

THE MINI GUIDE

1. Sync to GN4 (in CosMos)
2. Find your story in SO / CosMos / News or Sports or Opinion or Features
3. **Move** it to SO / 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 add picture
8. A – to check what is sent with the story from CosMos (can only do on the page)
9. Send story to SO / Production / Revise
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