

THE MINI GUIDE

1. Sync to GN4 (in CosMos) ... DD editors will do
2. Find your story in DD / CosMos / News or Sports or Opinion or Features
3. **Move** it to DD / Production / In_Progress / News or Sports or Opinion or Features **before layout**
4. Open your page
5. Press Y for layers
6. Find story shapes in the library
7. Link story and/or add picture
8. A – to check what is sent with the story from CosMos (can only do on the page)
9. O – to check size of picture
10. Send story to DD / Production / Page once fit and finish is completed
11. T – to see the colour of stories on page
12. F10 – to remove guides and shapes
13. P to send page for proofing
14. Make changes
15. E to send page to print