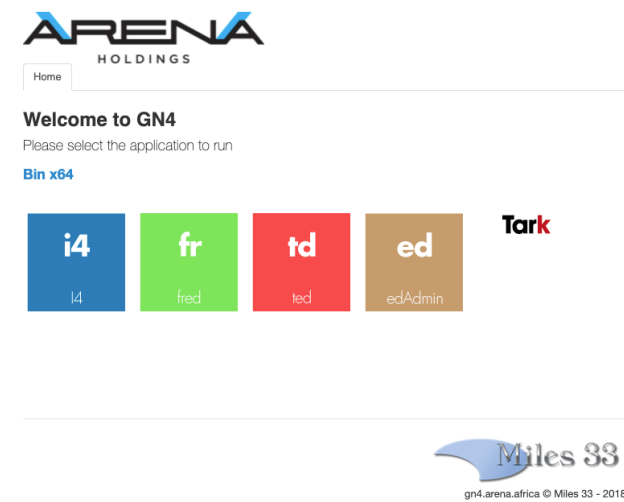


For chief photographers and picture editors
To check for wire images and / or photographers' images

Type in <https://gn4.arena.africa>

This will bring you to the GN4 home screen.

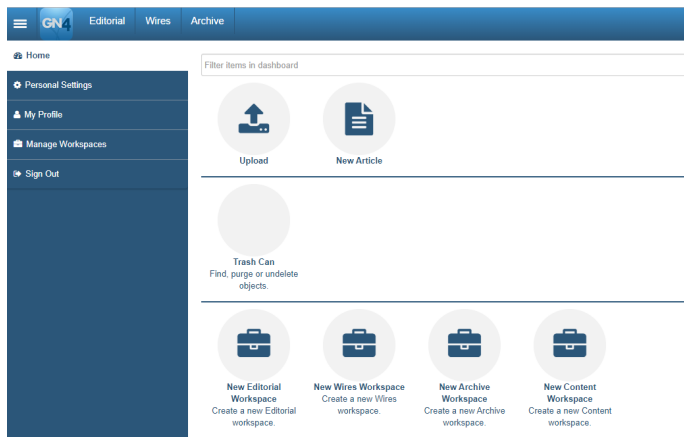


Click on i4.

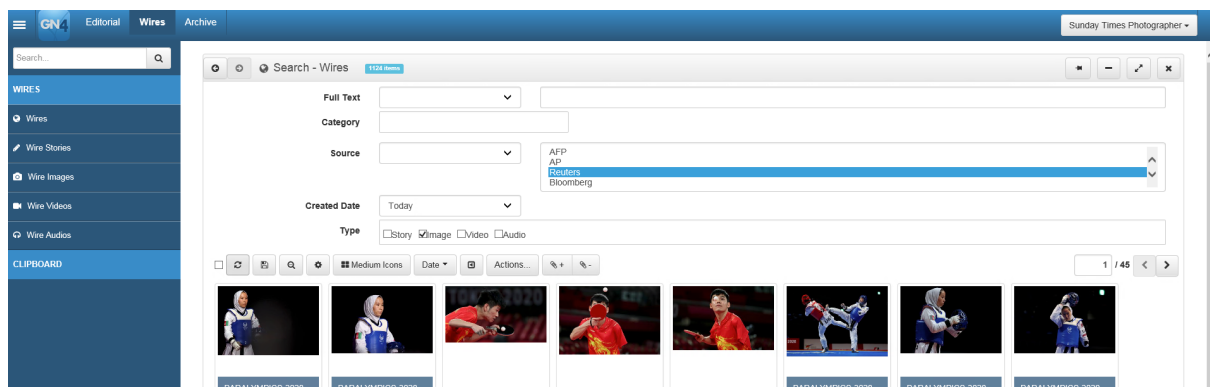
The login dialogue box will appear.

Type in your username and password.

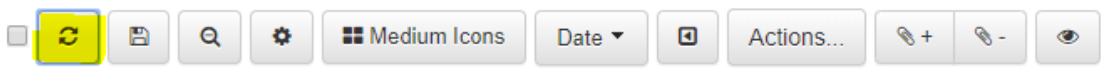
The following screen will appear.



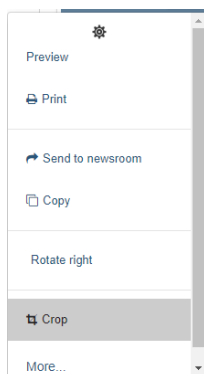
Click on Wires at the top.



To search the wires for images, choose the feed you want to view, eg Reuters. Then check the date selection and choose the type. Click on refresh.



To select a picture, click on the arrow. Choose crop.

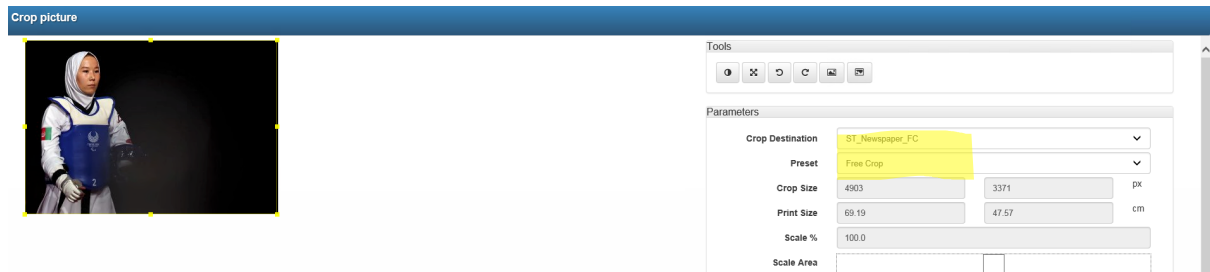


Choose the folder, and click on next.

Select the destination folder

Folder * /Images/ST/Main body/Images

Ensure the crop destination is correct, and resize if needed.



Click on next. Check picture is cropped successfully.



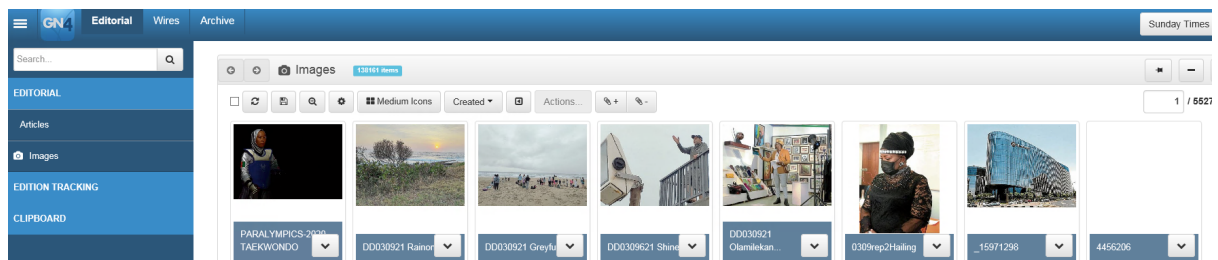
Click on finish.

To check if your cropped images have made it to the production team

Click on Editorial at the top of your screen.



This will take you to the following screen.



Here you will find your cropped pics.