

THE MINI GUIDE

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