

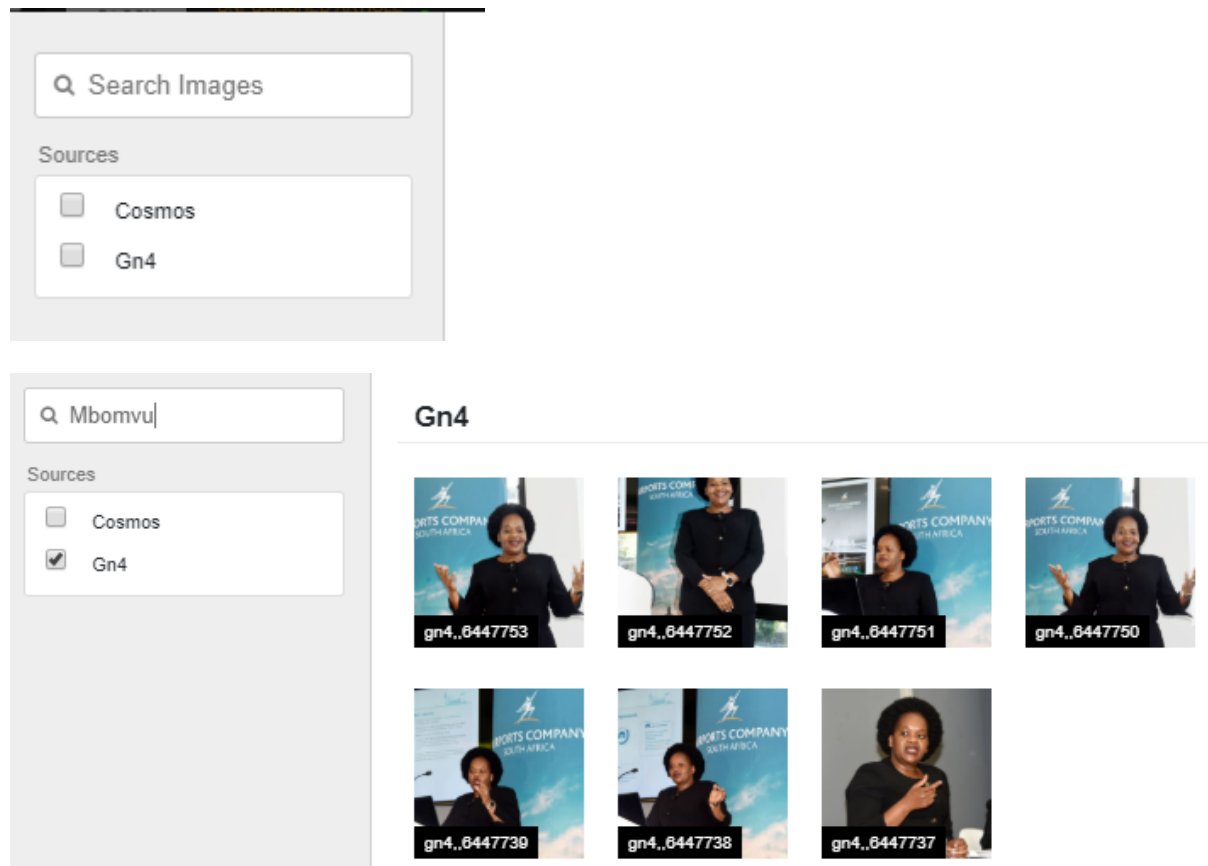
IMAGES

Ideally, all images should originate from CosMos, and then sent to GN4.

CosMos

Photographers across the group file their images in a portal that is accessible to CosMos and GN4. Images sent to the NewswireDistribution email are also available, through the portal, to both CosMos and GN4.

When searching for an image in CosMos, select the GN4 option. Search by ticking the GN4 box.



The image will move into GN4 with your CosMos article when it is sent to print.

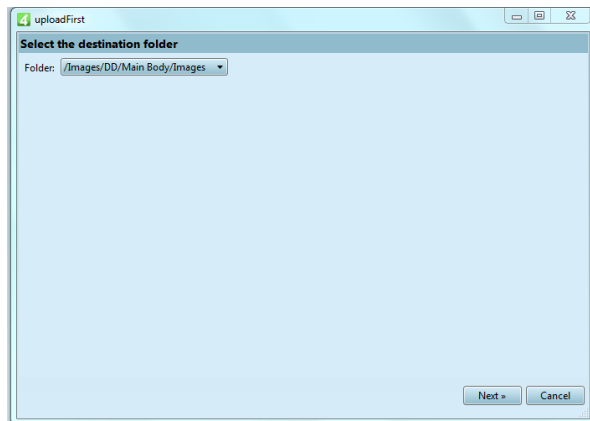
GN4

To drag and drop an image in the system

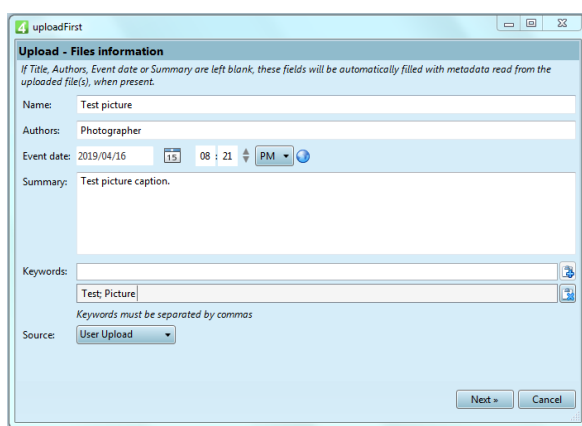
Click on the picture and drag it into GN4.

Release the image once GN4 has opened.

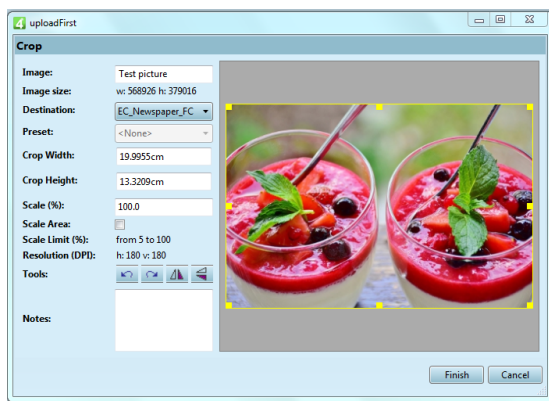
The upload First dialogue box will appear. Choose Images / DD / Main Body / Images



Hit Next. Once you have done this, the next dialogue will require you to fill in the metadata.

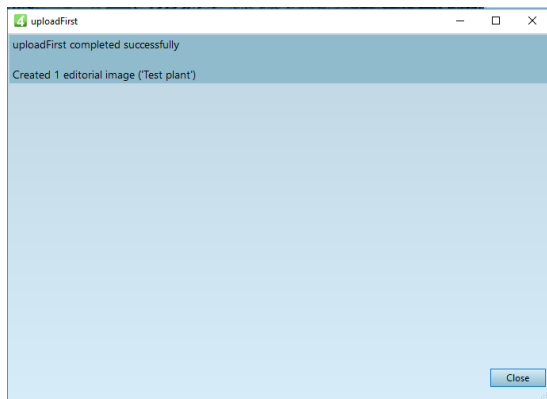


After clicking on Next, you will move to the crop dialogue box.



Resize the image by scaling the area. Hit Finish.

An upload success message should appear.



Click on close. Your image will appear in the Ed Images tab.

Finding your picture in the system

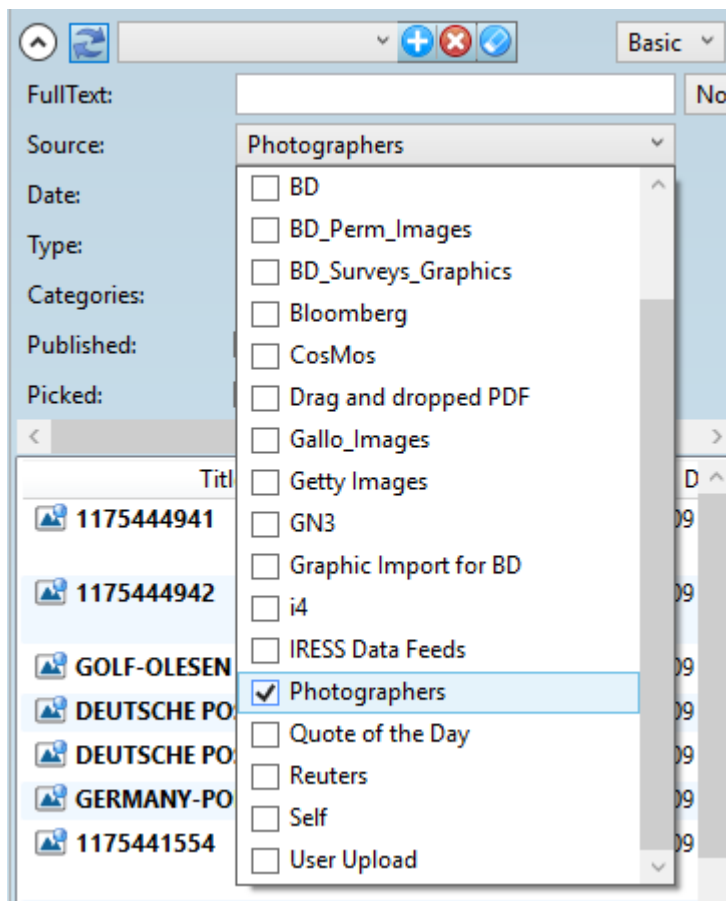
If you have already dragged or cropped the image, select the folder you have dropped the picture in, in the Ed Images tab. Hit refresh (F5) if necessary

The picture is ready for layout.

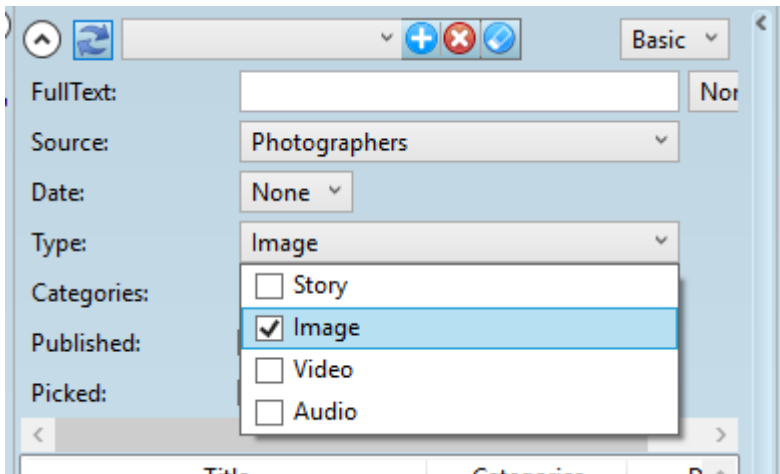
Photographers' pictures

Click on the Wires tab.

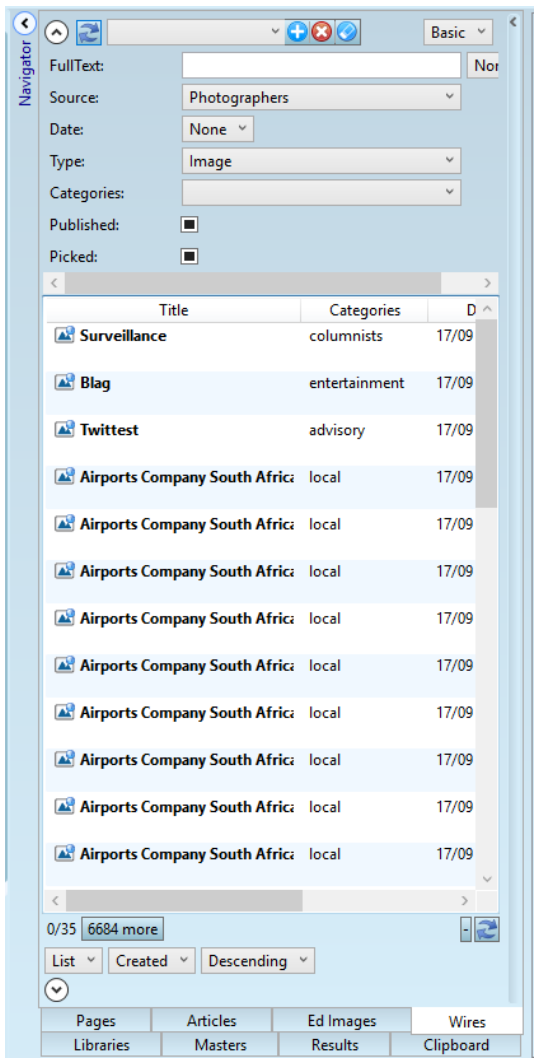
Click on the arrow on the Source field and choose Photographers by ticking the box.



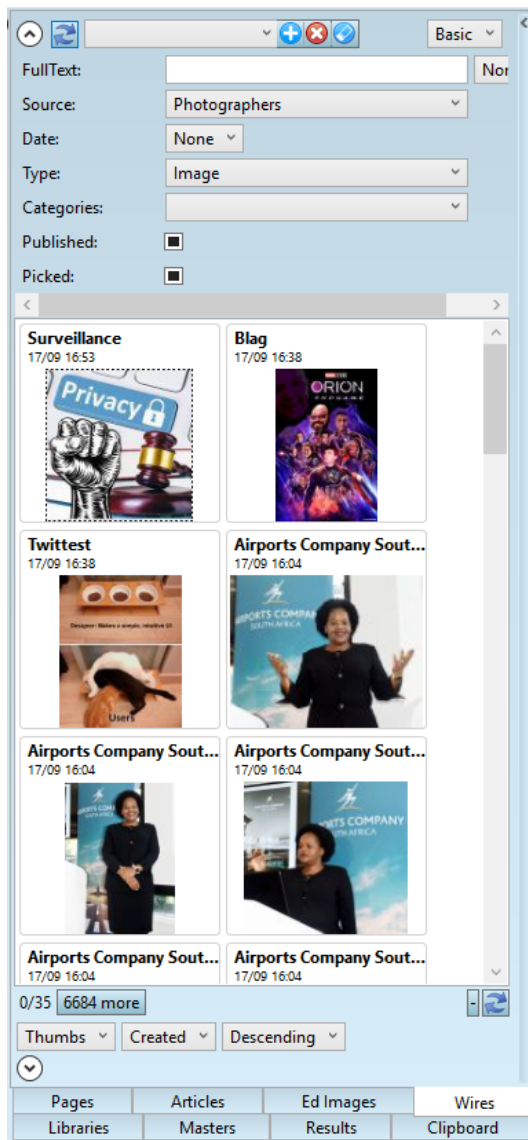
Make sure you have changed the Type to Image by ticking in the box



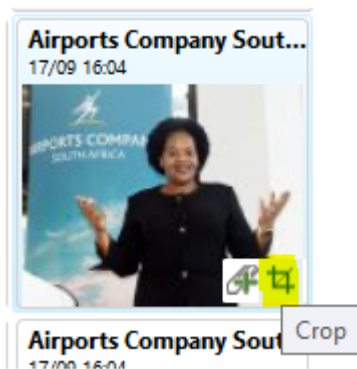
Images will automatically appear as a list.



To view the actual image, click on the List arrow and choose Thumbs.



Crop the picture by hovering over and clicking on the crop tool.



Follow the process for placing and image in the system.

Wire images

Click on the Wires tab. Click on the arrow on the Source field and choose the wire you want to search by ticking the box.

Change the Type to Image by ticking in the box, and follow the above process for photographers.