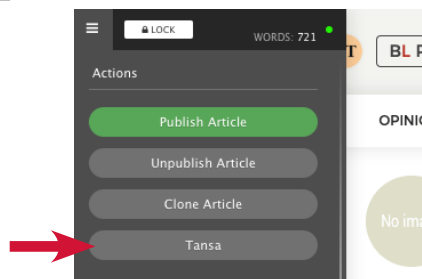


How to use Tansa to check your spelling and style

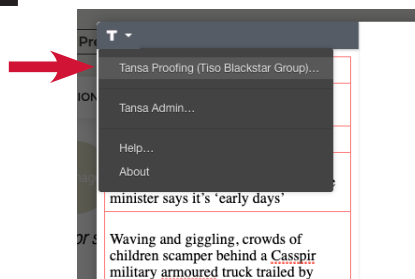
YOU ARE REQUIRED TO RUN TANSO BEFORE MOVING ANY STORY ALONG IN THE WORKFLOW

NOTE: Tansa will check the headline, blurb/kicker and all text in the body of your article, but cannot check the text in picture captions yet. **So please pay special attention to all captions.**

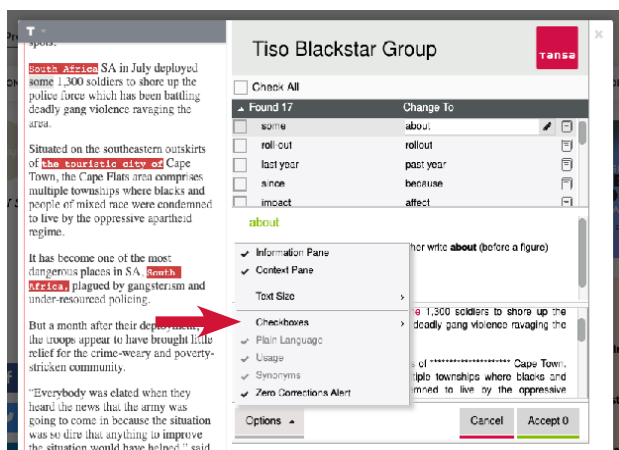
1 When you are done writing, editing or subbing, choose Tansa in the main article menu on the left.



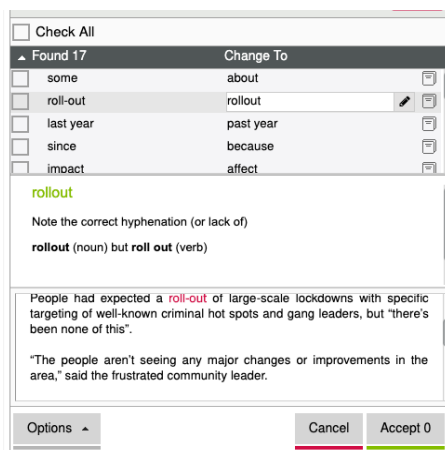
2 In the box that appears, click the **T** icon top left and choose **Tansa Proofing** to start checking your article.



3 Under **Options**, switch on **Information Pane** and **Context Pane**. Under **Checkboxes**, select **All unchecked** (do this the first time you use Tansa on a specific computer but it is an option you can switch to at any time. See TIP, point 5).



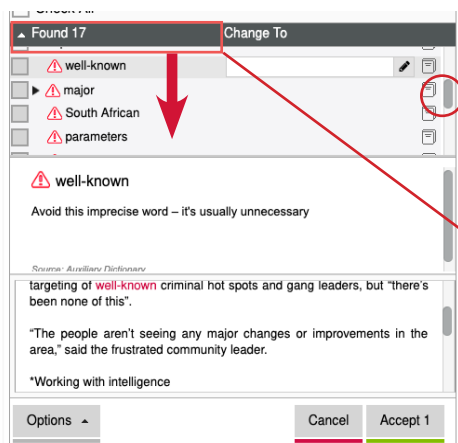
4 The first items, with white checkboxes, show errors and suggest corrections. Review & tick to accept that change as needed. Details of rules, style etc are in the pane below. Do not click **Accept** yet at this point.



TIP: Click the **black triangle** next to an entry to see **ALL the flagged instances** of that word.

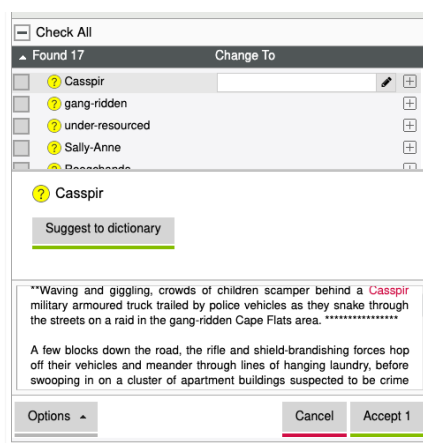
If you tick the box without checking, you'll change them **ALL** in one go, which could be a disaster.

5 Next are warnings/alerts (red triangle). Review and decide. You can add text into the 'Change to' field by clicking and typing.



TIP: Click the pencil icon to edit the text in the 'Change To' field, or add your own text. Use the scroll bar to move up and down. Otherwise click only in the 'Found' field between entries. **CAUTION:** By clicking in a word's 'Change To' field and then on another entry, the first word's checkbox will be ticked, so be careful.

6 Finally are the unknowns (yellow question marks), names etc you have misspelled and should fix, or terms unknown to Tansa. If it's the latter and we should add it, click **Suggest to dictionary**. Use this thoughtfully.



7 Done? Click **Accept** to apply all the changes to which you have agreed.



8 Click **Save** to write your changes back to Cosmos. Read your copy a final time to check you didn't make an unintended change!

