

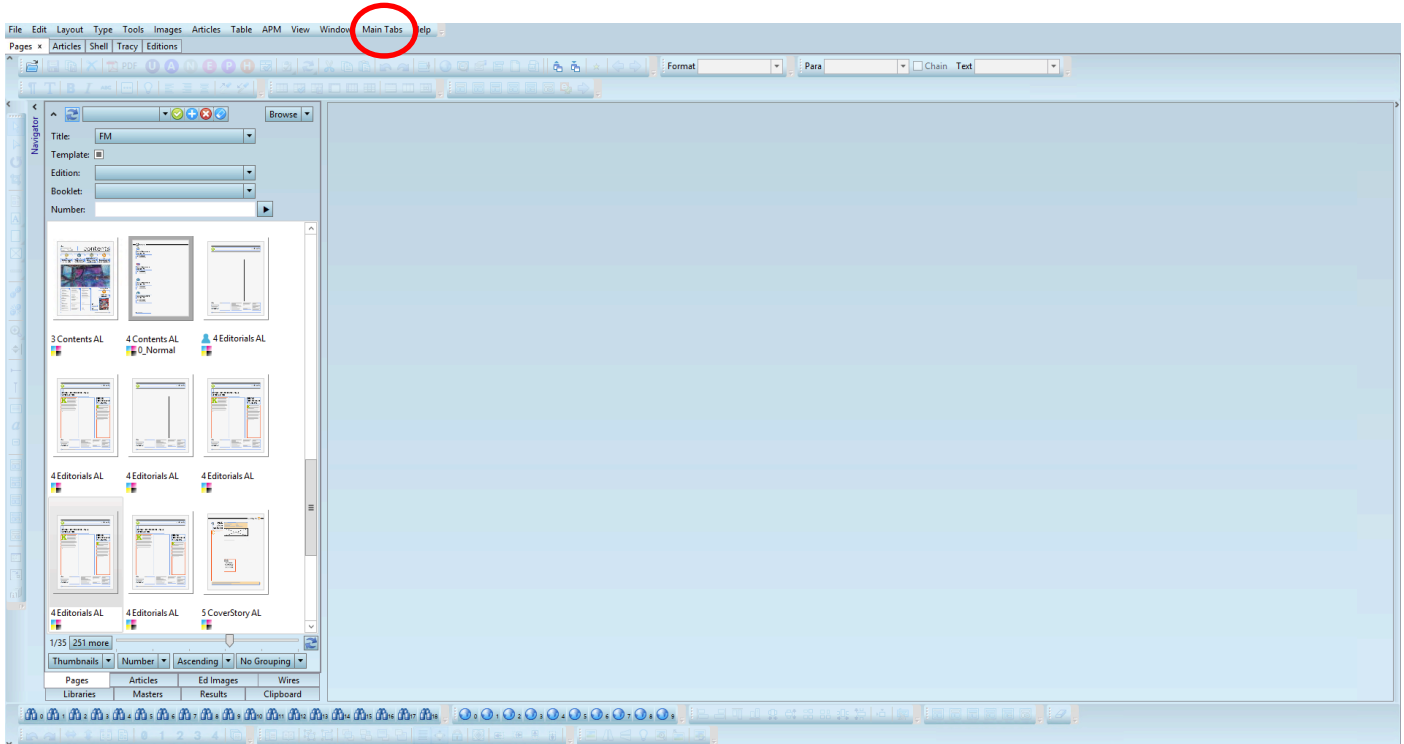
SHELL4 INDEX

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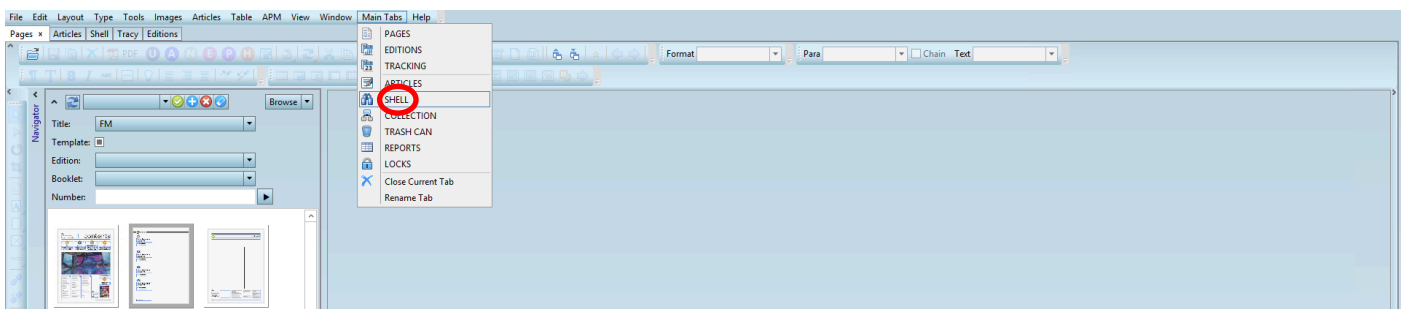
Shell

This is Shell. It is no longer a separate application, but forms part of Fred4 as a Main Tab (accessed under Main Tabs on the main toolbar). On the left of your workspace is the Navigator, which allows you to set your criteria for searches and views into baskets, and on the right is the screen in which you can work or view things.

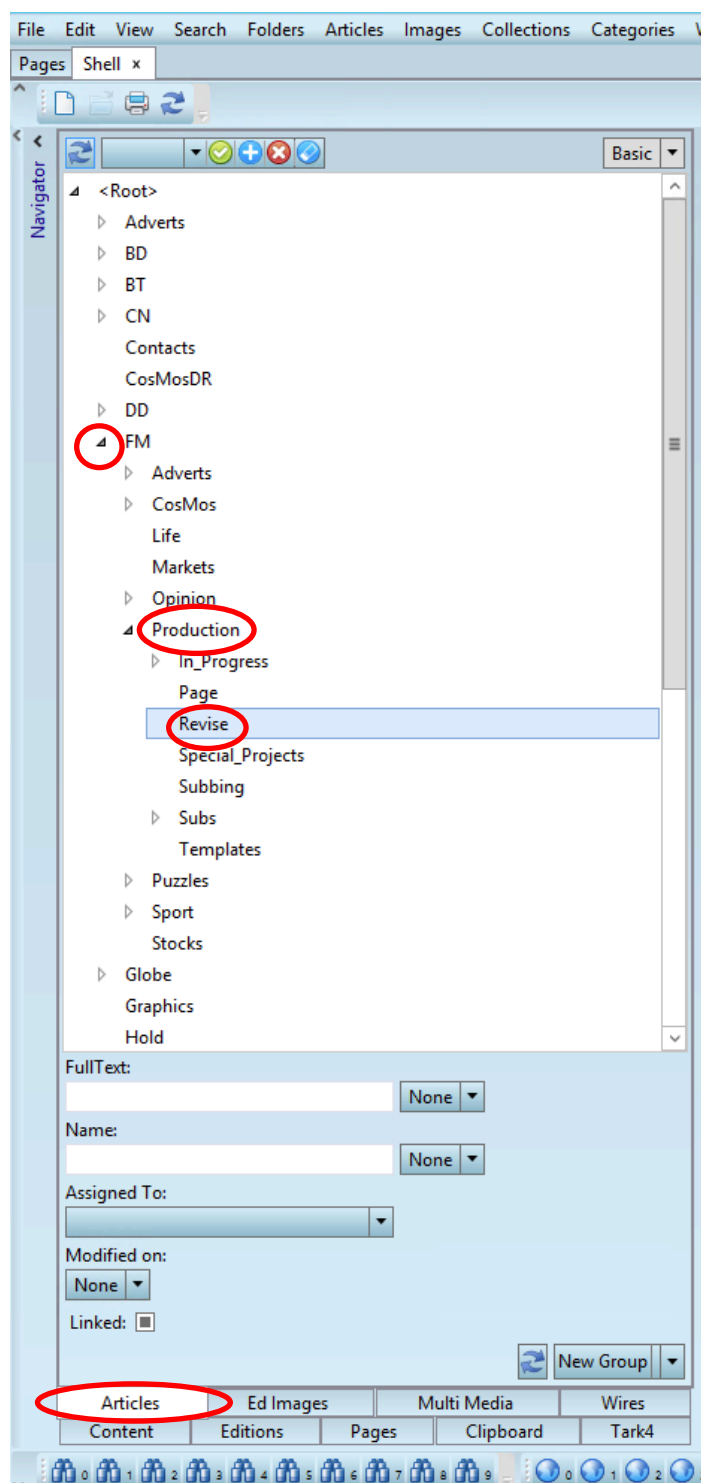
The Navigator options allow you to set up search criteria and views for each category of content, eg Pages.



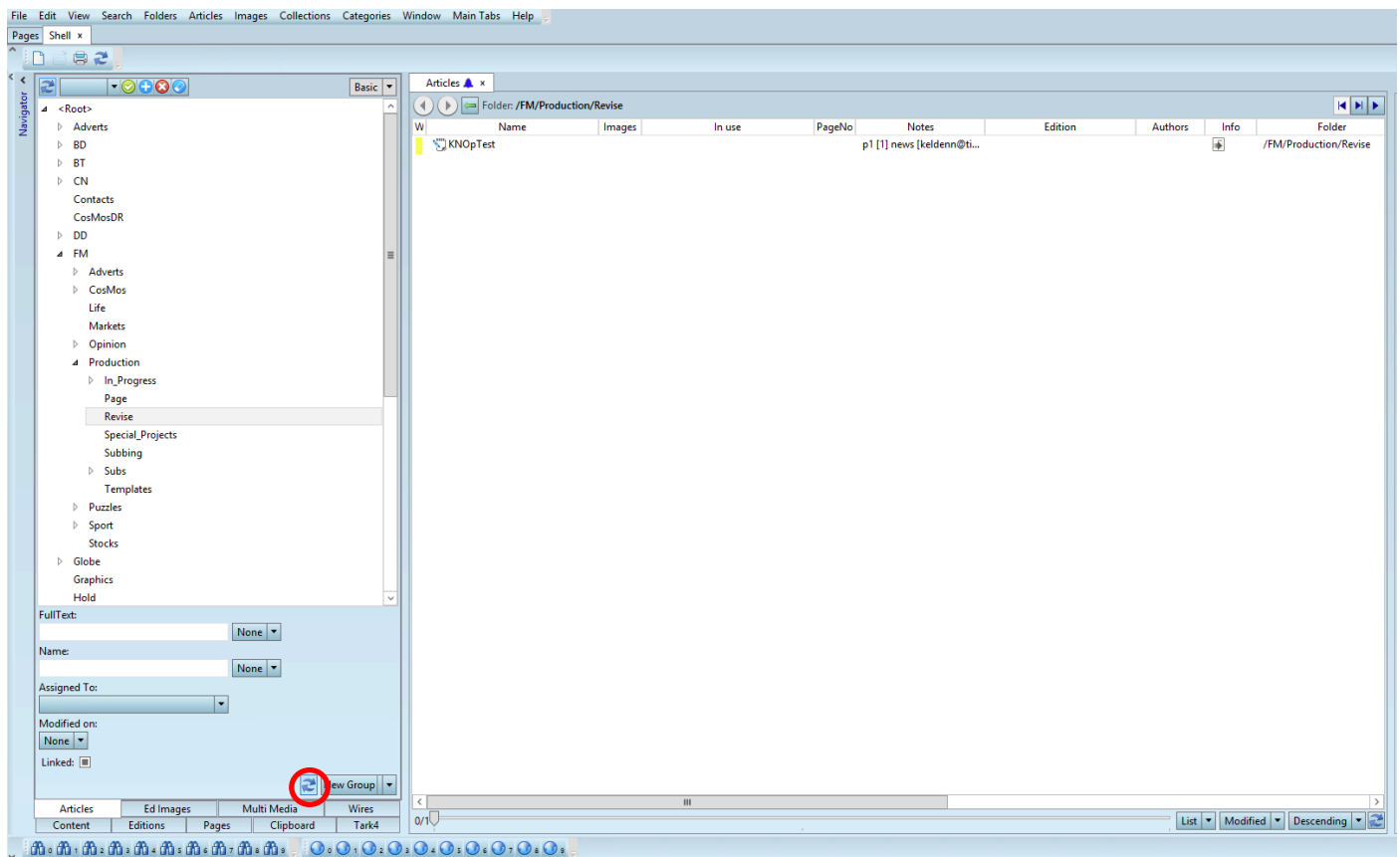
To access **Shell**, click on Main Tabs: Shell.



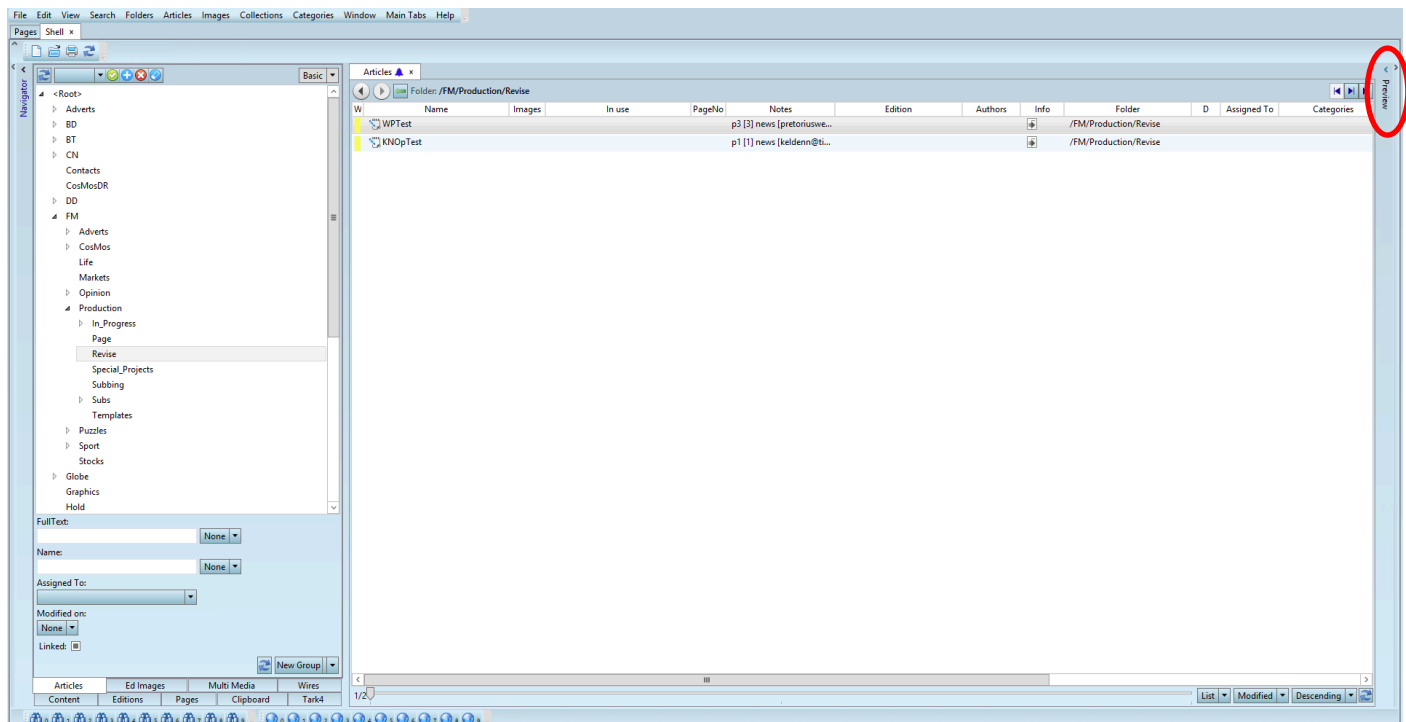
To search for an article, click on Article at the bottom of the Navigator and then the arrow at FM. Refine your search by clicking on the arrow at that which you are looking for, eg FM / Production / Revise.



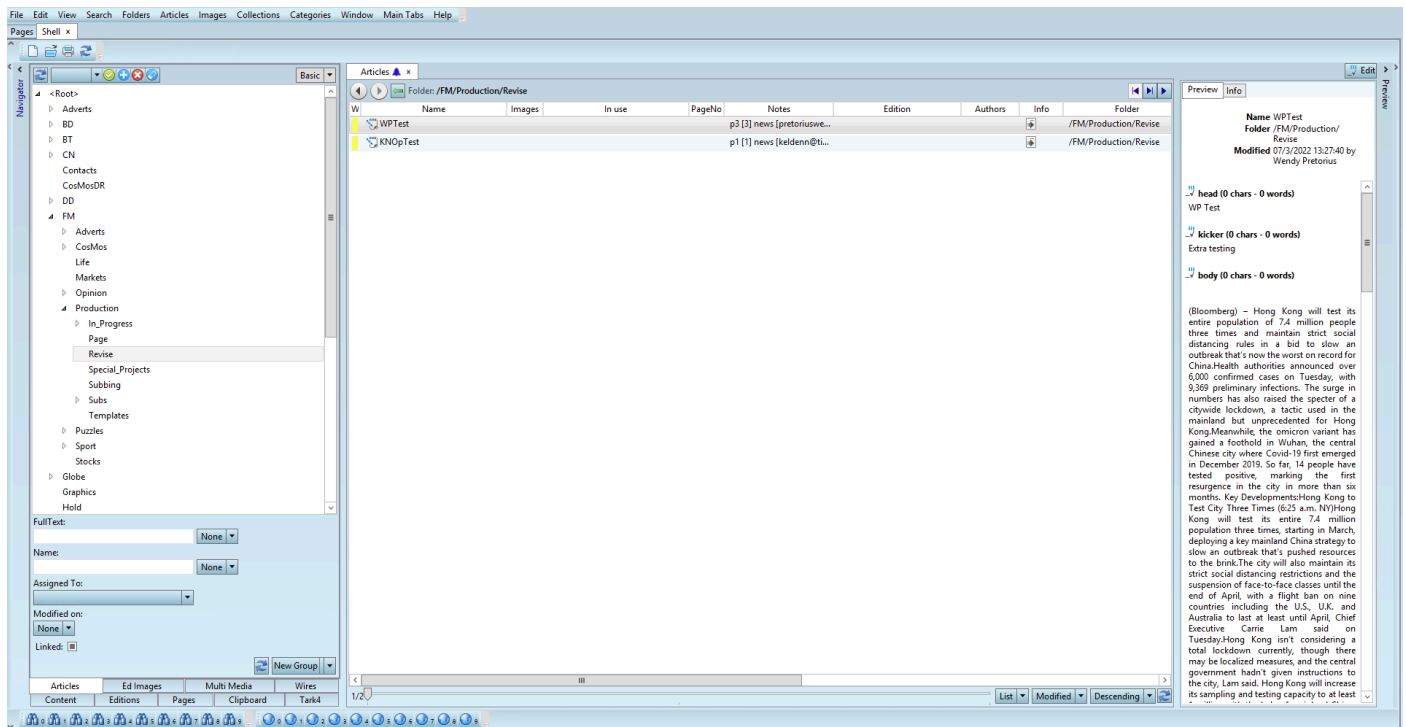
Then click on the refresh button (double arrow). This will open the list view on the right-hand side of your workspace.



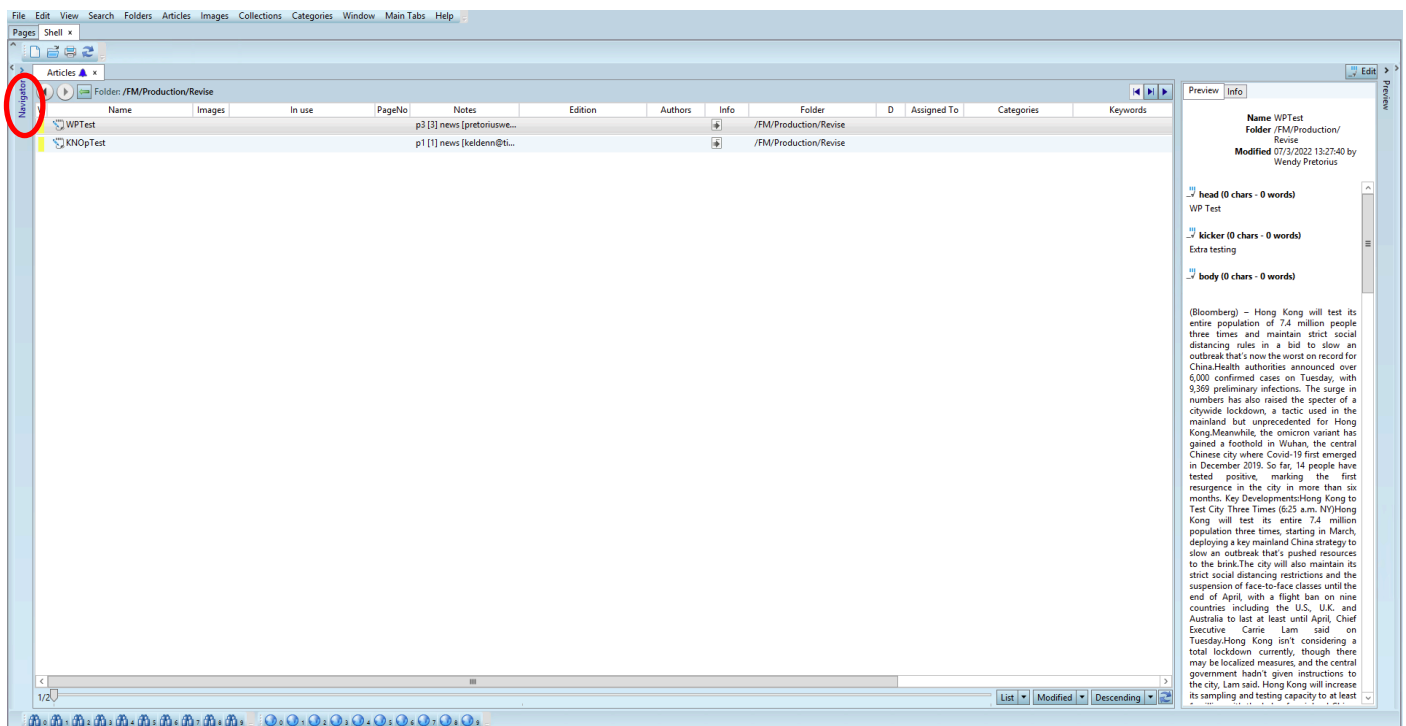
To view an article in the preview screen, click on an article and the arrow at Preview on the far right of your workspace.



You can adjust the width of the windows as required by dragging the margins of the window.

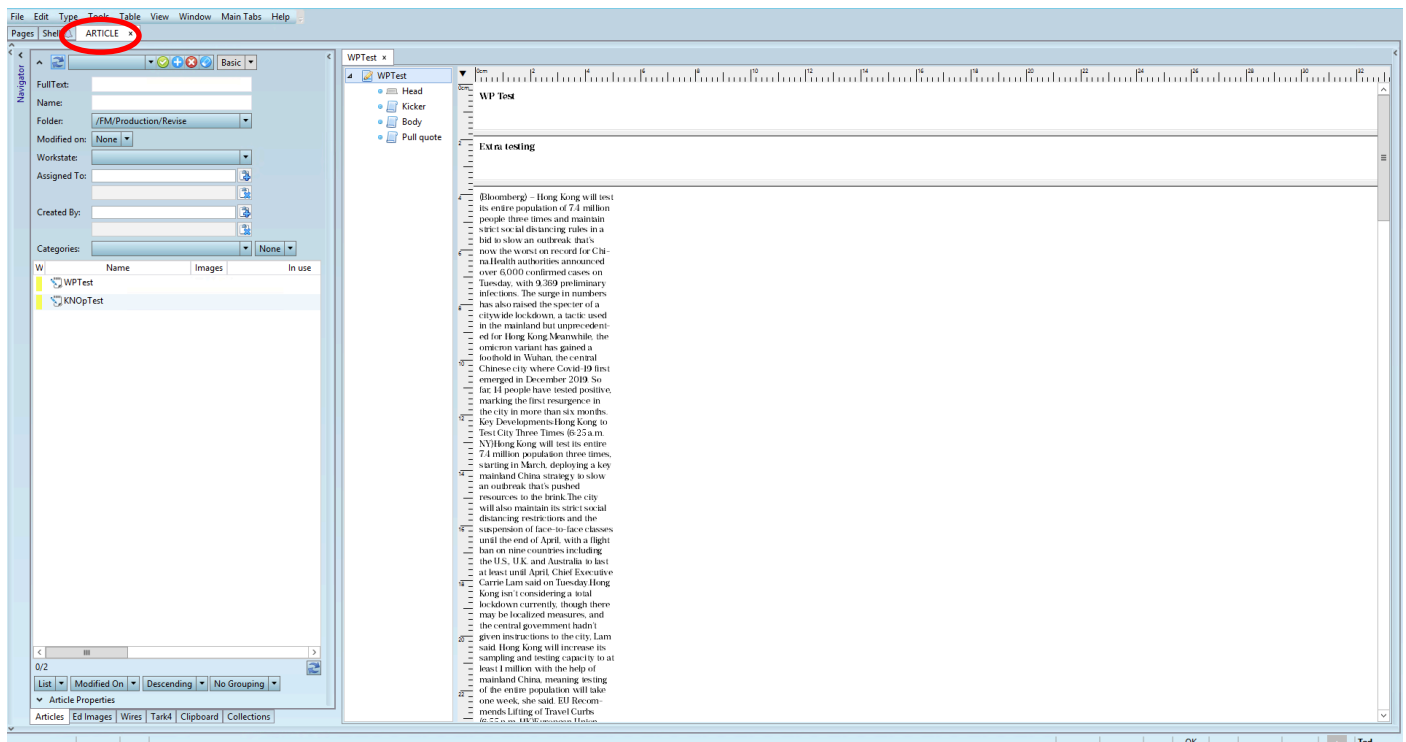


The Navigator window can be opened and closed by clicking on its arrow (top left) to give yourself more horizontal space when required.

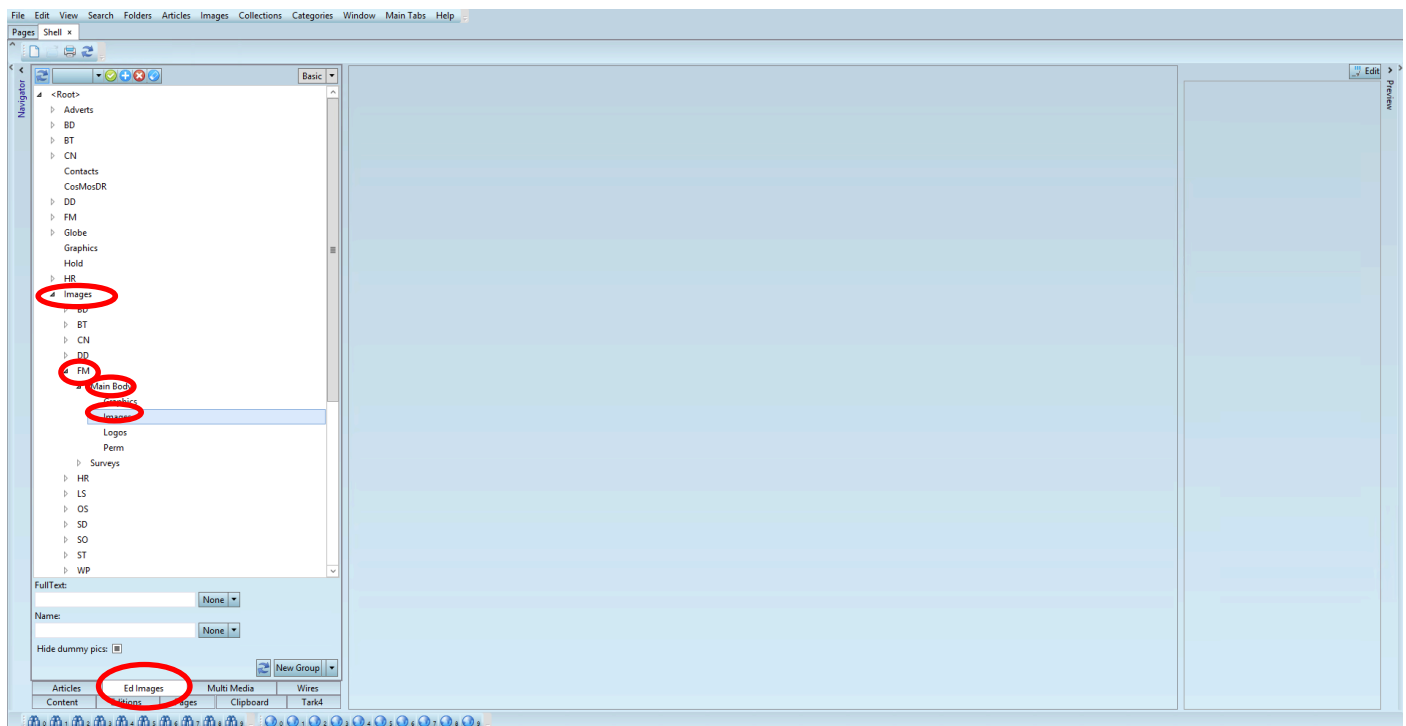


Edit an Article

Double-click on the article name, and it will open the Article tab at the top of your screen. Edit as normal.

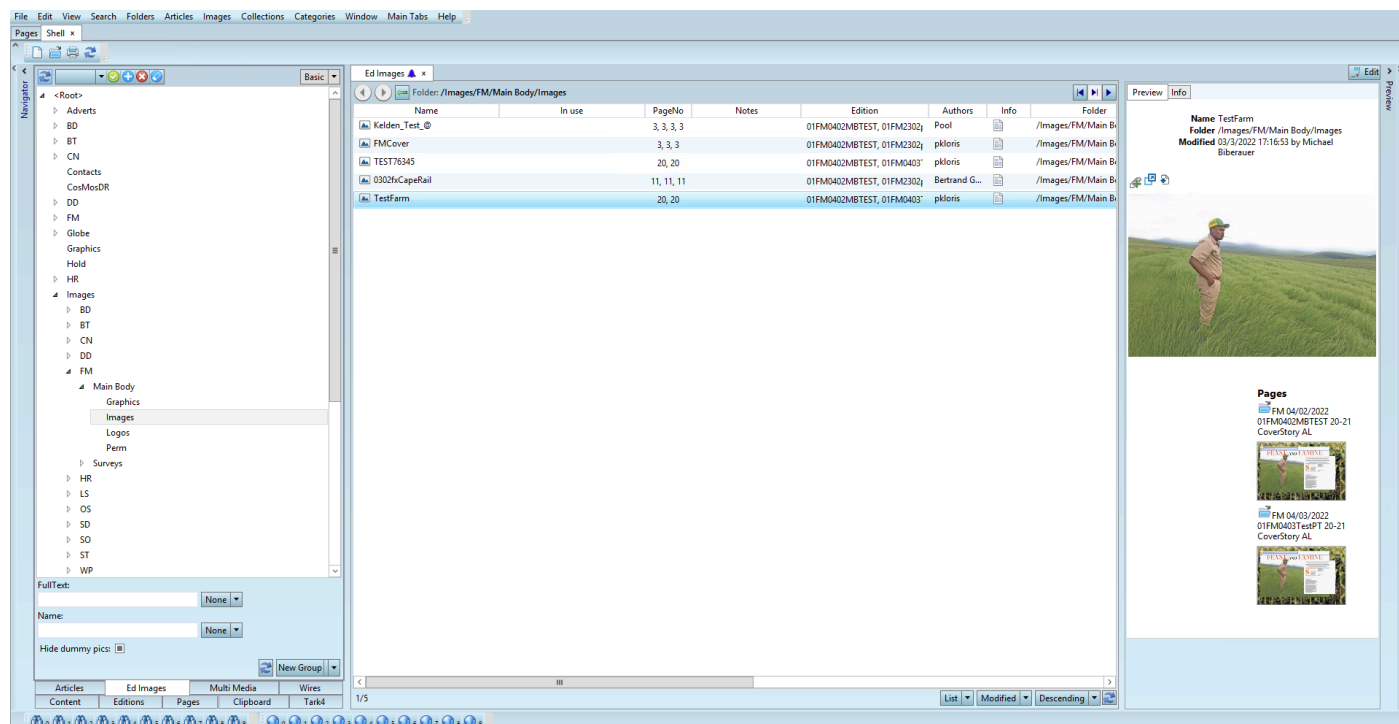
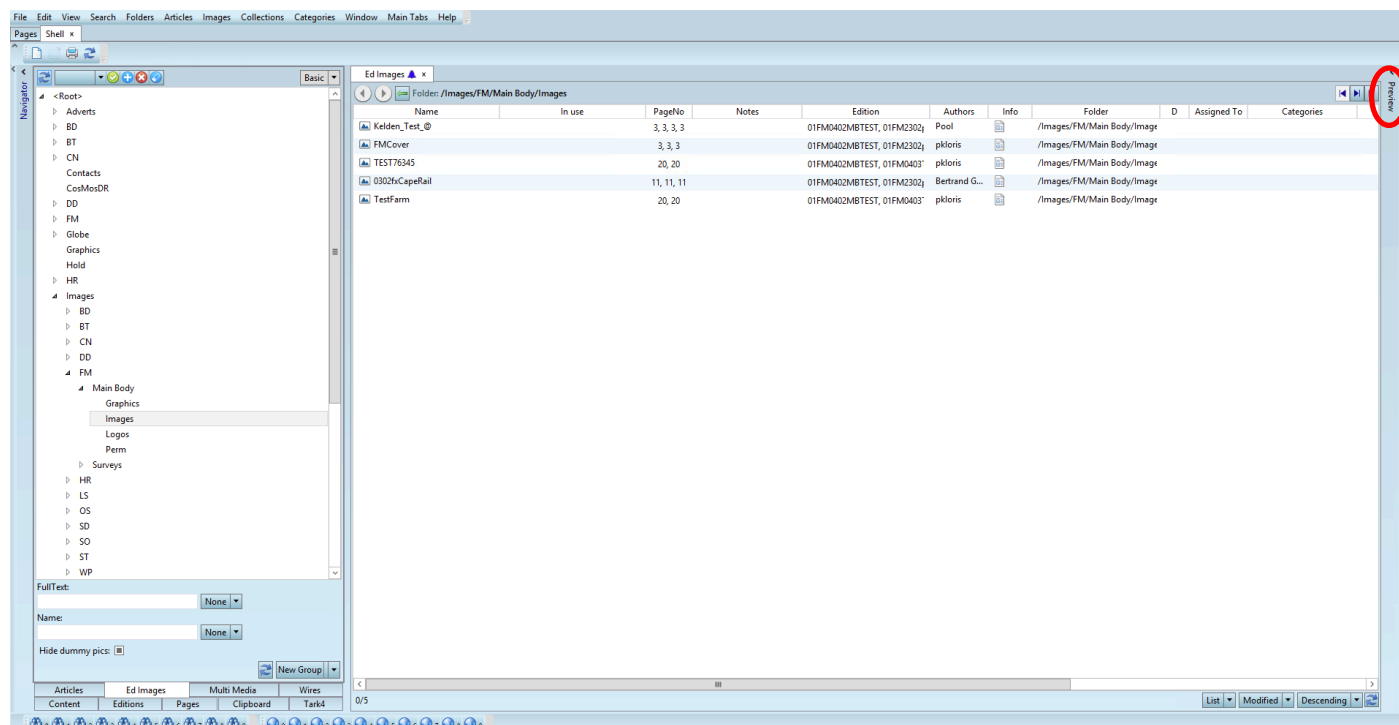


To search an image, click on Ed Images at the bottom of the Navigator. Then click on the arrow at Images, and the arrow where you wish to refine your search, eg Images / FM / Main body / Images.



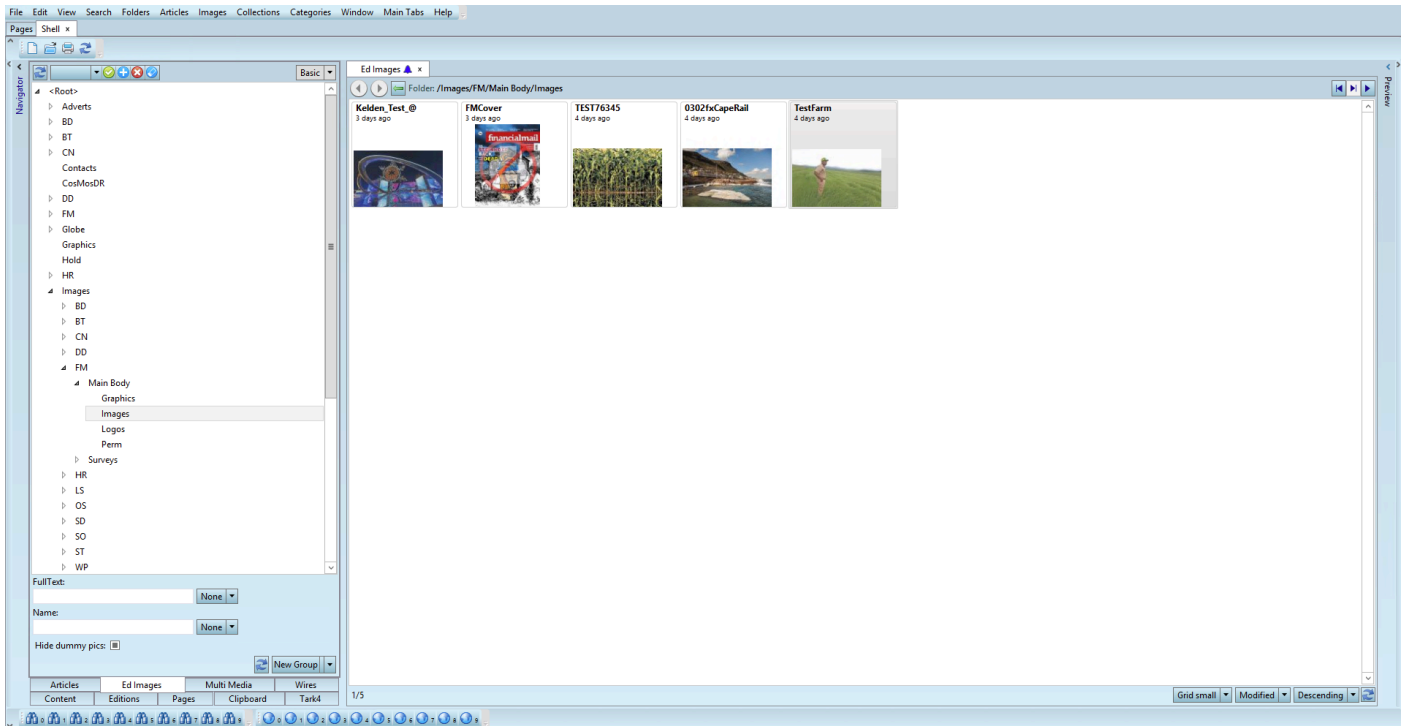
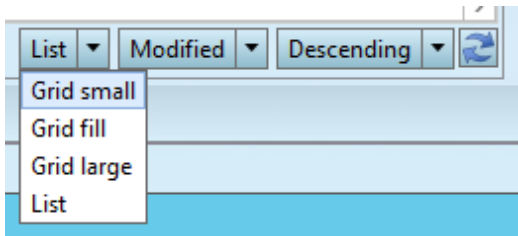
Then click on the refresh button (double arrow). This will open the list view on the right-hand side of your workspace.

To view an image in the preview screen, click on an image and the arrow at Preview on the far right of your workspace.

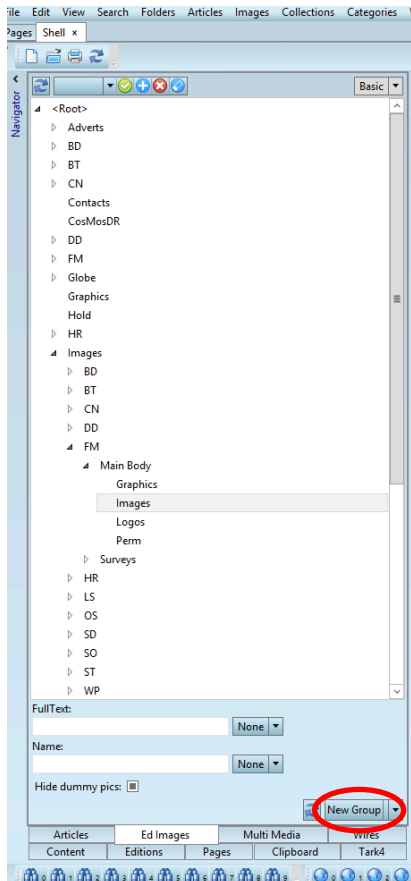


Note that on an image list, double-click opens the hi-res preview of the image.

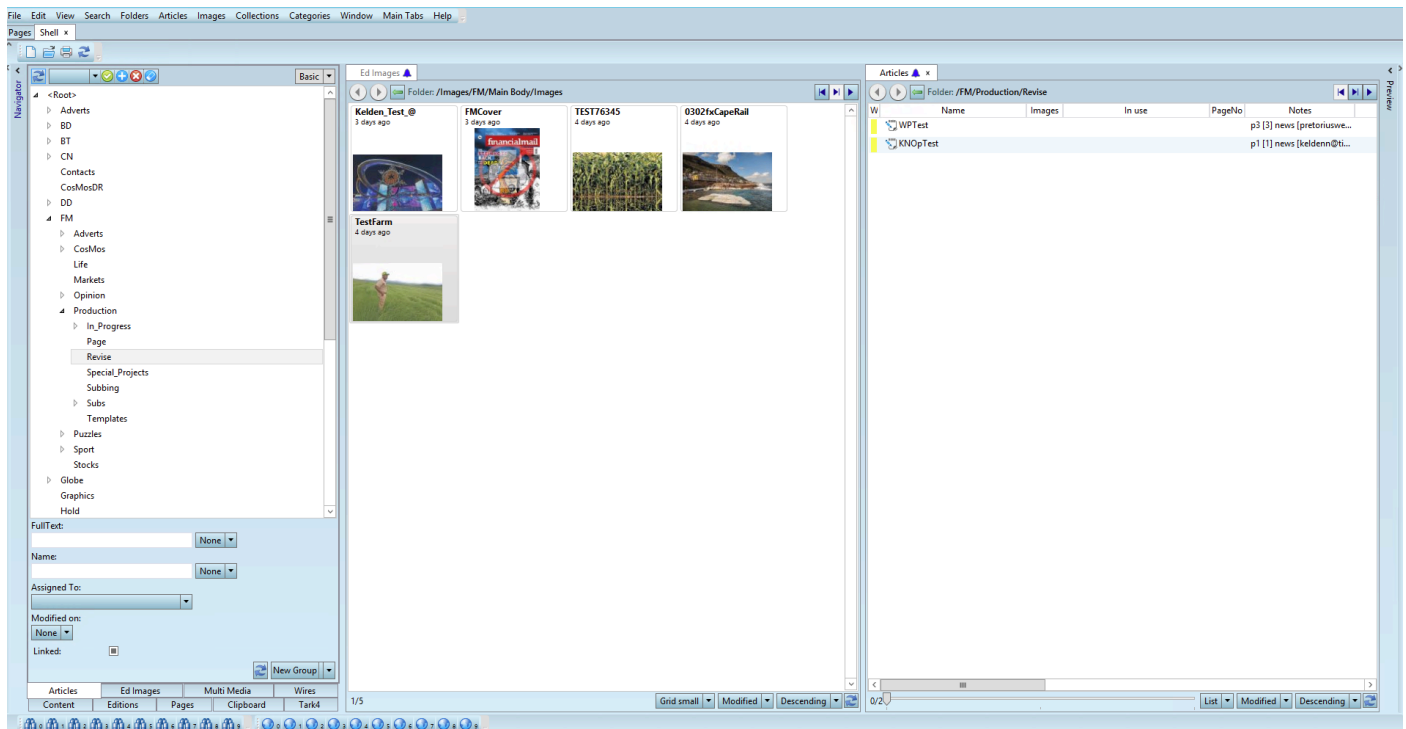
If you wish to view images as thumbnails, instead of as a list, click on the arrow at List, at the bottom of your workspace. Choose a Grid option.



In order to do more than one search at a time, click on New Group.



Each time you do, a new window will open.



You can then view content in a number of ways.