.appspot.com/>



3. The control bar can be managed by clicking on the little **gear-wheel icon** at the bottom of the control bar (bottom right corner).



- Click the **magnifying glass** to lock the control bar in an open position – or click it again to go back to the control bar opening and sliding shut every time you hover over it.
- Click the **left or right arrow** to move the control bar to either side of your browser window.
- The **desktop icon** to the right of the magnifying glass will reveal all the controls for every element you have on your page – handy for when you're trying to delete one element on a busy page with many text boxes etc.
- The **note icon** will hide all copy in an article that has been placed into notes mode (more about that in the notes below).
- The **rocket icon** will reveal (or remove) the control bars for all the elements you have added to your article page – text boxes, embedded tweets, videos, images etc. This can be useful if you have many elements on the page and you are trying to move or delete some of them.

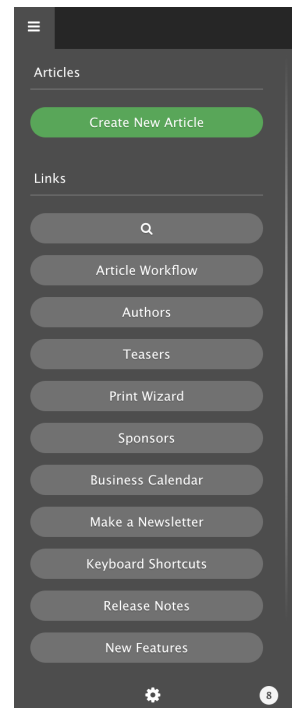
THE MAIN MENU/CONTROL BAR

Once you have signed in, you'll see this main menu in your browser:

- **Create new article:** Does what it says.
- **Magnifying glass:** Search for published articles.
- **Article workflow:** Call up the workflow view.
- **Authors:** Setting up author profiles & picture bylines (web team only).
- **Teasers:** Setting up content blocks on home and section pages (web team only).
- **Print wizard:** Sending articles in bulk for print layout (not in use).
- **Sponsors:** Setting up native content clients (web team only).
- **Make a newsletter:** Compile an email newsletter (web team only).
- **Keyboard shortcuts:** General Cosmos admin.
- **Release notes:** General Cosmos admin.
- **New features:** General Cosmos admin.
- **Sign out:** Goodbye.

There may be some site-specific options too. For example, **BusinessLIVE** also has:

- **Business calendar:** Updating the companies and events calendar in the BusinessLIVE website tools section (done by the web team usually).



CREATE AN ARTICLE

1. On the Cosmos control bar, click **Create new article**.
2. The first step is always to choose the **primary placement** (the primary website section – and subsection where necessary – where this article should be published. This will reflect in the article's URL and determine the template the article uses – for example, a Business Day article page or a Financial Mail article page on BusinessLIVE. You can also choose a **secondary placement**. Then click **Create**.

(On BusinessLIVE, the primary placement is ALWAYS the relevant Business Day or Financial Mail section, for example. The corresponding BusinessLIVE section is the secondary placement. For other sites, check best practice with your digital team.)

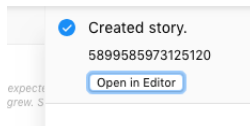
When your article is *published*, it will automatically be added to these publications, sections and subsections – but not to the home page, which is a manual decision made thereafter by the web team.

3. **AN ALTERNATIVE WAY TO START A NEW ARTICLE:** In the Cosmos workflow, click the plus icon at the top of the page, then enter your primary and secondary placements.



You'll be asked to supply an initial **headline** (you can change it later) and the **article placement(s)**. Then click **Create**.

The system will then create the story. To open it for writing, click on **Open in editor** in your taskbar that pops up on the right, or find the story in the **Writing** basket and click on the three dots to the right of the headline, then click on **Open in editor**.

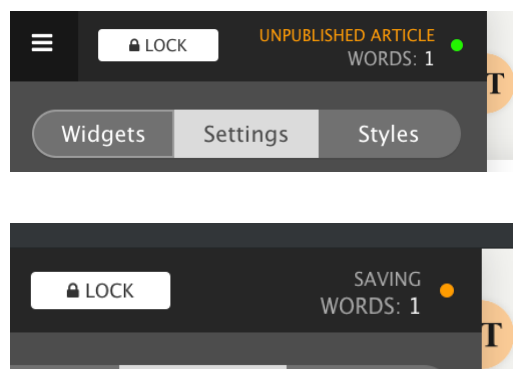


THINGS TO KNOW ABOUT THE ARTICLE TEMPLATE



- Each text field that you leave **blank** ("Click to edit...") won't display on the live website. If you delete copy you've put into a text field, it will revert to a blank field.
- Each publication has its own rules about how best to use each text field to ensure consistency. Typically, the **secondary title** is for column titles etc; the **title** is obviously the headline; the **tertiary title** is the blurb; and the bottom-most field is where the **main article copy** goes.
- Ignore the **image box (beige above in the BusinessLIVE example)** under the date and time – it's for a different style of picture display we don't use often.
- Also ignore the field that says **"Click to edit the intro"** – we don't use it at present.
- **The entire body of your article, from the first to the last paragraph, goes in the bottom-most text box – the one that says "Click here to edit this text".**
- There is no specific character-count limit on these fields – each website determines its optimal headline length depending on its design. Please check with the web team about guidance for your publication.

When you have an article open, extra settings and information appear in the control panel. Note that at the top of the panel, it shows you an indicator light and a short text label about the **status** of your article. It also displays the **word count** for your article. For example (in open and closed panel views):



The article **auto-saves** constantly while you type (see how the indicator light changes). There's no need to save in any other way. No changes you make to an article in Cosmos (new or previously published) will be visible on the live website until you actually publish (or republish) the entire article.

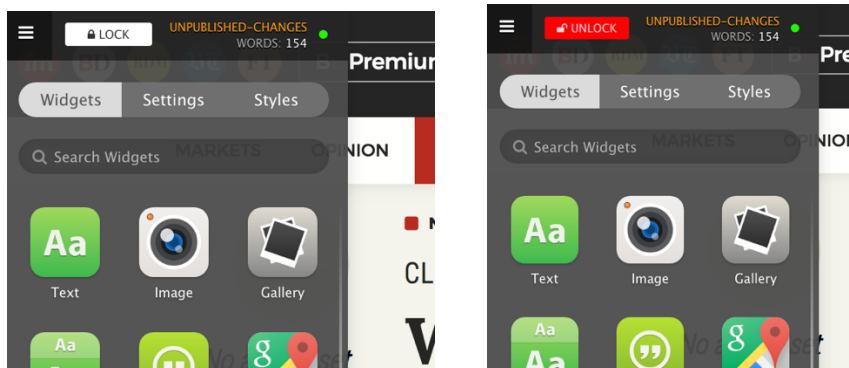
PLEASE NOTE: If you want to create a test article to practise, please start your headline with "TEST". You are working on the live system and this will help prevent confusion. Also, please delete your test article from the workflow when you're done by moving it to Trash.

LOCKING AN ARTICLE

Once you have opened an article, you'll see a white **Lock** button at the top of the control bar.

Click the button to lock your article if you are working in a basket where someone else might want to open the same article for editing or subbing. You'll be asked to add a note to your lock – it could be just your name or more detail: "John updating with latest copy".

The **Lock** button will turn red and say **Unlock** when you have locked it. Click it again to unlock it.



If someone else tries to open your locked article from the workflow (see **section C** for more about the workflow), they can see the article is locked. In your baskets, a **red lock icon** will appear next to the article, and in the article information panel there will be more details about the lock:

H&M

Stockholm — Fashion retailer H&M reported a bigger than expected 20% fall in sales last quarter. The company also suffered teething troubles and inventories of unsold stock grew. Sweden's H&M over the past couple of years as its core budget H&M ...

Companies Medium 312 

Owners	None	⬆
Status	Writing	⬆
Priority		⬆
Locked a few seconds ago by wolmaransr@timesmedia.co.za : Riaan		
Last modified a few seconds ago by wolmaransr@timesmedia.co.za		

If they still choose to open the article in Cosmos, they will be taken to the page and shown this warning:

This article has been locked

It was locked by goetschp@timesmedia.co.za, about a minute ago.

Editing the gallery

Unlock **Steal Lock**

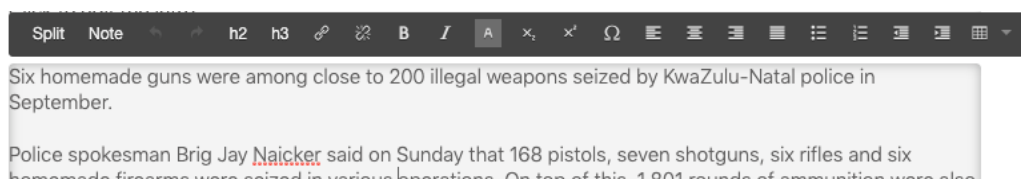
[Leave article](#) [View read-only](#)

- The panel shows who locked the article and what note they entered.
- Clicking **Unlock** will delete the lock and make the article editable by anyone else once again.
- Clicking **Steal Lock** means the person who originally locked the article will lose the lock and it will transfer to the second user, who then becomes the only user who can edit the article.
- Click **Leave article** to exit.
- Click **View read-only** to view the article without the ability to make any changes.

If someone else started editing the article you have open and the article is not locked (or they have stolen your lock), you'll be warned that the article you're seeing is out of date and prompted to reload the page to see the latest version of the article:

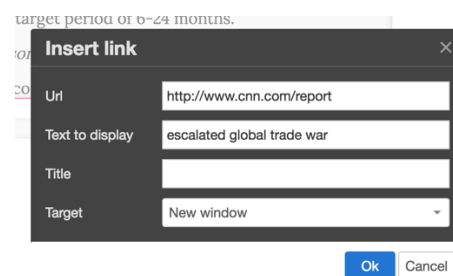


WRITING & EDITING COPY IN AN ARTICLE



When you click inside the text box, the text editing toolbar will appear above it:

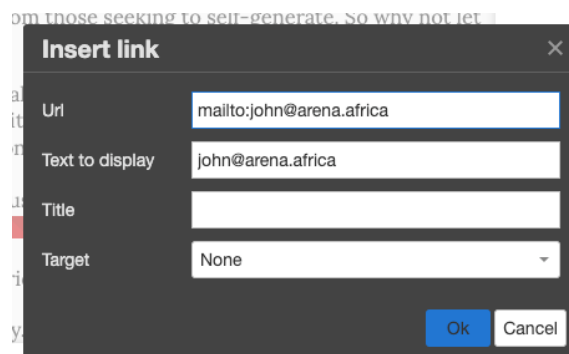
- **Split:** Explained in the next section below (to create room for other elements between copy).
- **Note:** Notes mode for subs - highlight copy and click the button to apply or remove.
- **Back and forward arrows:** Undo and redo (Ctrl-Z also works for undo).
- **H2 and H3:** Applies a bolder and larger style to the paragraph you're in to create subheads.
- **Link (chain) icon:** To link a word or a phrase to a website link - highlight the words, then click the icon. In the box that pops up, copy and paste the full destination website address in **URL**, change **Target** to **New window** and click **OK**. To remove a link, use the broken chain icon.



To link an **email address**, highlight and copy the full address in the copy, then click the **link icon** to get to the same box. In the **URL** box, type "mailto:" and then paste the email address with no space.

Example:

mailto:john@arena.africa



- **B, I, A:** Bold, italics and highlight in yellow (or a combo of these).
- **X₂, X²:** Create superscript and subscript for chemical notation, maths formulae etc.
- **Omega sign:** Open map of special characters.
- **Paragraph alignment:** Four options; will affect the paragraph you're in or all you've selected.
- **Bullet list or numbered list:** Select several paragraphs and click to apply or remove.
- **Indent move:** Adjust the indent of your paragraph to the left or the right; will affect the paragraph you're in or all you've selected.
- **Table icon:** To insert a table into your article – more information below.

COPYING & PASTING INTO COSMOS NOT WORKING?

HANDY TIP: If you've tried to copy and paste something from an external source (a Word doc or another website) into a Cosmos article and it failed, you can do the following:

ON A PC

Other site: highlight copy, **Ctrl-C**.
In Cosmos text box: **Shift-Ctrl-V** to paste.

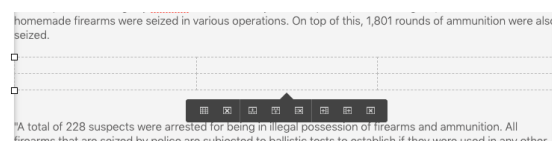
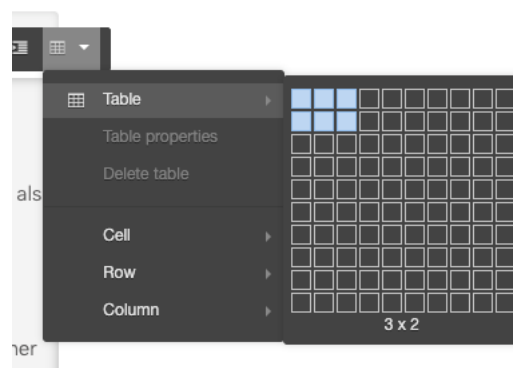
ON A MAC

Other site: highlight copy, **Command-C**.
In Cosmos text box: **Shift-Alt-Command-V** to paste.

(This lets you paste without any formatting the original site would have applied to the copy, which means Cosmos can easily apply our own formatting and insert the copy into your story.)

ADDING A TABLE TO YOUR ARTICLE

1. Click the **table icon** on the editing toolbar, then draw the size of the table you need on the grid to insert it into your article at the point where your cursor is resting.
2. Click on the table in your article to view the **table toolbar** from where you can change **table properties** (such as its borders), **delete the table**, and **insert or delete rows and columns**.



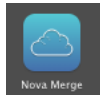
3. While your cursor is in the table, you can also click the **table icon** again and go to **Cell**, **Row** or **Column** to find settings for specific cells, rows (like background colour) or columns.

Please do not invent new display styles (colours etc) for every table you create. Consult your web production team for best practice for your website.

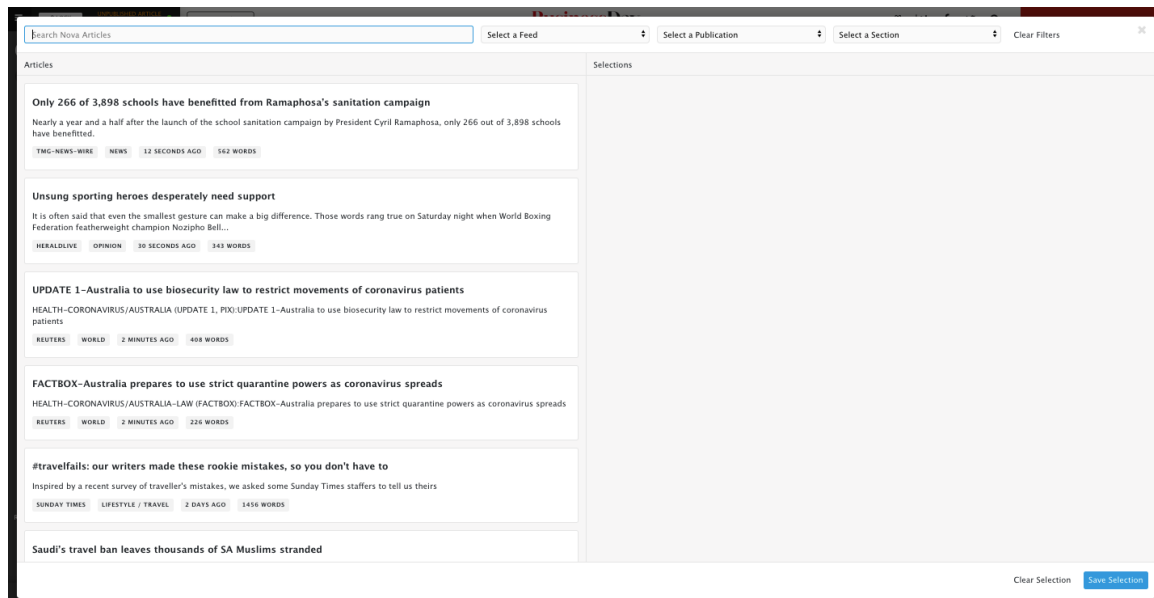
MERGING ARTICLES INTO ONE ARTICLE

You can use the **Nova merge** widget to select a number of other articles and “merge” them into a single article. The content can then be edited down – for example, to create a “news in brief” column.

1. In your article, add the **Nova merge widget** from the **Widgets** menu of the article sidebar:



2. You'll get the following screen that allows you to choose the articles you'd like to merge:



- Use **Select a feed** to filter for articles from an external feed (like Reuters or AFP); from another Cosmos website; or from your own website.
 - Alternatively, use **Select a publication** to go directly to another Cosmos website's content feed. You can also narrow your search by then using **Select a section**.
3. Click on articles in the box on the left to add them to the box on the right.
 4. Once you've added the ones you need, click **Save selection** to add them to your current article, or click **Clear selection** to start from scratch if you've made an error.
 5. The full body text of the selected articles will now be added as separate text boxes into your current article, from where you can now edit the copy.

CHECKING YOUR SPELLING & STYLE WITH TANSA

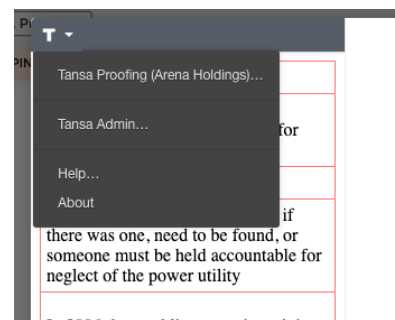
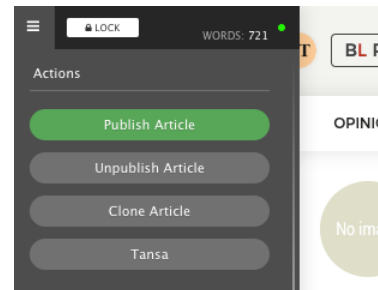
Tansa is a powerful tool that checks your copy for spelling and grammar along with Arena Holdings style rules. It should ideally be run once you have finished editing your article.

You are required to run Tansa before moving any story along in the Cosmos workflow.

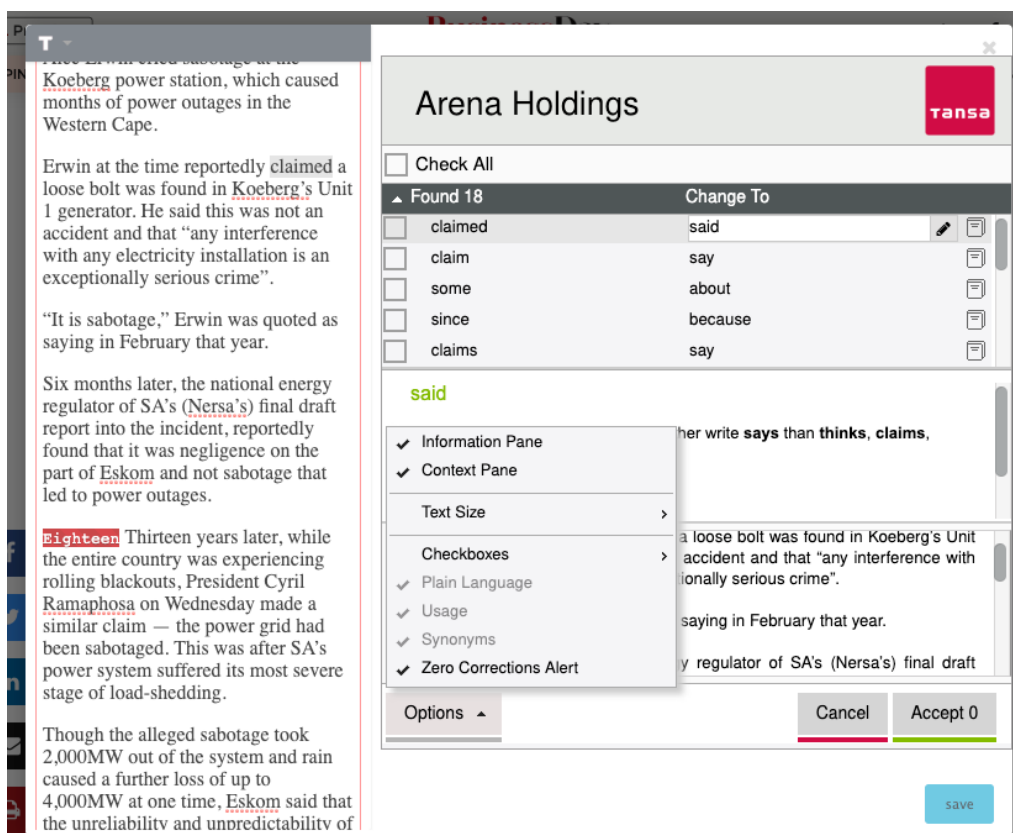
NOTE: Tansa will check the headline, blurb/standfirst and all text in the body of your article, but cannot check the **text in picture captions** right now as it cannot extract that text in a sensible way. So please keep double-checking all captions.

HOW TO RUN TANSA

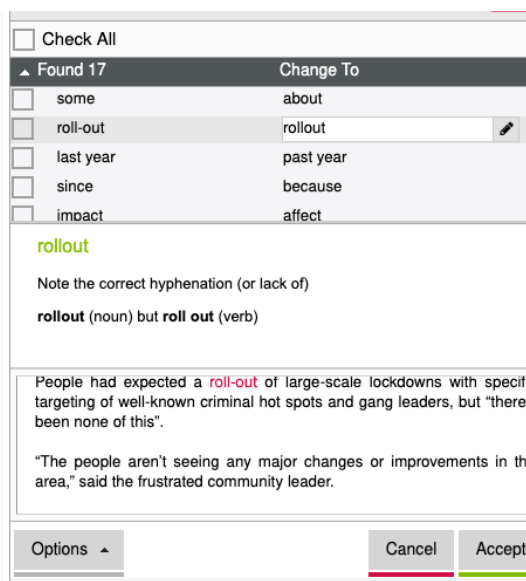
- When you are done writing, editing or subbing, choose **Tansa** in the main article menu on the left.
- In the box that appears, click the **T** icon top left and choose **Tansa Proofing** to start checking your article.



- Tansa will run and give you a results box. Under **Options**, switch on **Information Pane** and **Context Pane** and, under **Checkboxes**, select **All unchecked** (you'll only need to do this once and it will remember your settings):



- The first items, with **white check-boxes**, show possible errors and suggest corrections. Click on one to review the style rule or spelling suggestion in the information pane and see the word or phrase in the context pane. **Tick the ones you'd like to change**. Do not click **Accept** yet at this point:



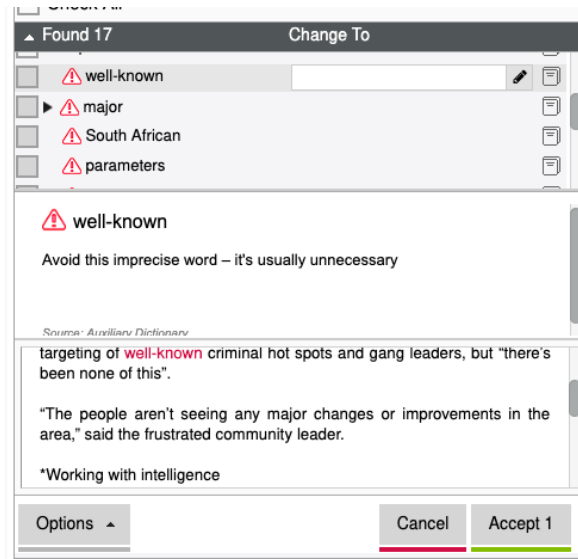
If a flagged term has a **little black triangle** next to it, it means there is more than one instance of this term in your copy.



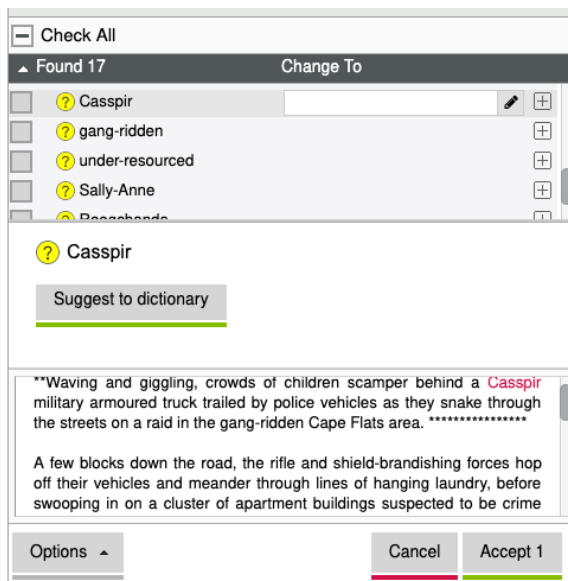
Click the triangle to expand the list and only tick the instances you want to change. If you tick the box without expanding the list, you're doing a "replace all", which could change things you didn't mean to change.

HANDY TIP: For all these Tansa suggestions, you can also edit the "Change to" field if necessary by clicking the pencil icon or leave it blank to delete the flagged term altogether

- Next are warnings/alerts (**red triangle**). Review and decide what you'd like to change:



- Unknowns (**yellow question marks**) are names of people, companies etc you have misspelled and should fix, or words and terms not known to Tansa. If it's not an error and it's a word or name we should add to our style guide, click **Suggest to dictionary**:



- Click **Accept** (bottom right) to apply all the changes to which you have agreed. Then click **Save** to make sure your changes are written back to Cosmos.

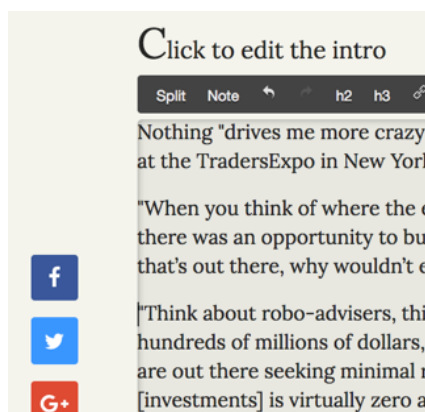


HANDY TIP: When you are still learning to use Tansa, it's worth checking your article after applying your changes just to make sure you didn't accidentally allow some unexpected changes.

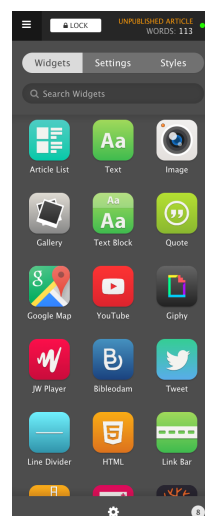
USING THE WIDGETS BAR

The widgets bar is where you find all the cool things you can insert into your article once you have written the copy.

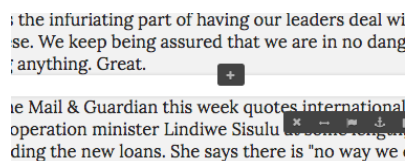
- Once you have written or added your full article text, you'll have to create breaks in the copy where you'd like to add a widget (pull quotes, social media embeds etc). Place your cursor at the start of the paragraph where the break should go, then click "**Split**" in the formatting bar. It will then become a highlighted (available) space when you drag a widget onto the page. (Note: these breaks in the copy are invisible on the live site.)



- To add a widget at the top or bottom of your copy, or anywhere you created a split, just click on the widget you want and drag it into the edit window. The system will highlight spaces above, below or between elements where you can drop it.



- Once you have created a split, another way to add a widget is to hover over the bottom of the previous widget on the page to see the small **plus icon** – hover your mouse pointer over it to see all the widget shortcuts, then choose the one you'd like to add:



A QUICK LOOK AT THE WIDGET TYPES

- **Article list:** Used to build edition pages on the likes of Times Select and Vrye Weekblad. **Not for general use in articles.**
- **Text:** A plain blank text block like that which houses your main article copy.
- **Image:** To upload an image from your desktop or search for one in Cosmos or GN4 to use. This widget can be used to insert images anywhere in the article.
- **Gallery:** To create a gallery of images – uploaded or selected.
- **Text block:** To insert a text-only sidebar with a headline and some text under it (can be any length but shorter is better, obviously).

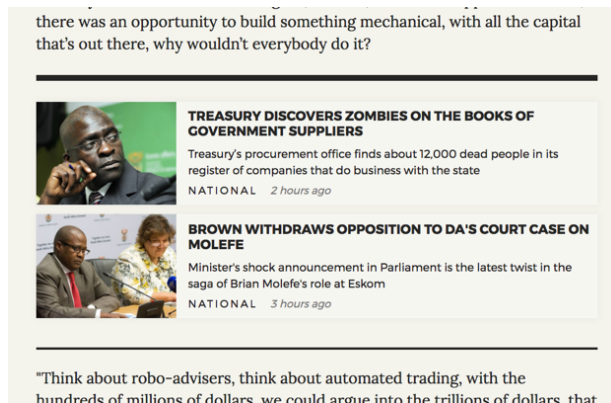


- **Quote:** A pull quote with optional attribution.



- **Google Map:** To insert an interactive embedded map. It will ask you to search for what you want – find it, zoom in and out and click “Save” to embed.
- **YouTube:** To insert a video. It will ask for the YouTube link (or you can even search from here too), then click “Save” to embed.
- **Giphy:** To insert an animated GIF (not for serious news, obviously).
- **JW Player:** Not in use at present.
- **Bibleodam:** To insert a video for commercial campaigns (usually for web team use only).
- **Tweet:** To insert a tweet. It will ask for the link to the tweet, then click “Save” to embed.
- **Nova merge:** To insert copy from several other articles into your current article, which can then be edited down – for example, to create a “news in brief” column.
- **Line divider:** To insert a plain horizontal rule between two blocks of text (like you might need in a long feature or opinion piece that switches to a different topic).
- **HTML:** A free HTML block to insert raw code into your page. **Important: do NOT use this widget without first consulting the web production team.**
- **Link bar:** Used to build edition pages on the likes of Times Select. **Not for general use in articles.**
- **Crossword:** For use by the web production team.
- **Accordion:** Used to build edition pages on the likes of Times Select. **Not for general use in articles.**

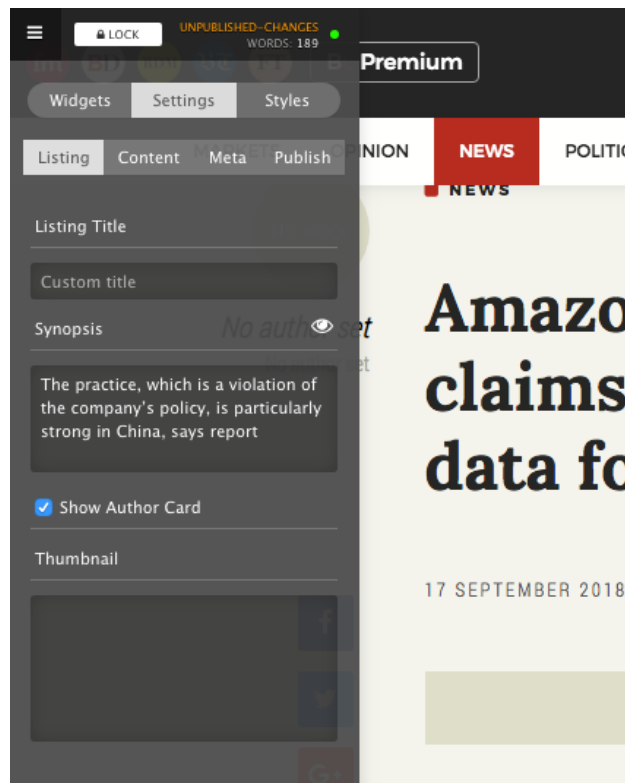
- **Related articles:** To insert one or more related article links within your article or at the end of the article. You can search for any number of articles in the system, then click “Save” to embed (you can also enter a small heading for the related articles block you are creating). Refresh your article page to get the full link preview:



- **Iono:** To insert an embedded Iono sound player (we use it to embed our podcasts). It will ask for the link to the clip, then click “Save” to embed.
- **SoundCloud:** To insert a SoundCloud audio clip. It will ask for the link to the clip, then click “Save” to embed.
- **FB post:** To insert a Facebook post. It will ask for the post link, then click “Save” to embed.
- **FB video:** To insert a native Facebook video. It will ask for the link to the video, then click “Save” to embed. (To find the video link in a Facebook post, right click on the actual video – the video link is not the same as the post link.)
- **Instagram:** To insert an Instagram post. It will ask for the link to the post, then click “Save” to embed.
- **Chartblocks:** Not in use at present.
- **Infogram:** To insert an existing Infogram chart. It will ask for the link, then click “Save” to embed.
- **Kickstarter:** Not in use at present.
- **Scribd:** To insert a PDF document saved on Scribd. It will ask for the link, then click “Save” to embed.
- **CrowdSignal:** To insert a quiz created or compiled on CrowdSignal. It will ask for the link, then click “Save” to embed.
- **Magic embed:** The cool one! You can paste a link to content on pretty much any website (including our own) and it will create a visually appealing link preview to embed in your article.
- **Issuu:** To insert an interactive PDF magazine in browsable format created on Issuu.com.

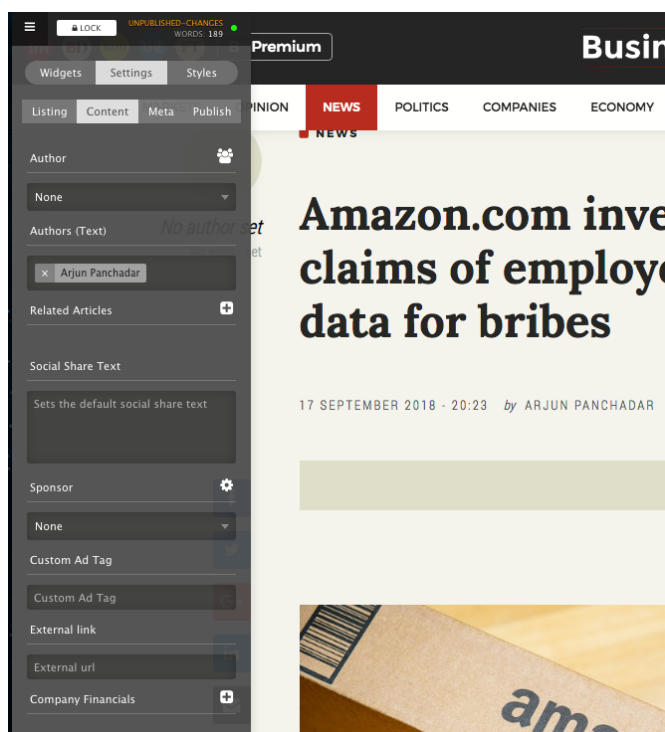
USING THE SETTINGS BAR

IN THE LISTING PANEL



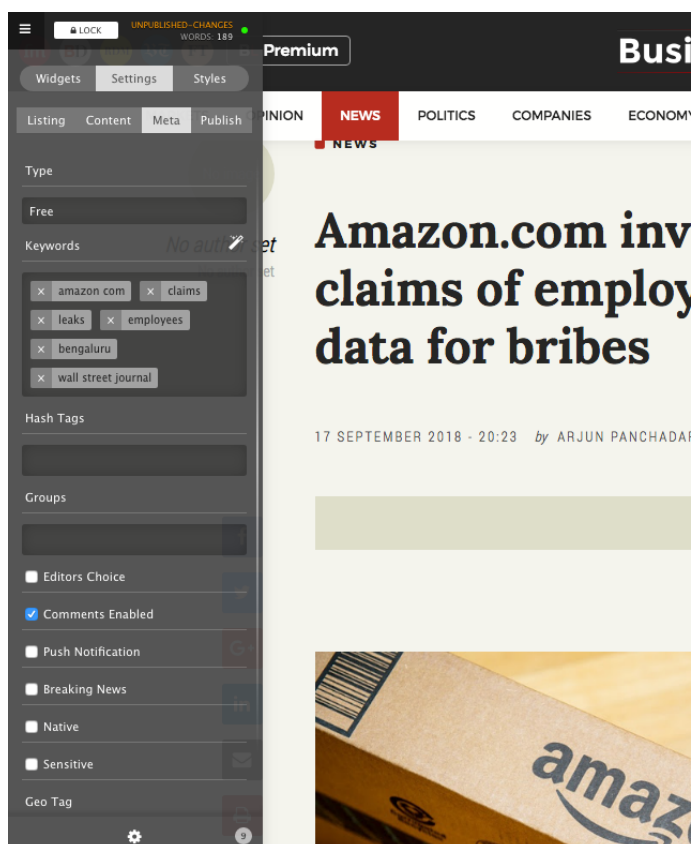
- **Listing title:** You can enter an alternative headline to display on the home page or a section page – for example, a shorter headline than the one in the article. (Typically used by web team only.)
- **Synopsis:** The article's official blurb, which will be displayed on the home page or a section page, and used as part of the article's link preview on social media. It can be the same as the blurb used in the article, or the first sentence – it does not display on the article page itself too. **This is a required field.**
- **Show author card:** Generally, leave ticked to display picture bylines when they are used. (Typically used by web team only.)
- **Thumbnail:** Here you can upload or select an image that will display on the home page or a section page alongside the headline and blurb *instead of* the main image from the article. (Typically used by web and production teams only.)

IN THE CONTENT PANEL



- **Author:** To select an author for whom we have created a picture byline and profile.
- **Authors (text):** To create a text-only byline (eg "John Smith" or "AFP"). Start typing the name and select an option that comes up, or type a new name entirely and press enter. If you type two or more names separately, Cosmos will combine them into one byline for you, even adding commas and the word "and" between the names.
- **Related articles:** Similar to the related articles you can add into the body of the article via the widgets panel, except these will appear to the right of the article. It's just another space to place some of these links.
- **Social share text:** Do not use for now.
- **Sponsor:** For native advertising – not for editorial use.
- **Custom ad tag:** For native advertising – not for editorial use.
- **External link:** For use by the web team only.
- **Company financials:** Only implemented on BusinessLIVE. To add the share-price widget for a listed company to an article. Click the plus icon, then search for a company by title or share code, and click on the right company to add it to the article.

IN THE META PANEL



- **Type:** Choose between Free, Premium (behind paywall) or Register (readers must first register to read the article for free). Typically this decision is made during editing and web production, not by the reporter.
- **Keywords:** Main keywords from your article – good for Cosmos and Google indexing. Click the magic-wand icon for some automatically located keywords, then check them for validity and add some of your own (if necessary) by typing them out and pressing enter. **This is a required field.**
- **Hash tags:** Not in use for now.
- **Groups:** For use by the web production team.
- **Editor's choice:** Displays articles with "Editor's choice" label on sites where implemented.
- **Comments enabled:** To switch reader comments below the article on or off. Please follow your website's guidance on this matter.
- **Push notifications:** Not in use for now.
- **Breaking news:** Displays articles with a different layout on sites where this has been implemented.
- **Native:** For native advertising – not for editorial use.
- **Sensitive:** Please click for any articles with violent or overtly sexual content (it's an indicator to avoid serving certain ads next to such content). This does not replace any warning like "GRAPHIC CONTENT:" we should include in headlines etc for such articles.
- **Geo tag:** Not in use for now.

IN THE PUBLISH PANEL

LOCK WORDS: 752 BL Premium

Widgets Settings Styles

Listing Content Meta Publish

Sections

Business Day > Opinion > Columnists
BusinessLIVE > Opinion > Columnists

Scheduled Publish Date

☒ Syndicate

Print Title

Business Day

Print Slug

210119OPside

Print Page

9

Print Priority

Very Low

Print Template

Print template

Print Position

Print position

Carol Paton
Writer at Large

- **Sections:** What you assigned when you created the article – you can change or update it here while editing the article, but once the article has been published, please do not change the primary section without consulting the web production team first.

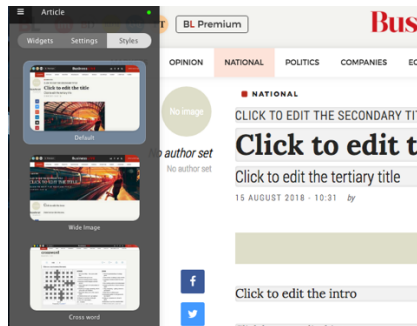
Scheduled publish date: To set a date and time for this article to go live automatically. It will then be published to the section pages you specified, but not ranked (placed in a specific position) on those pages and not added to the home page either.

- **Syndicate:** When this is checked, the article will be available to other Arena Holdings websites via the Nova Wire menu in the Cosmos workflow, from where they can republish it to their own sites. If it is unchecked, the article will remain exclusively on the website where it was created.

- EXTRA INFO FOR SENDING ARTICLE TO PRINT LAYOUT QUEUE:

- o **Print title:** An alternative headline for the print version of the article, if required.
- o **Print slug:** A short slug for the article that will assist in GN4 layout, in a format set by your newsroom. **You must enter something in this field to activate the “intended for print” icon on your article in workflow view.**
- o **Print page:** Not in use for GN4 integration.
- o **Print priority:** Not in use for GN4 integration.
- o **Print template:** Not in use for GN4 integration.
- o **Print position:** Not in use for GN4 integration.

IN THE STYLES PANEL

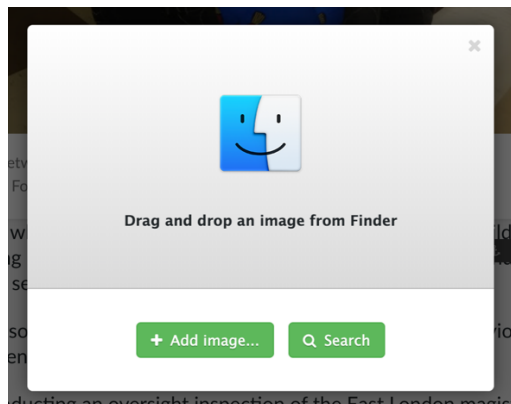


- Depending on the website you're working on, you can switch between article display styles. **Please do not use these without consulting the web production team first.**

ADDING AN IMAGE

NOTE: The GN4 production system includes an image portal where our photographers upload their batches of images directly. This portal also saves images emailed to the group via the NewswireDistribution email address. All these images then become searchable in both Cosmos and GN4. However, you can still upload an image directly into Cosmos too.

When you drag the image widget into your article into the spot where you would like to add an image, you will have the following options:

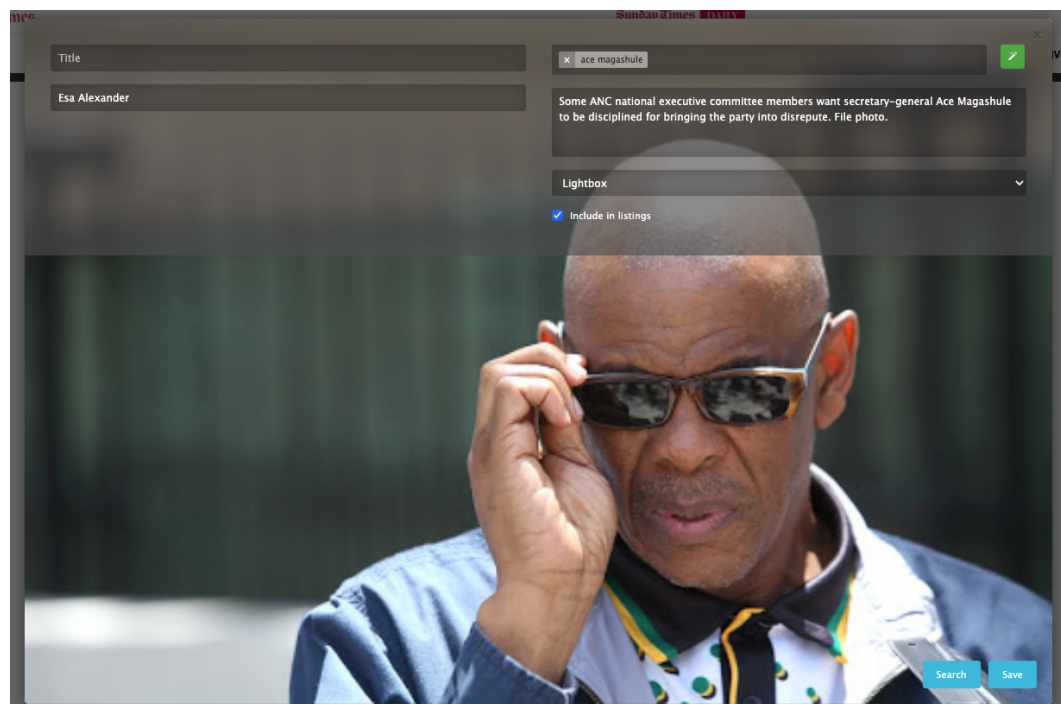


YOU CAN...

- **Drag an image** from your computer desktop or another folder into Cosmos.
- Click **Add image** to select a picture from your desktop or another folder to upload into Cosmos.
- Click **Search** to look for an image already saved on our websites or in GN4.

UPLOADING AN IMAGE INTO COSMOS

Once you have selected your image, Cosmos will need additional information for your image.

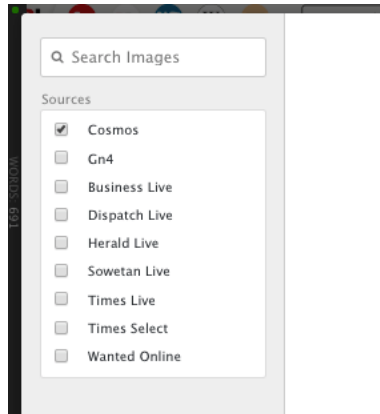


The screenshot shows the Cosmos image upload interface. At the top, there's a 'Title' field with the text 'ace magashule' and a green checkmark icon. Below it, an 'Author' field contains 'Esa Alexander'. To the right, a preview of the image is shown, with a caption that reads: 'Some ANC national executive committee members want secretary-general Ace Magashule to be disciplined for bringing the party into disrepute. File photo.' Below the preview, there's a 'Lightbox' dropdown menu set to 'Lightbox' and a checked checkbox for 'Include in listings'. At the bottom right of the image preview, there are 'Search' and 'Save' buttons.

- **Title:** Only used on some publications like Times Select as a bold kicker in the caption. For example, it would read like this: **"TOASTED** This is the rest of the caption."
- **Author:** The picture credit on most sites (eg "AFP" or "John Smith"), except on our business websites, which include the credit in the caption (see example below).
- **Keywords:** Keywords about what's in your image, eg "Jacob Zuma", "ANC". First write your caption, then use the green magic wand icon to automatically create some keywords for your image. Add any extra ones you think would be useful. **This is a required field.**
- **Description:** The full caption. When you first upload an image, please supply the **most complete caption** you can – where, what, when, who etc. **The caption has to be as perfectly edited/subbed as possible BEFORE you click "Save":**
 - o On our general news sites, it's just the caption: "Former president Jacob Zuma speaks at an ANC dinner in Nkandla on August 16 2018."
 - o On the business sites, add the credit to the caption: "Former president Jacob Zuma speaks at an ANC dinner in Nkandla on August 16 2018. Picture: JOHN SMITH" (note the caps).
- **Dropdown list:**
 - o For most images, stick to the default **Lightbox** setting – this means the image will appear normally on the website and readers can click on it to enlarge it. This setting on some sites will also force you to supply a credit and caption before you can save the image.
 - o To make an image clickable (for example, to add a logo that clicks through to a company website), choose the **External link** setting, then enter the target web address in the **URL** box that appears. These images will not force you to enter a caption, credit or any other details.
 - o The **Disabled** setting is similar to Lightbox except readers will not be able to click on the image to enlarge it.
- If you don't want an image you have uploaded or selected to be added to the database of searchable images in Cosmos, untick the **Include in listings** setting. This is useful for low-quality pictures applicable to only one article, for example, or other single-use images such as sponsor logos.
- Click **Save** to add the image to your article or click **Search** to do a new image search for another image.

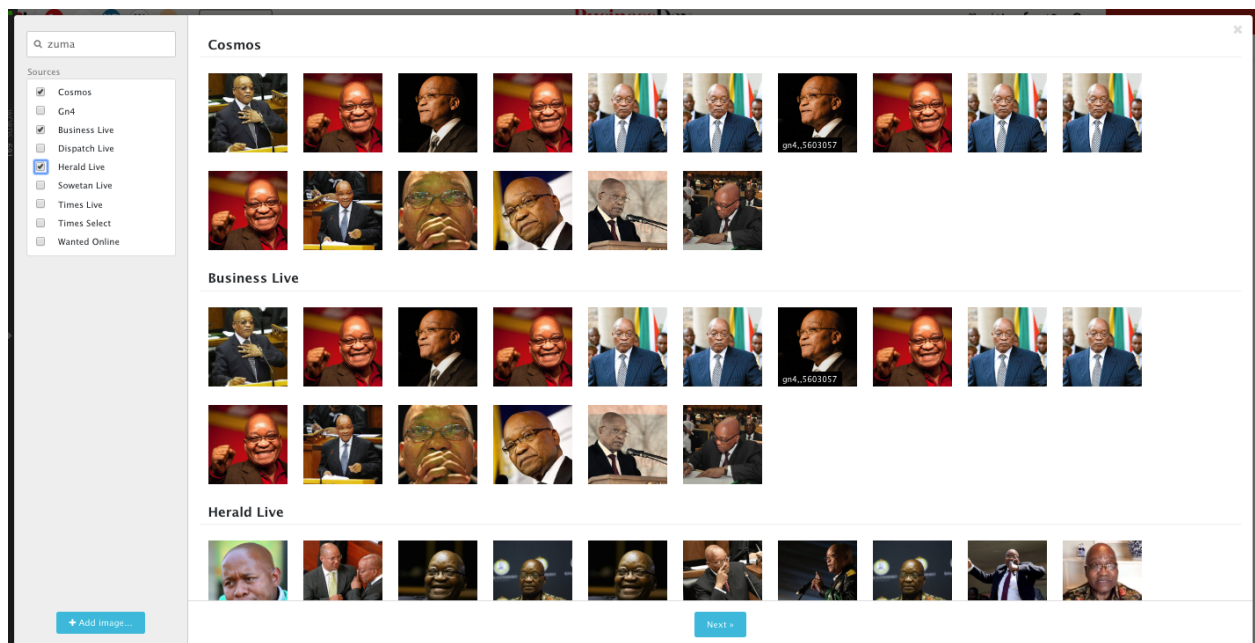
SEARCHING FOR AN IMAGE

If you choose to search for an existing image on one of our websites or in GN4, you'll be shown a search box. Enter one or more **search terms** and choose to search in **Cosmos (general)**, **GN4**, a **specific website** or a **combination of these** (by ticking more than one box).



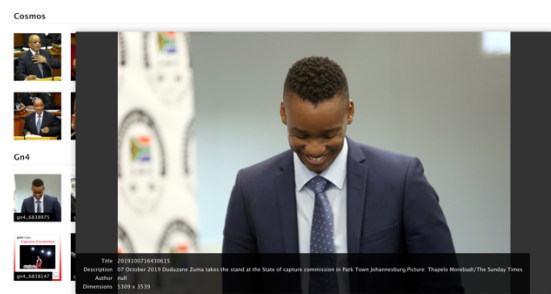
IMPORTANT: Never assume that just because you found an image from another of our websites via this search facility, you can also use it on your own site. Always double-check the image credits and be 100% sure you also have the rights to use that image. If you're not sure, don't use it.

Your image results display will look like this:



YOU CAN...

- **Hover over an image** to see it at a larger size.



- Click **Next** at the bottom of the page to keep scrolling through more image results.

- **Click on an image** to add it to your article. You can now edit or rewrite the original **caption** (before or after adding the image to your article). This won't affect the caption saved with previous versions of this image.

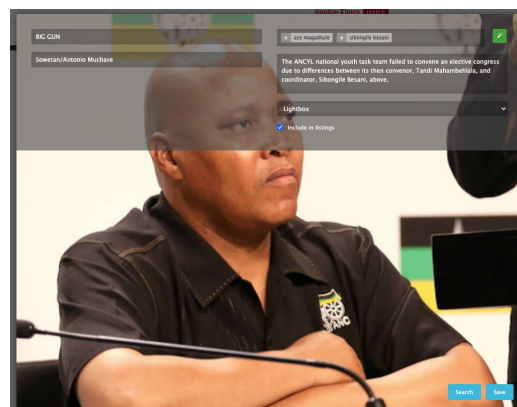
If no **keywords** were previously saved with the image, add them now too (you can use the green magic wand icon to create keywords automatically from the caption or you can type them in).

For most images, stick to the default **Lightbox** setting – the image will appear normally on the website and readers can click on it to enlarge it. This setting on some sites will also force you to supply a credit and caption before you can save the image.

To make an image clickable (for example, to add a logo that clicks through to a company website), choose the **External link** setting, then enter the target web address in the **URL** box that appears.

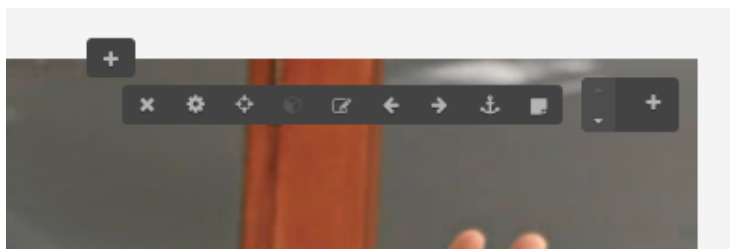
The **Disabled** setting is similar to Lightbox except readers will not be able to click on the image to enlarge it.

- If you don't want an image you have uploaded or selected to be added to the database of searchable images in Cosmos, untick the **Include in listings** setting. This is useful for low-quality pictures applicable to only one article, for example, or other single-use images such as sponsor logos.
- Click **Save** to add the image to your article or click **Search** to go back to the image search screen.



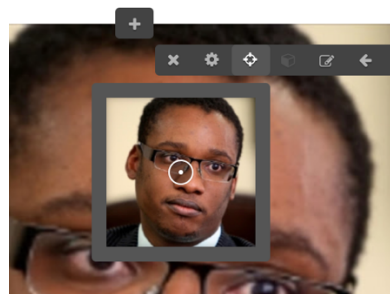
USING IMAGE TOOLS IN ARTICLES

There are additional tools available to help you use images optimally in Cosmos. Hover over an image to see its **toolbar** appear in the top right corner.

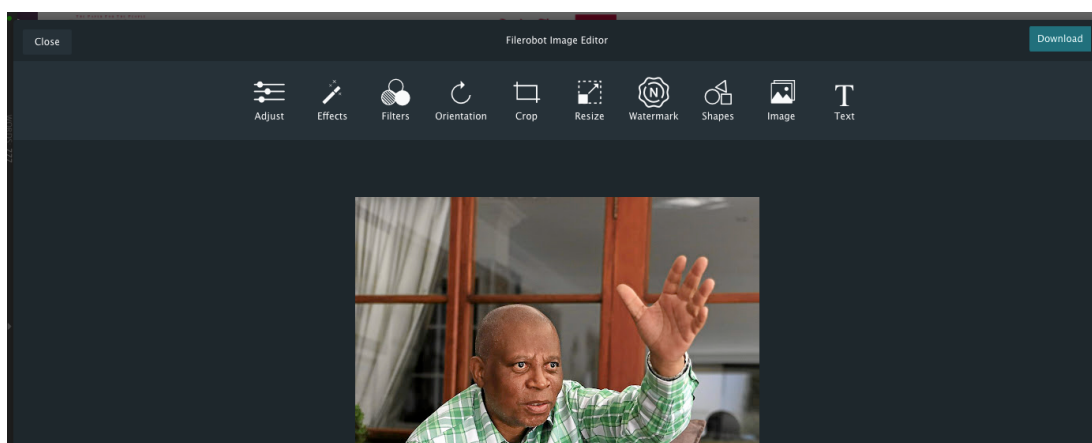


YOU CAN...

- Click the **gearwheel icon** (2nd from left) to edit the picture caption, credit, title (if used) and keywords.
- Click the **target icon** (3rd from left) to set a focal point for automatic cropping of the image. Drag the little dot to the area on your image that should always be at the centre when the image is cropped. This is especially useful in portrait-format pictures or pictures containing multiple people.



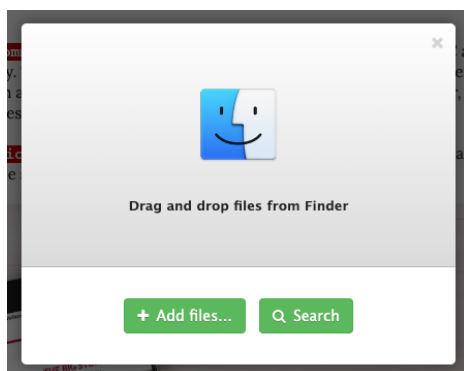
- Use the **edit icon** (5th from left) to open the image editing tool in Cosmos. Use the tools shown at the top on the left to edit your image, adjust its brightness/contrast, change its orientation and so forth (the **Crop** tool is the one used most often here). When you're done, click **Download** (top right) to save the updated image back to your article, or click **Close** (top left) to cancel the edit.



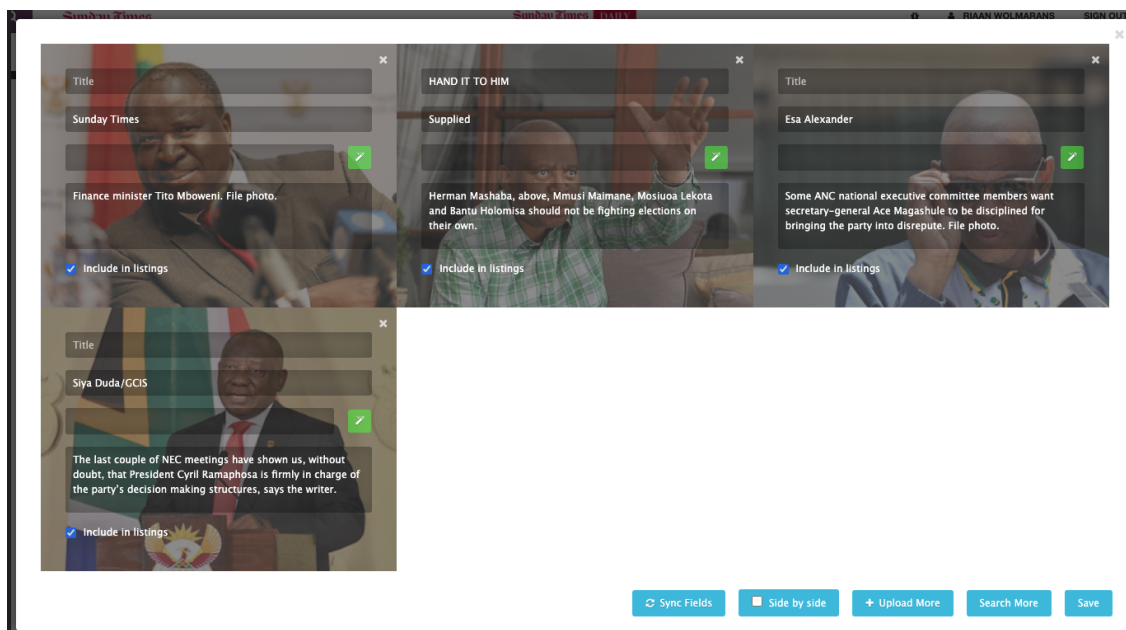
- Use the **left and right arrow icons** to move the image to the left or right of your article with the text flowing around it. Click the arrow again to set the image back to full width.

CREATING AN IMAGE GALLERY

When you drag the gallery widget into your article into the spot where you would like to add an image, you will have the following options:



Click **Add files** to upload a collection of images or click **Search** to select existing images in the archive. Once you have uploaded or selected the images you need, they will be displayed as seen below.

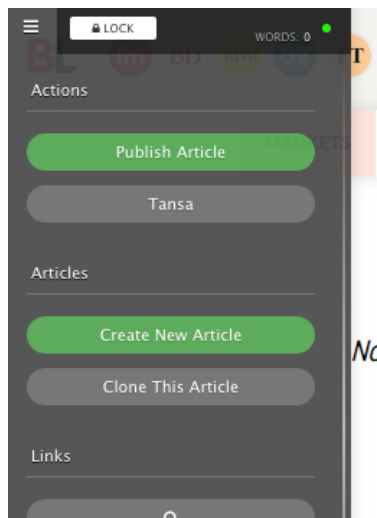


YOU CAN...

- **Click and drag** images to change their order.
- **Edit or add** the credits, descriptions (captions) and keywords for each image individually, **OR** click the **Sync field** button (it will go green), then click one field (credits, description or keywords) to apply its content, and any changes to that content, automatically for all the other images in the gallery – for example, to give them all the same caption or credit. To stop the syncing, click the **Sync field** button again so it goes back to blue.
- Untick **Include in listings** for any images that are single use and should not be added or readded to the archive from this gallery.
- Tick **Side by Side** to display a narrow crop of the images in the live gallery with the caption to the right of the images instead of below them (on desktop view).
- Click **Upload more** to add more images.
- Click **Search more** to go back to searching.
- Click **Save** to add the gallery to your article.

PUBLISHING AN ARTICLE

When you are on an article page, the Cosmos control bar has a few additional options:



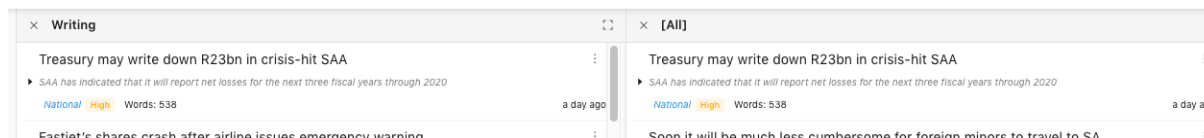
- To publish on the site once the article is ready (or once you have made changes to an article that was already published), click **Publish article**.
 - o If the article has already been published, you will also see a button labelled **Unpublish article**, which will remove the live article from the website and place it in the **Unpublished** basket in the workflow.
- To send a copy of the article to the print layout queue in GN4, click **Print wizard**.
- To run a full Tansa spell-check and style check on your article, click **Tansa**.
- To create another new article, click **Create new article**.
- To create a clone – an exact duplicate of the content and layout – of the current article, click **Clone this article**. (This should be used only after consulting the website production team.)

NOTE: New Cosmos users should not publish articles at all until those articles have been checked by the web production team. The “Publish” option may also be invisible to some Cosmos users.

PLACING A PUBLISHED ARTICLE BACK INTO THE WORKFLOW FOR EDITS

Smaller edits can be made to a published article directly by the web team or an editor. But sometimes the edits may be extensive and require making the article available to a reporter again and then letting the copy go through editing and subbing once again too.

Find the **live article** in the **[All]** or **Published** baskets in the workflow, then click the three dots to the right of the headline and move the article to a workflow basket like **Writing** or **News Editing**. This will create a duplicate of the article in that workflow basket:



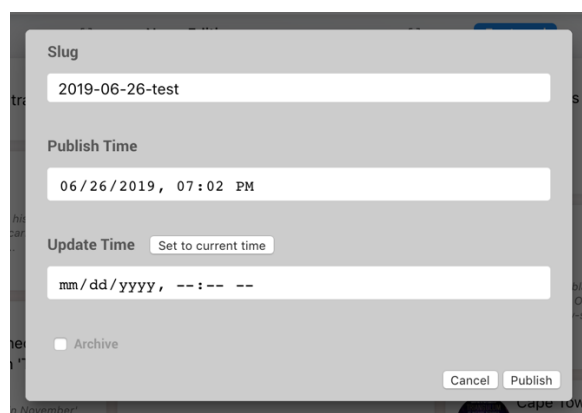
The duplicate version can be edited and moved through the workflow as usual.

When the duplicate version is published, it will **replace the live version** of the article with the latest amended version.

A NOTE ABOUT UPDATE TIME

If you are republishing a previously published article, the **Update time** will be blank.

If you click **Set to current time**, the live website will show when the story was updated. If you **leave it blank**, no update time will show – for example when the update was just a fix of a spelling mistake or the addition of a picture.

A screenshot of a web form for updating an article. It has fields for 'Slug' (containing '2019-06-26-test'), 'Publish Time' (containing '06/26/2019, 07:02 PM'), and 'Update Time' (with a 'Set to current time' button and a blank date field). There is an 'Archive' checkbox and 'Cancel' and 'Publish' buttons at the bottom.

SENDING ARTICLES TO PRINT (GN4)

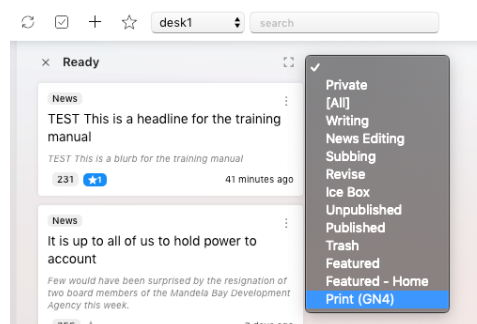
Articles are typically not sent individually to print as they arrive in the **Ready** basket. Rather, a page of stories is submitted at once whenever possible – especially when the automated page layout function in GN4 is used for a specific page.

However, a page can also still be submitted to GN4 with only some of the content added.

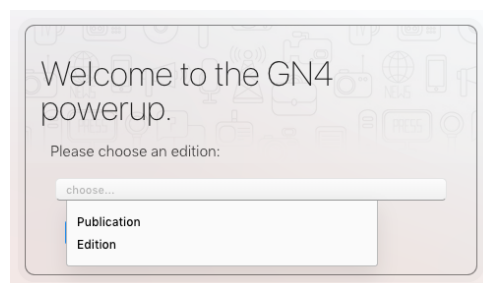
IMPORTANT: The print wizard, which may still be available in your Cosmos workflow, was previously used to send batches of published articles to the GN4 print queue but this option is **no longer in use** because of the way articles are sent to print via the GN4 integration.

1. To open the tool to send articles from Ready to their page on a print edition, go to your **Editing** workflow view, click the plus icon (**Add panel to desk**) and choose **Print (GN4)**.

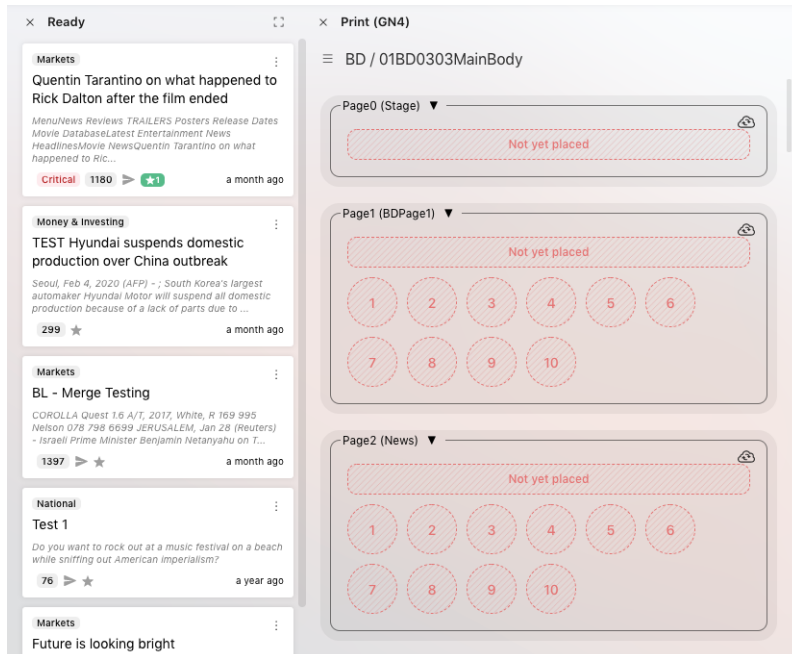
NOTE: If you have many baskets open already, save a new desk in your workflow (see “Desks and how to use them” earlier in this manual) to open just the *Print GN4* panel alongside the *Ready* basket, for example – otherwise, on some monitors you won’t be able to see the page previews on the far right.



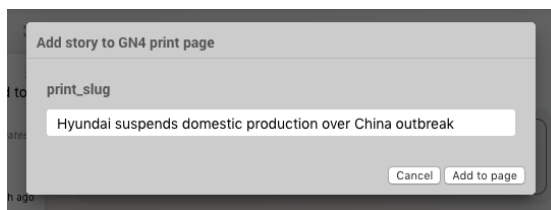
2. In the box that appears, click on **Choose** to specify the **publication** and then the **edition** you require. Then click **Okay**.



- The **page plan** for that edition will open in your view with boxes for each page and a number of story editions in each box. As mentioned above, the idea is to send pages to GN4 only once all the required stories have been placed, if at all practical – though you can send incomplete pages too.



To add a story from **Ready** to a page, simply drag and drop it into a position (numbered circle) in the box for that page. **Position 1** is the page lead, **position 2** is the second story and so forth. A pop-up box will ask you to enter a print slug for the article:



IMPORTANT: In the pop-up box, **delete the entire headline and enter ONLY the print slug** according to your newsroom's conventions **without any punctuation whatsoever**. Example: *DD311019 P4 Lead*. Then click **Add to page** to get the following:

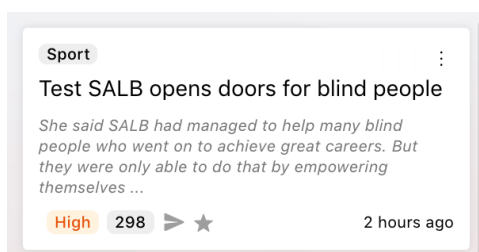


YOU CAN...

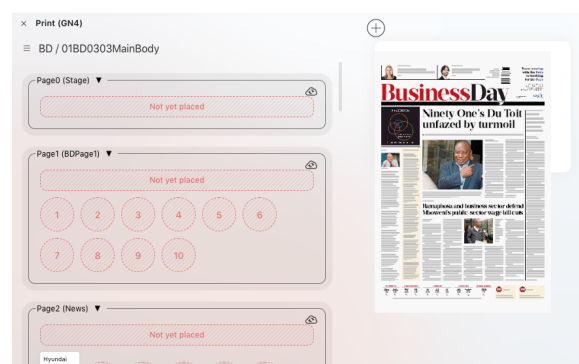
- **Drag an article between positions** to move it (if there is already an article in the new position, you'll have to remove that article first or move it to another position instead).
 - **Drag an article between page boxes** to move it to another page in the edition.
 - Place an article in the **Not yet placed** container found in each page box if you don't know its position on the page but want to send it to GN4 anyhow.
 - Use **Page 0 (Stage)** as an entire "holding page" - for example, to send to GN4 one or more articles when you're not even sure what page they are going on; or to send articles while there are page changes being made to the rest of the edition (such as going up or down in size) and the numbered pages are temporarily not available.
4. To submit a page to GN4 for layout (or resubmit when content allocated to the page has changed), click the **cloud icon (sync to GN4)** in the top right corner of the box.

The colour of the frame around an article in a page box shows its GN4 submission status: **green** = successfully sent to print; **blue** = busy sending; **red** = failed to send; **no frame** = not yet sent.

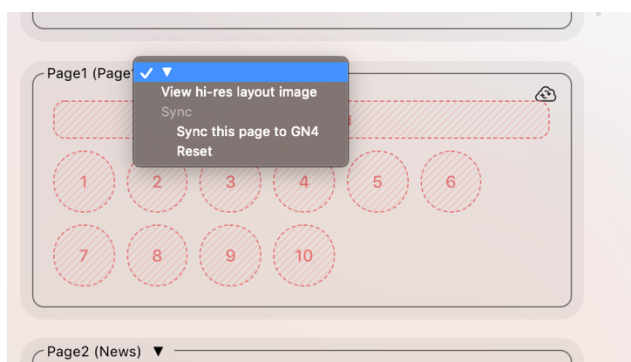
In the **Ready** basket (or any other basket), a story will get a **grey arrow icon** once it has been added to a page box. A **green arrow icon** means the story was both added to a page in Cosmos *and* synced with GN4. If a story is removed from the page plan, the arrow will disappear (also once synced again). You can also filter for **Print Status** (eg **Intended** or **Sent**) in any basket via the search bar at the top of the page.



5. To get a **real-time preview of the last saved version of the page in GN4** on the right-hand side of your view (to check the layout progress on that page), click on the page in the list.



6. To **view a high-res version** of the page preview, click on the small black down arrow in the page box next to the page number, then choose **View hi-res layout image**.

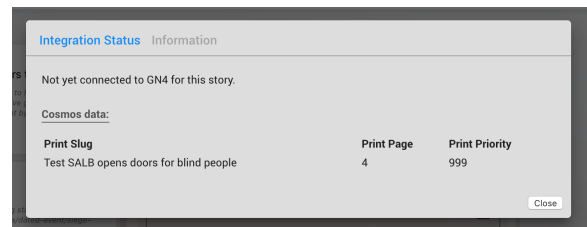


The high-res page will then open in a separate window with a **control bar** at the bottom to let you zoom in and move around on the page.

You can **close this window** by using the **grey X** in the top right corner.



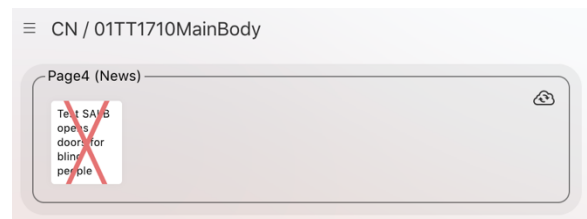
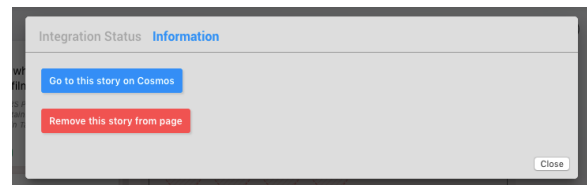
7. To check a story's metadata, click on the story in the page box. In the panel that appears, under **Integration Status** you can see some additional metadata.



8. To remove a story from the print edition, click on the story in the page box. In the panel that appears, under **Information**, click **Flag for removal**.

In the page plan, the article will get a red cross over it. **Sync to GN4** (the cloud icon found top right in page box) once again to remove it altogether.

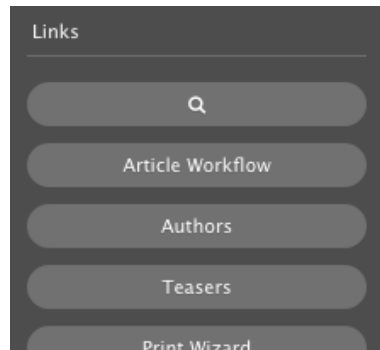
(There is also a shortcut in the **Information** box to **open the article in Cosmos** directly.)



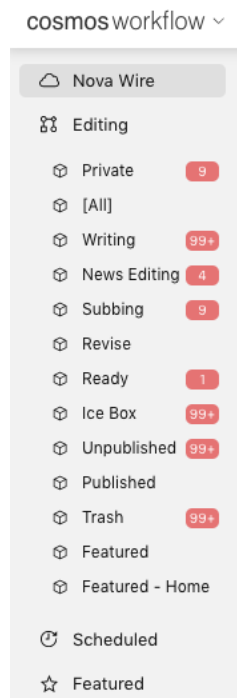
SECTION C: COSMOS WORKFLOW (CONSOLE)

The workflow tool enables all reporters and editors in our newsrooms to work in Cosmos according to familiar newsroom workflow statuses and movements.

You can access the workflow view – also known as the **console** – from the Cosmos control bar by clicking on **Article workflow** in the main Cosmos control bar, once you have signed in on Cosmos.



THE MAIN MENU



These options are discussed below.

NOVA WIRE (AGENCY AND TITLE FEEDS)

cosmos workflow ▾ Stories 🔍 search ↺ ☑

Nova Wire
Editing
Scheduled
Featured
Saved
HK on agencies

Nova Wire

TEST - Project Orion team rocks dry run at Tiso ready

San Francisco/Hong Kong — Facebook finds itself entangled in yet another political spat — this time with China, a market the social media giant is seeking to enter. Police in Hong Kong, a semi-autonomous part of China, have asked the company to remove the official page of the pro-independence National Party, which was slapped with an unprecedented government ban this week.

bi | companies 📷 ↻

a minute ago

Nthathi Moshesh, the goddess of acting's back

It has taken Nthathi Moshesh five years to return to the theatre stage.

sowetan-live | entertainment 📷

a minute ago

Brazil payments processor Cielo struggles against upstarts

CIELO-STRATEGY (PIX):Brazil payments processor Cielo struggles against upstarts

Reuters | news

2 minutes ago

Trade balance shows surprise trade surplus in August

Bloomberg had a consensus of a R1.8bn deficit for August, after analysts were surprised by the July deficit

bd | economy 📷

5 minutes ago

Lost truck tyre kills pedestrian in N1 emergency lane

A man lost his life on Friday when he was hit by a lost truck tyre on the N1 South highway between the Malibongwe and Beyers Naude offramps in Randburg.

TMG-News-Wire | News

5 minutes ago

TEST - Uber resumes China adventure ready

San Francisco — Two years after exiting China, Uber is putting feet back on the ground. Staff there, however, aren't working on the ride-hailing company's main business, but overseeing the creation of its bikes and scooters — Uber's bet for its next consumer hit. After buying Jump Bikes, a US bike-rental service, Uber is set to unveil its own scooter, plunging into a chaotic new transit market.

bi | companies 📷 ↻

5 minutes ago

This is the internal wire, including all agency and publication content feeds up to the present moment – so, articles NOT YET added to your website's version of Cosmos but available from a news agency, or found in the **Ready** (so, about to be published) or **Published** baskets on other Cosmos websites.

IMPORTANT: When an article from one of our other websites has a blue **Ready** tag next to it, you can preview it so long but wait until it has been published (no blue tag) before importing it to your website. Even in the **Ready** stage, important last-minute updates (including legally sensitive ones) are sometimes made to articles, so you might end up with an invalid version if you import it too early. If the article is showing a **Ready** tag and you need it urgently, it's best to check quickly with the web team of the originator website before you use it.

USING ARTICLE FEEDS

- The **Stories** option show all stories published on our Cosmos websites, including the Cosmos production hub where it has been implemented, along with news agency feeds and a few others.
- In a website or news agency feed, a green tick next to a headline means the article has already been imported into your version of Cosmos:

Silverback striking gold in global cycling markets ✔
 North America, Europe and China SA company's main markets
[BusinessDay_GN3](#) | [businessday.gn3](#) 📷

- Click on the body or headline of an article listing in the feed to get a **preview** in the right-hand pane, including a **word count** for the article. A **news-agency article** will show only the basic headline and body of the article but an **article from one of our own websites** will show more information, including when it was published, the author, the content policy (premium or free), a link to view the article live on its original website, and some icons showing the main widgets in the article (images, videos etc).

The screenshot shows the 'cosmosworkflow' interface. On the left, there's a sidebar with 'Nova Wire' and a list of editing actions like Private, [All], Writing, News Editing, Subbing, Revise, Ready, Ice Box, Unpublished, and Published. The main area displays a list of stories from Nova Wire. The story 'Resilience of Eastern Cape to be celebrated' is selected, and its preview is shown on the right. The preview includes the headline, author (Malaika wa Azania), word count (714), and content policy (PREMIUM). The article text begins with 'A few years ago, I left my home in Johannesburg to pursue my undergraduate degree at Rhodes University in Makhanda (formerly Grahamstown). I knew little about the Eastern Cape province, except that it did not perform well with matric results and had one of the country's highest levels of poverty and unemployment.'

When a story has *already* been imported from Nova Wire, you will also see the green tick to indicate that in the preview panel, along with a link to **open it directly in Cosmos** without having to search for it in the workflow baskets.

(Once you have the article open, you can see the basket it's in by going to **Publish** in the **Settings** menu on the left and checking the **Status** field.)

The screenshot shows a preview of an article titled 'Xerox, HP blame each other as takeover battle heats up'. The source is 'Reuters|World'. A green tick and the text 'Story already imported: Open' are visible. The article was published 35 minutes ago by Reuters and is 406 words long. Below the preview, the byline reads: 'By Krystal HuNEW YORK, March 2 (Reuters) - U.S. printer maker Xerox Holding; Corp took its \$35 billion bid for HP Inc to the U.S. personal computer maker's'.

- Click the **cloud icon** to the left of the headline of a story to import it into your website's Cosmos.

- o You'll be prompted to choose the status (workflow basket) for your story, and its primary and optional placements (and you can alter the headline if you wish):

The screenshot shows the 'General' settings dialog box. It has tabs for 'General' and 'Settings'. The 'Status' field is set to 'Writing'. The 'Title' field contains the text 'SuperSport coach Tembo dedicates success to Gabuza and those who groomed him'. Below this, there are two columns: 'Primary Placement' and 'Optional Placements'. Under 'Primary Placement', the 'Publication' is set to 'TBG Agnostic', 'Section' is 'News', and 'Subsection' is 'None'. Under 'Optional Placements', all fields are set to 'None'. At the bottom right, there are 'Cancel' and 'Download' buttons.

- o Our own articles will retain the **Free**, **Registration** or **Premium** status with which they were saved. In the import box, you can go to **Settings** to change that status for your copy of the article, if necessary.

The screenshot shows the 'General' settings dialog box with the 'Settings' tab selected. The 'Content Type' dropdown menu is open, showing three options: 'Free', 'Registration' (which is selected and highlighted in blue), and 'Premium'. The 'Status' field is set to 'Writing'.

- o If the article you're importing has a **picture byline** (author profile) linked to it and you don't have that profile in your version of Cosmos, that profile will be imported along with the article unless you opt out by ticking the **Import/update author** option **Settings** in the import box.

The screenshot shows the 'General' settings dialog box with the 'Settings' tab selected. The 'Content Type' is set to 'Premium'. The 'Import / Update Author' checkbox is checked. Below this, the author profile for 'Michel Pireu' is displayed, including a small circular profile picture and the text 'Michel is a markets columnist for Business Day and Bloomberg.' At the bottom right, there are 'Cancel' and 'Download' buttons.

- Now you'll find your downloaded article in the **Writing** basket for the primary section you chose:
 - Agency stories** will import the headline and copy only.
 - Stories from other Cosmos websites** will be imported with layout and all embedded elements (tweets, images etc) attached – this option is typically used by desk editors, subs and the web production team only.
- Click on the **Search** box to apply filters to your view or to search for a specific term:
 - The default view (as above) is a mix of all content on all feeds. See example below for building a search query to find specific feeds or to apply specific search terms.

SEARCH BUILDER: EXAMPLE

- To get AFP, click on **Search**, then select **Feeds**, then click **AFP**:

The screenshot shows the 'cosmosworkflow' interface. On the left is a sidebar with navigation options: Nova Wire, Editing, Scheduled, Featured, and a 'Saved' section with 'TimesLIVE Politics published' and 'Russia news from wires'. The main panel is titled 'Stories' and shows a search bar with 'Feed: AFP' and a 'search' button. Below the search bar, a list of news items is displayed, each with a headline, source (AFP), and time ago. The items include: 'Knife attacker wounds Belgian police officer' (3 minutes ago), 'US accuses Russia of 'cheating' on North Korea sanctions' (4 minutes ago), 'Stocks wobble as trade war worries deepen' (10 minutes ago), 'More Ghana referees banned after corruption probe' (17 minutes ago), and 'Congo ex-warlord's sentence for witness bribes upheld' (23 minutes ago).

- To add Reuters to the search above, click on **Search** again, then select **Feeds**, then click **Reuters**:

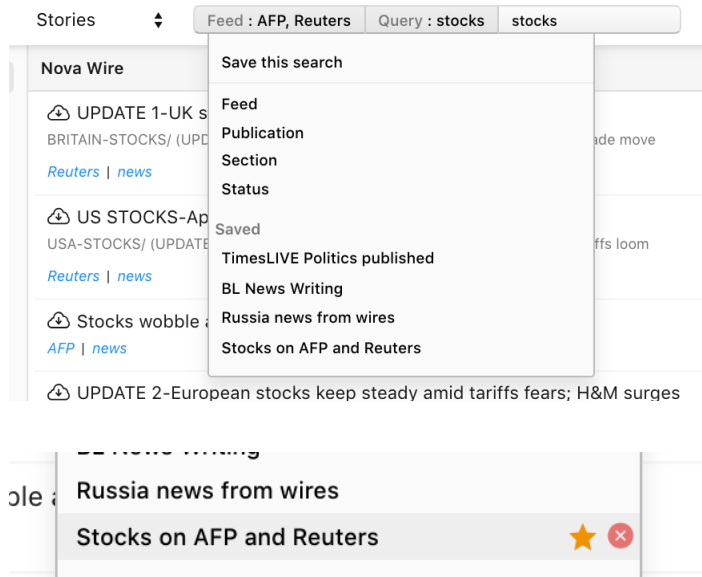
The screenshot shows the 'cosmosworkflow' interface with the search bar updated to 'Feed: AFP, Reuters'. The list of news items now includes items from both sources. The top items are: 'UPDATE 1-UK shares flat as market awaits U.S. trade move' (a minute ago), 'UPDATE 1-Scottish fund Baillie Gifford cuts DIA stake to 8.6 pct' (2 minutes ago), 'US STOCKS-Apple, Amazon lead Wall St lower as tariffs loom' (3 minutes ago), 'Knife attacker wounds Belgian police officer' (4 minutes ago), and 'US accuses Russia of 'cheating' on North Korea sanctions' (6 minutes ago).

- Enter a normal search term in **Search** to search AFP and Reuters for that term – for example, “stocks”:

The screenshot shows the 'cosmosworkflow' interface with the search bar updated to 'Feed: AFP, Reuters' and a query of 'stocks'. The list of news items is filtered to show only stock-related news. The items include: 'UPDATE 1-UK shares flat as market awaits U.S. trade move' (3 minutes ago), 'US STOCKS-Apple, Amazon lead Wall St lower as tariffs loom' (5 minutes ago), 'Stocks wobble as trade war worries deepen' (13 minutes ago), 'UPDATE 2-European stocks keep steady amid tariffs fears; H&M surges' (16 minutes ago), and 'GLOBAL MARKETS-New U.S. tariff threat on Chinese goods hits stocks, dollar'.

- To save your search, click on **Search** again, then choose **Save this search** and enter a descriptive name for your search, eg “Stocks on AFP and Reuters”. It will appear in the dropdown under **Search**.

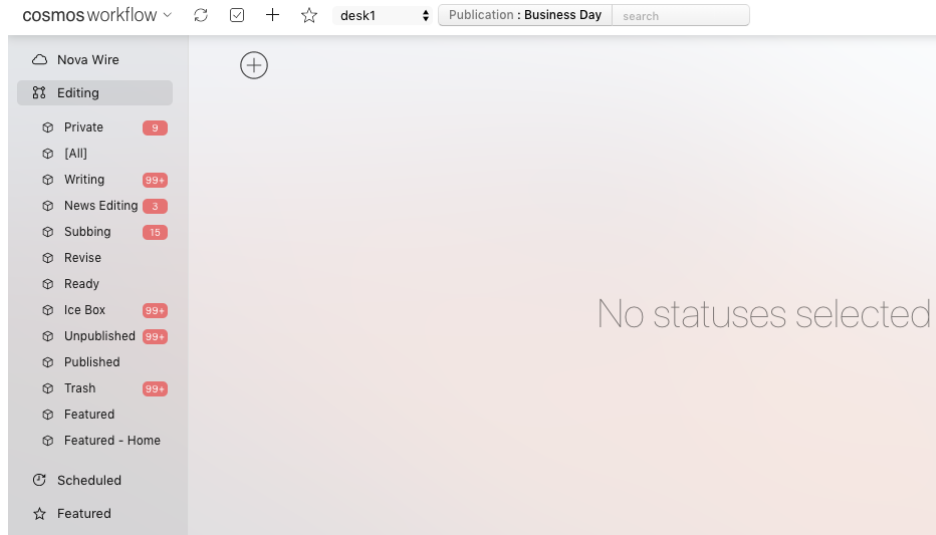
- To add the search to the left of your main workflow screen as a shortcut, hover your mouse over the saved search and click the **gold star** icon to the right (or use the **red cross** icon to delete it). The search will run anew every time you click the shortcut:



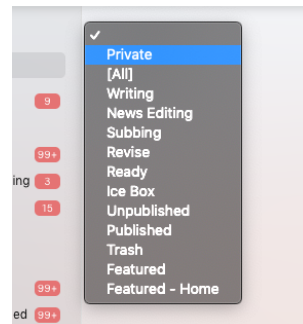
European stocks keep steady amid tariffs fears; H&M su

- To clear your search, click on the search terms displayed in the search builder at the top of your screen to delete them.
- You can do the same steps to see a feed from one or more of our publications (using the **Publications** option), for example.

EDITING (WORKFLOW BASKETS)



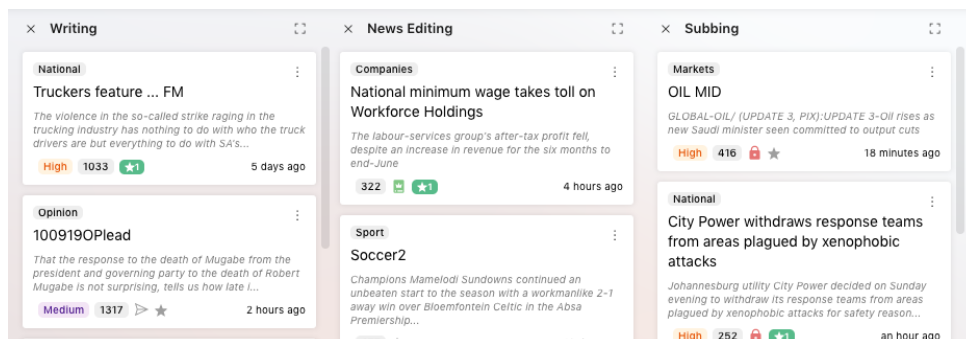
If your Editing view is blank (like above), click on the **large plus icon in the circle** to select the workflow statuses or baskets to open:



The **Writing** basket is the main basket where all newly created articles can be found while they are being written, unless the author/creator has moved the article into another basket.

You can also click on any of the **baskets listed on the left of your screen** to jump to that basket quickly without affecting the others you have already opened.

You can reorder the baskets you selected (drag and drop) once you have them all open.



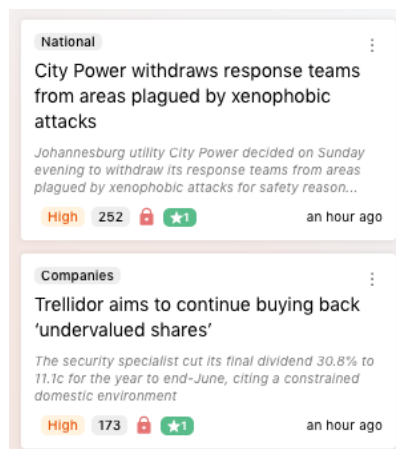
THE WORKFLOW BASKETS/STATUSES

- **Private:** A private basket for each user that is not visible to other users. Reporters can move a story here from the general **Writing** basket – for example, if it’s something they’ll only file at some point in the future, or something confidential they’re working on.
- **[All]:** Show all stories in any of the workflow baskets PLUS all stories published on the website in one view (handy for doing a quick search for specific stories across all workflows).
- **Writing:** New articles being written or compiled by a web producer or reporter. When you create a new article in Cosmos, it will appear in this basket immediately.
- **News editing:** Articles being edited by a news or desk editor.
- **Subbing:** Articles being sub-edited by, well, subs.
- **Revise:** What comes after subbing in good newsrooms.
- **Ready:** Ready for publication – these articles can go live online immediately and be sent to the print queue for layout at the same time, or be held back to go online at the time of print publication only.
- **Ice Box:** A general-purpose “hold” basket to put content that should be kept out of the other baskets for a period of time. How this basket is used depends on each editorial team’s requirements.
- **Unpublished:** Where articles go if they have been unpublished from the live website.
- **Published:** All articles already published to the live website.
- **Trash:** Articles that have been trashed. They will only be kept in this basket for a short period before automatically being deleted altogether.
- **Featured:** To see the articles currently live on a specific section page (with the ability to reorder them or lock them in place, or send them to a home page on your website).
- **Featured - Home:** To see the articles currently live on a home page on your website (with the ability to reorder them or lock them in place).

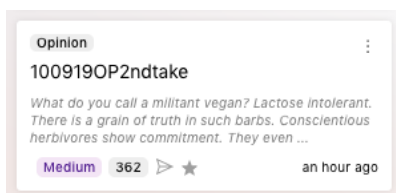
NOTE: The last two replace the former **Featured** option that was found at the bottom of the main workflow menu on the left.

NAVIGATING YOUR WORKFLOW VIEW

- View a story’s **primary section**, **priority** and **word count** under the headline, and when it was **created**, as well as the people **assigned** to it (blue or green star icon):



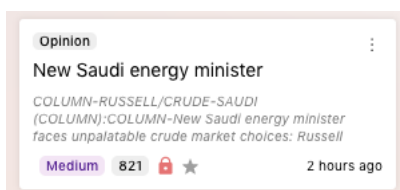
- View a story's **print status** (whether it is destined to also appear in print):



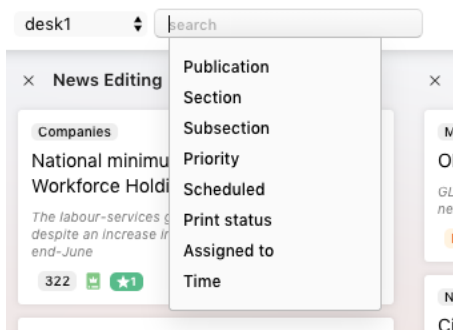
- o A **grey arrow icon** (as in the example above) means the story has not yet been sent to the print queue.
- o A **green arrow icon** means the story has been sent to the print queue already.
- o An **orange arrow icon** means Cosmos is still trying to send the story to print.
- o A **red arrow icon** means Cosmos failed to send the story to print.

NOTE: This print status display does not apply if you are using the hub version of Cosmos.

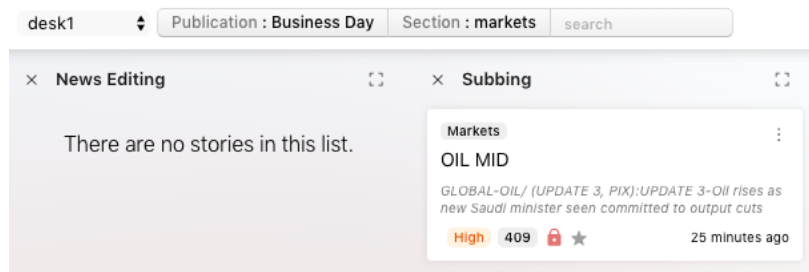
- View a story's **lock status**:



- o If there is a **red lock icon**, it means the story has been locked by another user. See guidance in previous sections of the manual on dealing with locked stories.
- Use the **Search** bar to search the workflow baskets you have opened – the search will apply to all the baskets you have open on your screen:



- o The **Search** bar works the same as in Nova Wire (see previous section) – so you could click on **Publication** and **Section** to set your view to only Business Day Markets copy in each of these baskets, for example.



- o You can also **save** these searches, like in Nova Wire – they will appear in the dropdown list and you can add them to the left of your main workflow screen too.

- About the icons at the top of your screen: the **swirly arrows** refresh your view when necessary; the **tickbox icon** allows you to select more than one story in the workflow (**still being implemented**); the **plus sign** creates a new article (same as **Create new article** in the main Cosmos control bar); and the **star icon** filters your view to show only stories assigned to you (explained below).



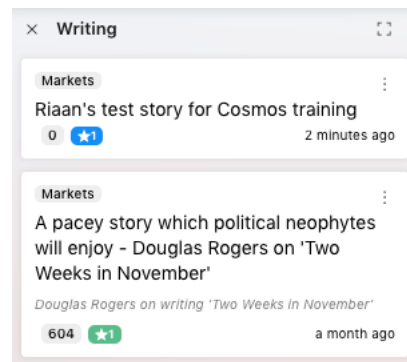
ASSIGNING STORIES TO SPECIFIC PEOPLE

You can now assign one or more people (writers, editors, subs) to any story in Cosmos. People assigned to a story will be **notified by email** when they are assigned or when the story moves to a new basket in the workflow.

When you **create an article** in Cosmos, you will be automatically assigned to it. In the console, you'll see a **blue star icon** with the number 1 next to it – so there is only one person assigned, and blue means it's you. (You can remove yourself also – see below.)

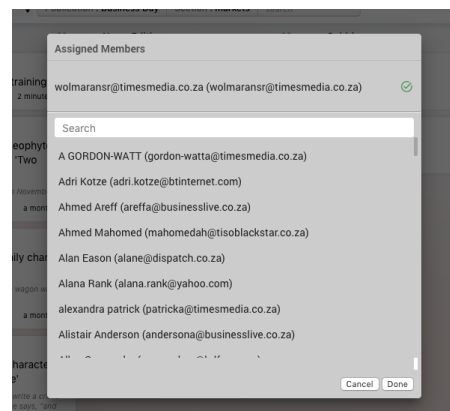
Because you are assigned to it, you will receive an email when the story moves between baskets (such as from editing to subbing, or when it is sent back to writing for changes) or when it is published, so you'll always know where your story is in the workflow. You won't get notifications if you are the one moving the story between baskets.

In the example here, the **green star icon** with the number 1 next to it means there is one person assigned to that story, but green means it's not you.

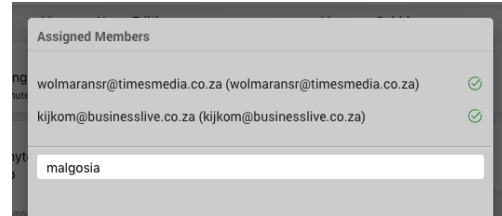


ADDING AND REMOVING PEOPLE FROM STORIES

To assign more people to a story or to remove someone, click the blue or green star icon in the workflow basket to get this panel:



To add someone, type the person's first name, surname or part of the email address and press enter in the search bar, then click on the right name in the search results. That person's name will be added to the top of the panel. Then click **Done**.



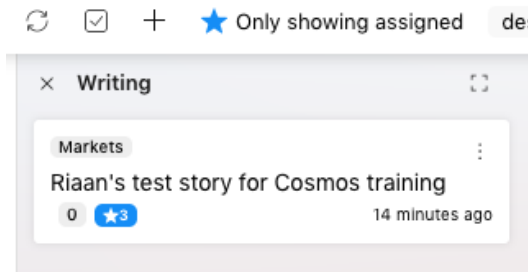
To remove someone (including yourself), click on the person's name at the top of the panel to make it disappear, then click **Done**.

SORTING TO SHOW STORIES ASSIGNED TO YOU

You can filter the workflow baskets to show **ONLY** the stories assigned to you. Click on the star icon at the top of the console:



The star will turn blue and you'll see only stories assigned to you in each basket you have open:



To go back to the full view with ALL stories, click the star icon at the top again.

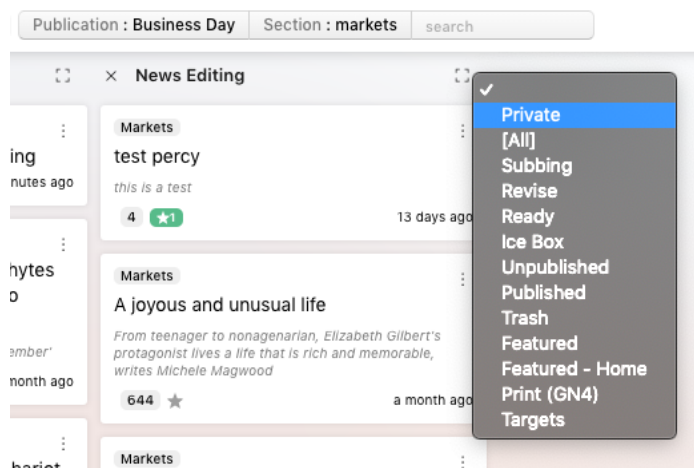
HOW TO USE FEATURED LISTS

Featured lists are where you see and manage **published stories** on a specific section page of your website or on the home page. They were previously accessed via a separate menu item called **Featured** on the left of the console.

This is useful for anyone who works only on a specific section (eg TshisaLIVE or TimesLIVE Motoring) full-time or who is looking after a specific section for a while.

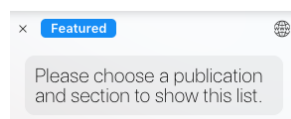
ADDING FEATURED LISTS TO YOUR EDITING VIEW

In your workflow view, click the plus icon in the circle and choose to add **Featured** and/or **Featured - Home**.

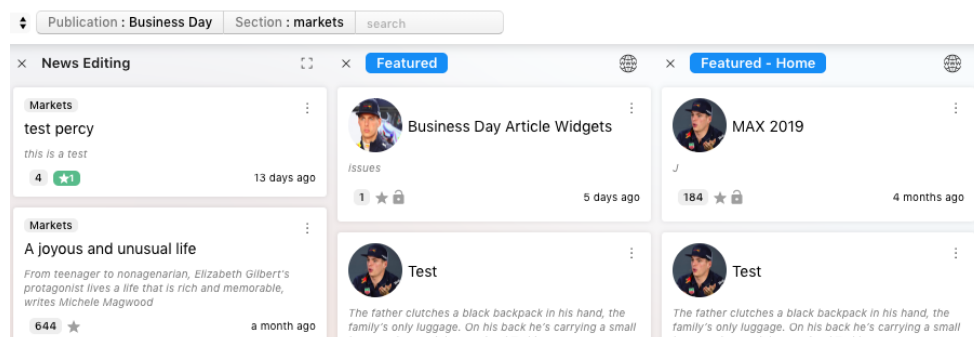


If you click **Featured** and you have selected a specific section in the filter bar at the top of the console – **Business Day Markets** in the example above – the Markets page will open as a featured list.

If you haven't chosen a specific section, you'll get this message:



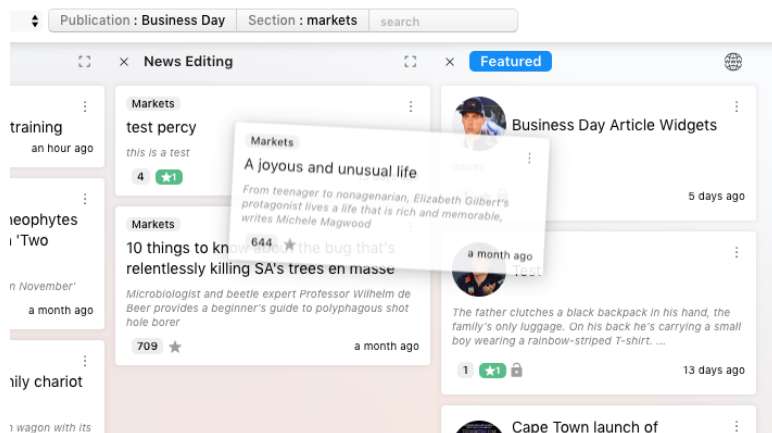
If you click **Featured - Home**, the home page list will open too:



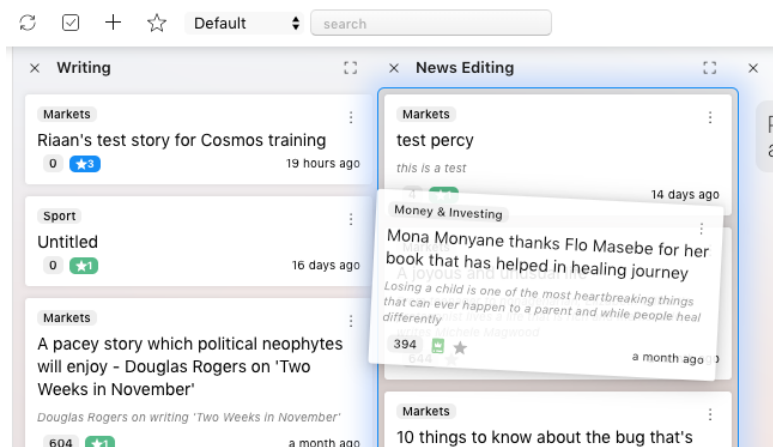
Please note: none of the filters you can set at the top of the console dashboard, apart from publication and section, will apply to the Featured and Featured - Home lists.

DRAG AND DROP STORIES

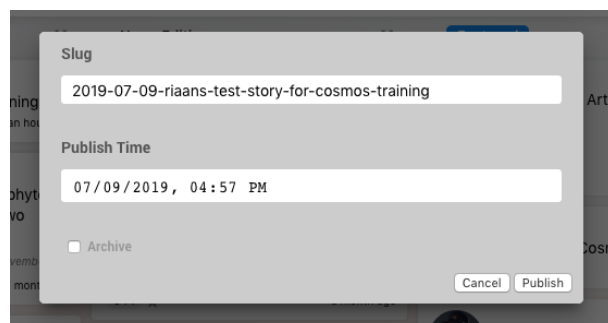
You can **drag and drop** stories between workflow baskets or between those baskets and your featured lists. Click a story with your mouse and drag it to the new basket or list:



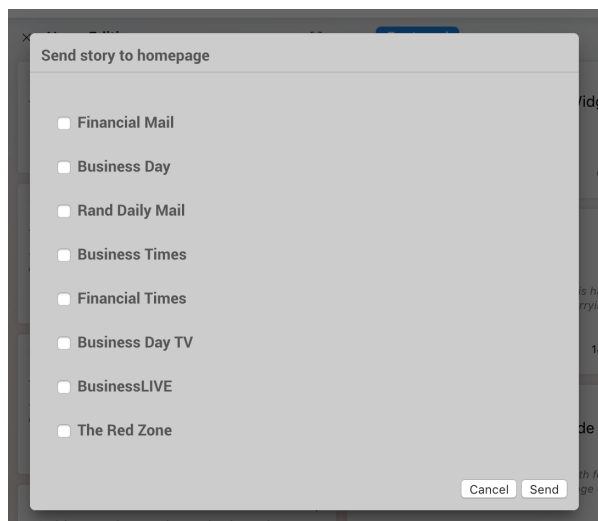
The basket where you are placing it will turn blue once the story has clicked into place:



PLEASE NOTE: Dragging a story from any workflow basket, such as Ready, to the featured list means you are publishing the story. You'll still get this panel to warn you that you are about to publish:



You can also **send an article from the Featured list for one section to multiple home pages**, if that's the way your website is set up. If you choose **Send to home page** for an article in the **Featured** list, you'll see the panel on the right.

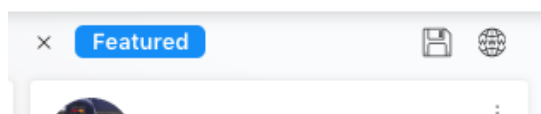


ORDERING AND LOCKING FEATURED LISTS

In your featured lists, you can also **drag stories up or down** to reorder them on the live section page or home page, or **click the lock icons** next to each story to lock them in position.

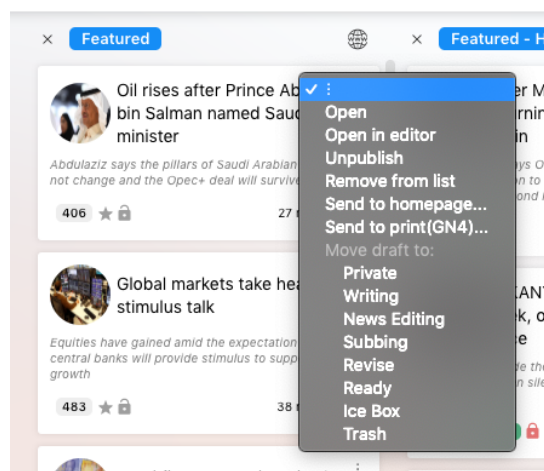
As before, stories locked into specific positions will remain there until they are unlocked.

After you have made such a change, click the **save icon** at the top of your featured list to make your changes live (the **globe icon** next to it is a shortcut to this section live on the website):



On the **Featured** list for a section page or the home page, click on the three dots next to an article's headline. From this menu you can:

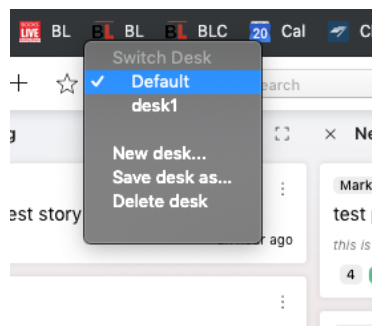
- **Open** the article for reading.
- **Open in editor** for editing.
- **Unpublish** (only to be used by web production team or news desk).
- **Remove from list:** remove article from this page but it stays live on the website.
- **Send to home page:** add this article to a home page on your website.
- **Send to print:** send a copy of the article for print layout.
- **Move to:** create a draft copy of the live article in a pre-publication basket for further edits (the two versions will be reunited once the draft is published again).



DESKS AND HOW TO USE THEM

If you are a web producer or a sub-editor, for example, you are likely to have an **Editing** view that includes several baskets or filters that you are watching, so you can pick up new content from subbing from ANY of those sources and publish it as soon as possible.

You can now easily switch between your more general view and a view of just one section (including the featured list for that section and the home-page featured list, if you added it) by using the **desks indicator** at the top of the console, next to the filter bar.



YOU CAN...

- Click on any of the **desk names** listed there (**Default** and **desk1** above) to switch to it.
- Click **New desk** to open a blank workflow view under a name of your choosing, which you can then set up as you like.
- Click **Save desk as** to save your current view under a name of your choosing.
- Click **Delete desk** to remove a previously saved desk.

HOW DO DESKS HELP YOU?

EXAMPLE 1: Web producer in many sections

You can save your general view of ALL your sections as one desk and views of each section you look after (with that section's featured lists added) as other desks, and quickly switch between these when you want to publish content to a specific section or when you want to reorder content in a specific section.

EXAMPLE 2: Editor/sub working in many sections

If you're not publishing to sections, you can stick to the same general view of ALL your sections you would have used up to now and you need not save other views as desk options.

EXAMPLE 3: Editor/sub working in single section

Save your view of your section with its featured lists as your default view and you need not save a more general view of ALL sections as you won't need it.

THE ARTICLE INFORMATION PANEL & VERSION CONTROL

If you **click on a headline** in the workflow, the article information panel will appear, with a full preview of the article and several other options:

The screenshot shows the article information panel. On the left, there's a sidebar with categories like Markets, Sport, and Money & Investing. The main area displays the article details for 'Mona Monyane thanks Flo Masebe for her book that has helped in healing journey'. The article includes a headline, a sub-headline, a date, and a preview image. Below the preview, there's a text block about the article's content and a quote from the author.

YOU CAN...

- Click the **grey URL** under the headline to go to the story in the normal website view.
- Use any of the **icons**:
 - o **Chain**: A placeholder icon – not in use.
 - o **ID**: A placeholder icon – not in use.
 - o **Book**: Publish the article.
 - o **Page with magnifying glass**: View and edit the article in Cosmos.
 - o **Paper plane**: Send the article to the GN4 print queue for print layout.
 - o **Trashcan**: Delete the article.
 - o **Members**: See who has been assigned to the story.
 - o **Close**: Close the information panel.
- Read the article preview in the **Body** panel.
- See the article's publication and section, authors, content policy (premium/free) and who last modified it in the **Information** panel:

Body

Information

Settings

Activity

Version History

🔗

🔒

📧

1

⬅️

1

Publication	Financial Mail
Section	Money & Investing
Authors	-
Content Policy	premium
Last modified a day ago by williamsc@tisoblackstar.co.za	

- Find article owners, status (basket) and priority in the **Settings** panel:

Body	Information	Settings	Activity	Version History
Owners	None			⬆
Status	Writing			⬆
Priority				⬆

- Find the list of past work done on this article in the **Activity** panel:

Body
Information
Settings
Activity
Version History

Activity

moved to "Writing"
a day ago
williamsc@tisoblackstar.co.za

moved to "News Editing"
13 days ago
goetschp@timesmedia.co.za

published article
25 days ago
maraghb@timesmedia.co.za

published article
a month ago
goetschp@timesmedia.co.za

content type changed to "premium"
a month ago
goetschp@timesmedia.co.za

title changed to "Mona Myonyane thanks Flo Masebe for her book t
a month ago

- Find previous versions of the article in the **Version history** panel:

Body
Information
Settings
Activity
Version History

Version history +

Current version
Last modified: July 8, 2019, 1:44 PM
williamsc@tisoblackstar.co.za

July 8, 2019, 1:44 PM
status moved from "News Editing" to "Writing" by williamsc@tisoblackstar.co.za
status: **Writing** | widgets: 6 | words: 394

June 26, 2019, 1:25 PM
status moved from "Private Folder" to "News Editing" by goetschp@timesmedia.co.za
status: **News Editing** | widgets: 6 | words: 394

June 14, 2019, 9:00 AM
maraghb@timesmedia.co.za
status: **published** | widgets: 6 | words: 394

June 13, 2019, 4:11 PM
goetschp@timesmedia.co.za
status: **published** | widgets: 6 | words: 393

VIEWING & RESTORING PREVIOUS VERSIONS OF AN ARTICLE

Cosmos will now **save versions of an article** when it moves between workflow baskets or when elements are deleted from the article. So, accidentally deleting the body of an article just before it is to be published will no longer be a disaster.

The Version history panel in the article information panel shows you the list of saved previous versions, the date and time of that version, which basket it was in, how many widgets were in it, and the word count:

July 8, 2019, 1:44 PM

status moved from "News Editing" to "Writing" by williamsc@tisoblackstar.co.za

status: **Writing** | widgets: 6 | words: 394

June 26, 2019, 1:25 PM

status moved from "Private Folder" to "News Editing" by goetschp@timesmedia.co.za

status: **News Editing** | widgets: 6 | words: 394

Click on a version listing to see a quick view of that version:

Restore this version

Version created on **July 8, 2019, 1:44 PM** by **williamsc@tisoblackstar.co.za**

Title: **Mona Monyane thanks Flo Masebe for her book that has helped in healing journey** (Mona Monyane thanks Flo Masebe for her book that has helped in healing journey)

Status: **Writing** (Writing) | Widgets: 6 (6)

Text highlighted like this will be **ADDED**, when rolling back to this version

Text highlighted like this will be **REMOVED**, when rolling back to this version

Text with no highlight will remain unchanged, when rolling back to this version

Mona only recently revealed that after receiving a lot of backlash on social media when she fell pregnant with her second child, Amani-Amaza, her baby girl died seven days after she gave birth. Taking to Instagram, Mona shared that some days have been unbearable while others have reminded her of the purpose of her baby, who is now her angel. She shared that she knew that baby Amani-Amaza couldn't stay but hoped that she would. "My love... today is another day in which my breath catches in my soul and I feel overwhelmed by the pain it causes in my chest. You awoke me, you helped me break out of my shell and share myself with others. You made me brave and reminded me to love myself, to be kind to myself and to remember my power." "I knew you couldn't stay but I hope you had anyway. But as I always know, the spirit never dies. I love you Amani-Amaza Wamazulu, forever and always." As she continued pouring out her heart she revealed that Florence's book had articulated her feelings beautifully and she thanked the veteran actress for having enough courage to write the book. She said the book helped her heal. "I bought this book shortly after Amani-Amaza passed away and it took me such a long time to read it. I was afraid of what lay within the pages and when I finally read it last month I wept anew. The words I felt, so beautifully written in black and white. The heart indeed knows more than we ever could. Florence Masebe thank you... all I can say is thank you." Florence lost her 18-month-old son Masakona, who accidentally drowned at their house in Bramley in 2015. The book, The Heart Knows, was birthed from her experience. Mona explained that the reason she kept the death of her child to herself was because of the invasive nature of the industry she works in. She explained that people always think celebrities are "invisible to life". Our industry forgets that we are human, our jobs make us seem as if we are invincible to life. We aren't. It took me ten months to tell my truth because I simply didn't want to. I didn't want to defend my pregnancy AND share the pain of my Angel's passing. I admire your strength Florence Masebe to share with us your pain, to help us heal."

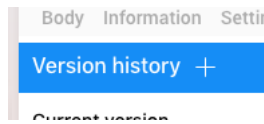
84% 100% 4 months ago Status: published | widgets: 6 | words: 394

Review the text. **Copy highlighted in green** will be added if you revert to this version, and **copy highlighted in red** will be removed if you revert to this version.

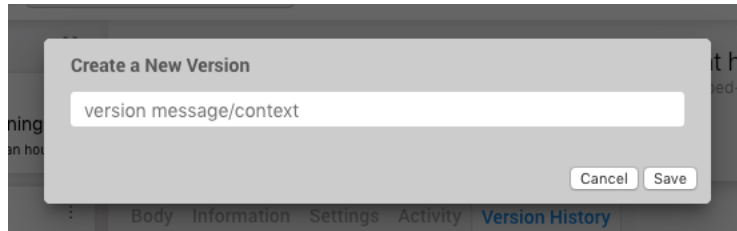
If you would like to restore this version, click the **Restore this version** button (top left).

SAVING A VERSION MANUALLY

You can also save a **new copy of the current version of the article** manually by clicking the plus sign in the blue version history headline bar:



You'll be asked to provide some context about the version you're saving - for example, "Version without extra comment from sources". Click **Save** once you're done and your version will appear in the version history list too.



SCHEDULED

A list of all articles that have been set to automatically publish at some point in the future, with an indication of when they will be published. Typically only used by the web production team.

FEATURED

This is the tool that previously determined the layout of a section page or the home page on the live website. It has now been incorporated into the main **Editing** workflow view.

OTHER ICONS IN THE WORKFLOW



Icon at the top right: Opens the task window (which pops up with notifications when you move articles between workflow baskets, for example).



Icon at the bottom left: Hide the main workflow menu to allow more space on your screen.

SECTION D: THE CENTRALISED PRODUCTION HUB

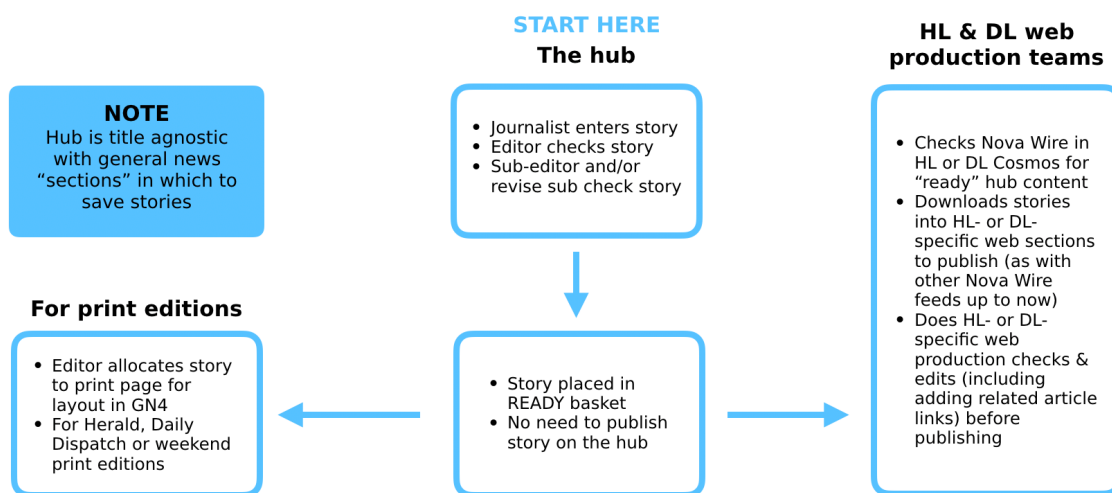
The centralised production hub, first introduced in the Eastern Cape for the Herald, Dispatch and community titles, is a way for Cosmos to allow a single non-branded space where journalists can enter stories for editors and sub-editors to process for digital or print use in any of these titles.

From the hub, stories can be allocated to print pages for layout. Title websites (HeraldLIVE, DispatchLIVE) can load ready-to-publish stories from the hub via Nova Wire in their own Cosmos.

You can almost think of it as Cosmos for an invisible website that is never published but only exists to prepare content for real print and online editions.

Hub Cosmos: <https://admin-dot-tmg-central-2.appspot.com>

Hub-based production model for Eastern Cape papers

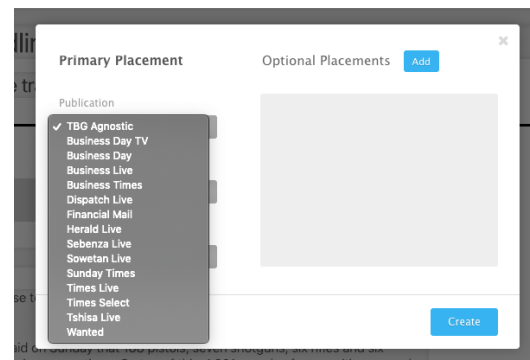


CREATING AN ARTICLE

This works mostly the same as in a title-specific Cosmos installation, with a few small differences.

When you first create an article and you're asked where to save it, you'll see the publication options are our **various titles** as well as **TBG Agnostic**.

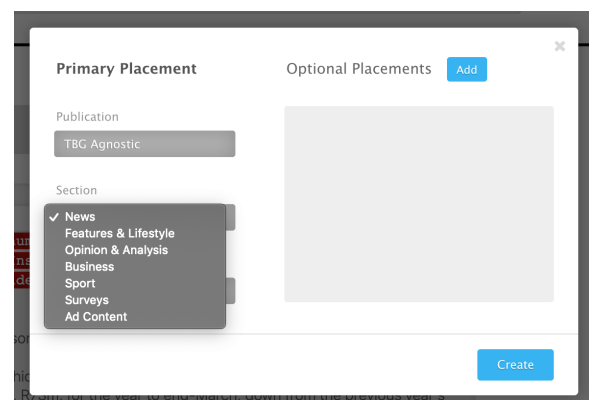
If you are writing your article for a specific title, **choose your title** from the list. If you are not sure or you are filing general-use "wire copy" for the group, choose **TBG Agnostic**.



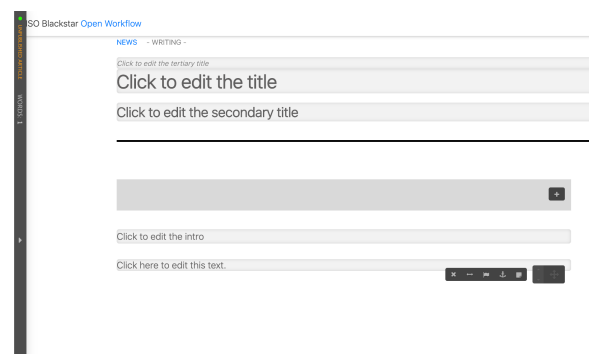
The generalised sections to choose from under each publication are **News, Features & Lifestyle, Opinion & Analysis, Business, Sport, Surveys** and **Ad content**. Choose the section and subsection (if available) that best matches your article.

The last two sections are for commercial content: surveys, sponsored content, advertorials etc.

It does not matter if these do not match the sections in your own newspaper or on your own website - that can be changed later.



The **blank article template** that opens next will look like this. It is not styled like one of our websites but apart from its generalised appearance, it works exactly like a Cosmos article page as described earlier in this manual.



When you are done writing your story, go into the **Article Workflow** to move it to the **News Editing** or **Subbing** basket – also as described earlier in this manual.

EDITING & SUBBING AN ARTICLE

Once again, using the **Article Workflow** works the same as described earlier in this manual. You can follow the same steps to find articles in the workflow, open them for editing or move them along to the next basket in the workflow.

After editing and sub-editing, a story should be placed in the **Ready** basket.

PLEASE KEEP IN MIND...

- As soon as a story is in **Ready**, it is available for title websites (such as DispatchLIVE, SowetanLIVE and HeraldLIVE) to **import via Nova Wire** and publish. You don't need to publish any stories in the hub.
- It is worth **"cleaning up" the Ready queue** regularly to remove **priority labels** (click on the headline and go to *Settings* in the panel on the right) from articles at the top of the queue once the urgency has passed, else they will remain stuck there.

SENDING A HUB ARTICLE TO PRINT

Articles are typically not sent individually to print as they arrive in the **Ready** basket. Rather, a page of stories is submitted at once whenever possible – especially when the automated page layout function in GN4 is used for a specific page.

However, a page can also still be submitted to GN4 with only some of the content added.

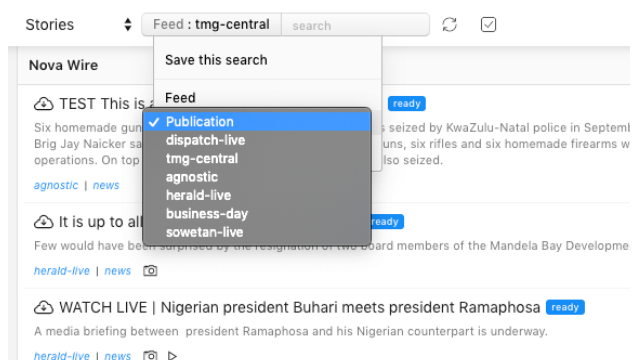
For full instructions on this process, please refer to **Sending articles to print (GN4)** in Section B of this manual.

IMPORTING A HUB ARTICLE INTO YOUR OWN COSMOS

If you're updating a specific website, such as SowetanLIVE or DispatchLIVE, go to **Nova Wire** in your own website's Cosmos and choose the **tmg-central** option under **Feed** in the search bar.

Next you can set your own **publication** as a filter to view articles ready specifically for you. You can also choose a specific section to look at, if necessary.

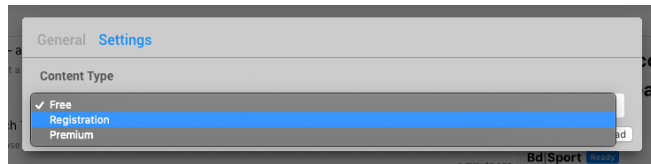
This will show you all the stories in **Ready** on the hub Cosmos for your website.



HANDY TIP: Remember you can save the searches you construct in Nova Wire as shortcuts. Details can be found earlier in this manual.

Once you click on the **cloud icon** to the left of an article's headline, you can import it into any section and basket of your own website as you would with a story from Reuters or AFP, for example.

Articles will retain the **Free**, **Registration** or **Premium** status with which they were saved by the hub. In the import box that pops up, you can go to **Settings** to change that status for your copy of the article, if necessary.



TITLE-SPECIFIC UPDATES FOR YOUR ARTICLE

Most Cosmos widgets can already be added during writing, subbing or editing on the hub, except notably one: related articles. You can only add related articles in the Cosmos installation for the website where the article is to be published.

So, apart from any other additions or changes you'd like to make to the article before publishing it on your website, you'll at least have to add **related article links** to other content on your website.

Also, for bylines, for now the hub can only assign **text bylines** to articles. You should therefore switch that to a **picture byline** in your own Cosmos if necessary. Soon the picture bylines (author cards) will also be assignable centrally from the hub.
