

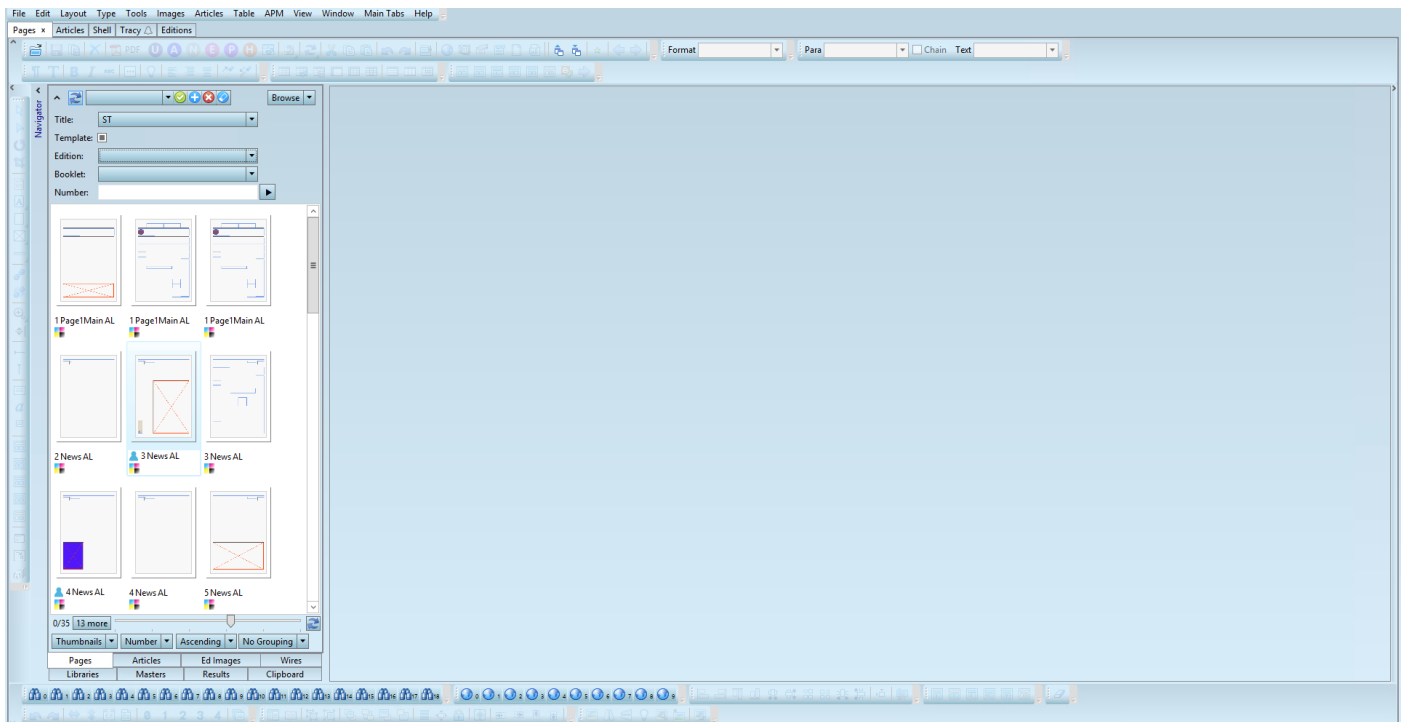
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Fred4

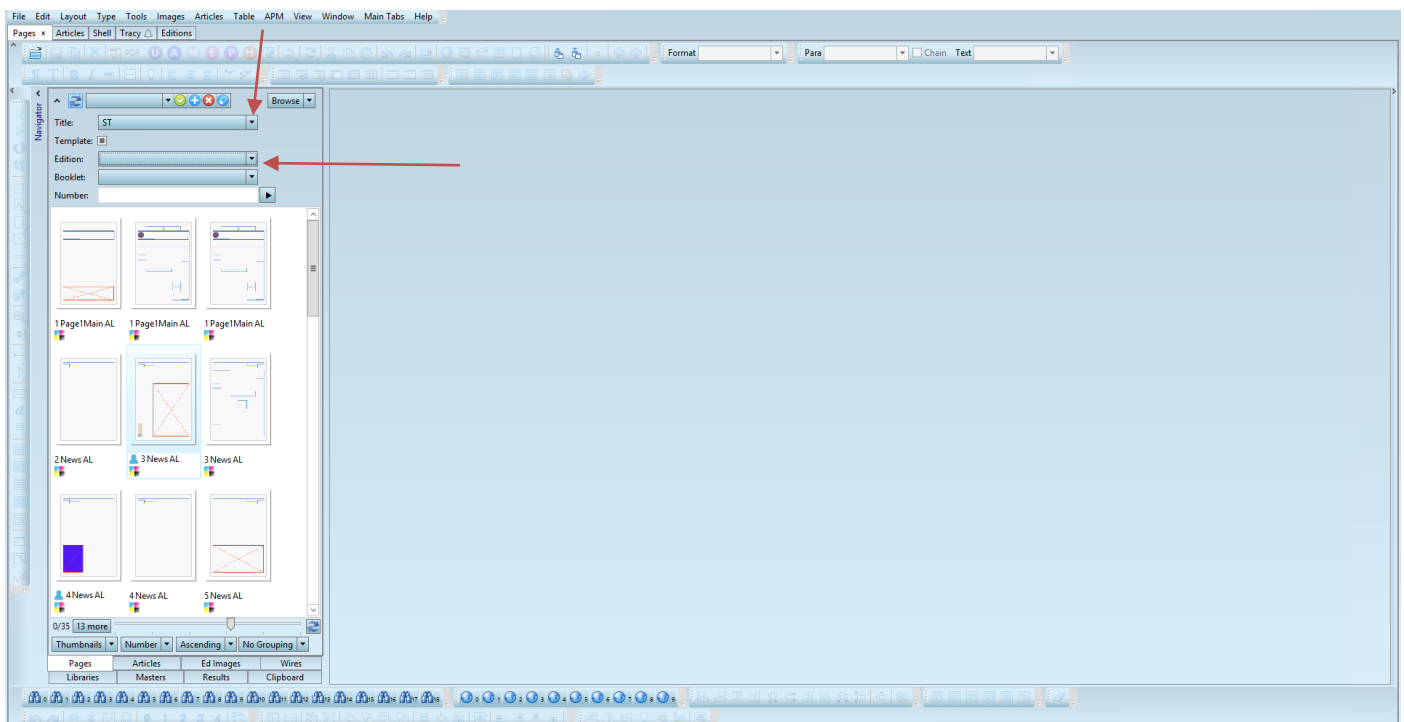
This is Fred4 with the Pages view up. (Pages only get a tab name when other tabs are open.) The Navigator is on the left, and on the right is the screen in which you will work when you open a page.

You can pick a colour scheme from Help: UI Themes: Color Scheme.

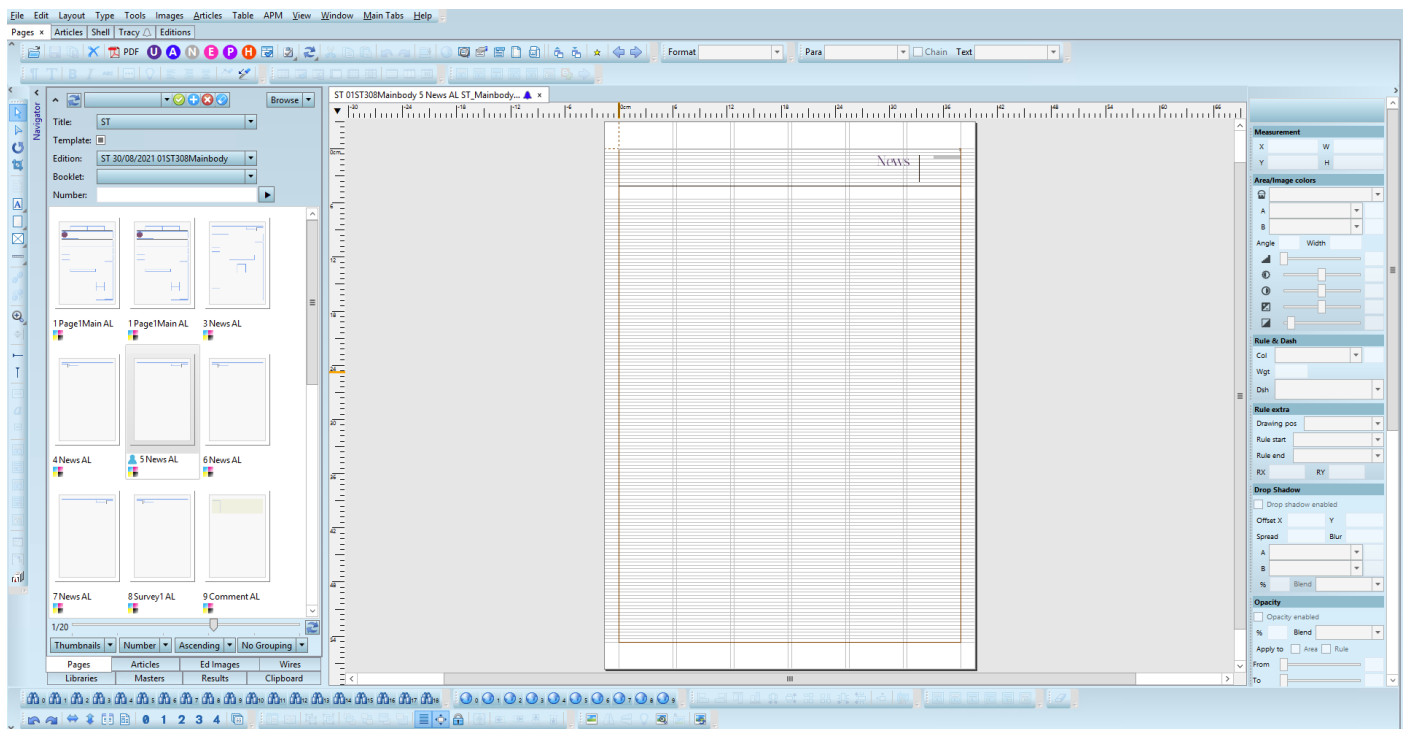


To open a page or pages

In the Navigator, go to Title click on the arrow and choose the title you want to work on. Then choose the Edition by selecting from the dropdown.



Double click on the selected page you want to open, or drag the page into the right window frame.



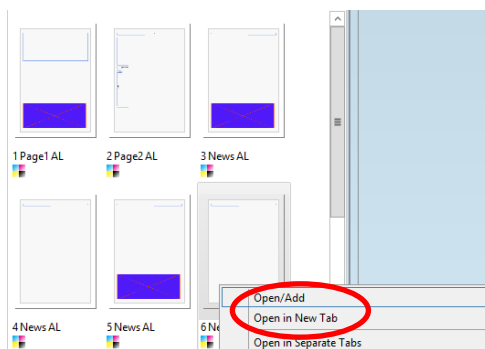
Or you can right click on the page and open it by clicking on Open/Add.

Open/Add

To open a single page, or to add a page or pages to that window.

Open in New Tab

To start a new tab of page/pages. Open/Add will add new pages to this window when the window is active.

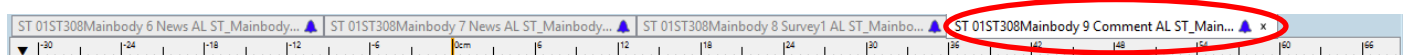


To open multiple consecutive pages at once, highlight the pages you want by pressing Shift+right mouse button, click on the first and last pages. The ones in-between will be highlighted as well. Then right click and choose Open/Add.

To open various individual pages at once, press Ctrl+right mouse button and click on each one, then Open/Add or drag these to the right window.

Clicking on Open in New Tab will cause all the selected pages to open up in a single window.

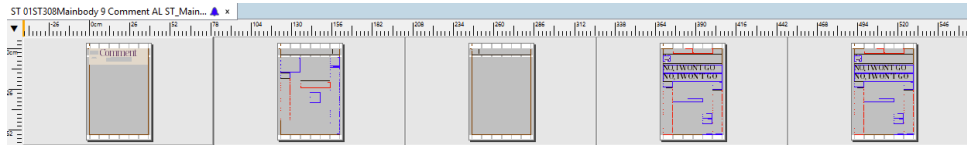
The name of the current page is highlighted at left.



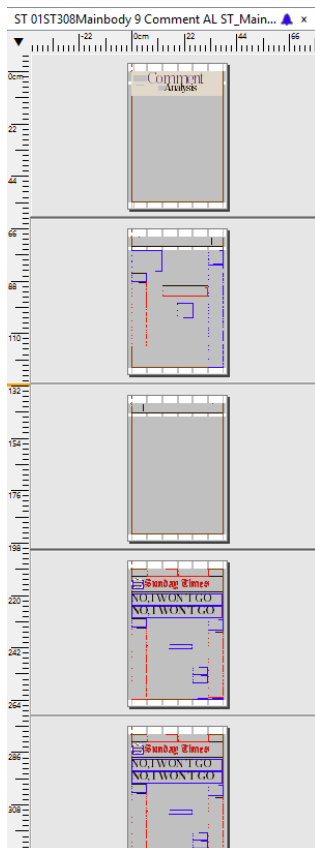
Ctrl-mousewheel to zoom in or out to see them or to view more than one page at once in a single window, click on 0 1 2 3 4 at the bottom of the Navigator to get various options of displaying a multi-page view.



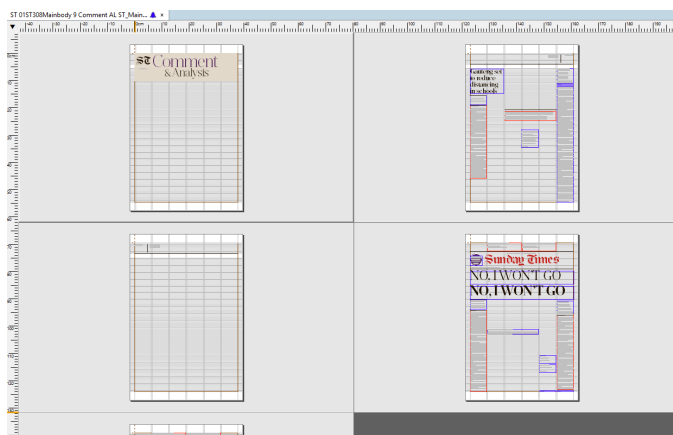
0 = pages in a horizontal row (within window)



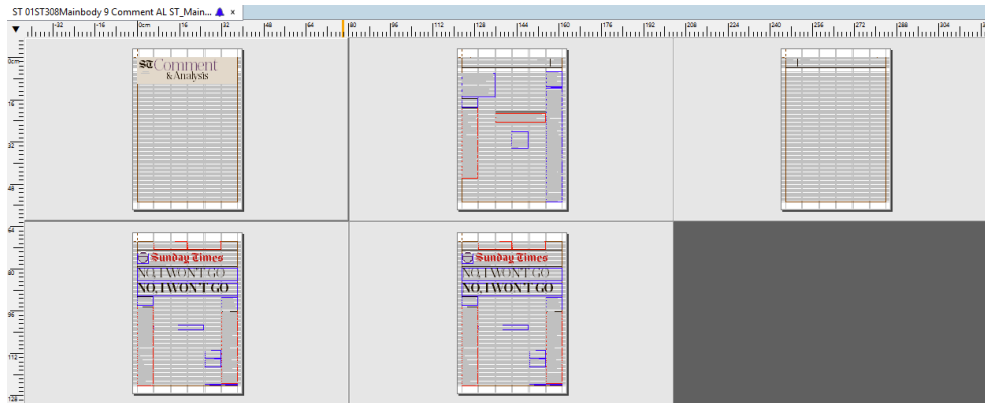
1 = pages in a vertical row (run deeper than the window)



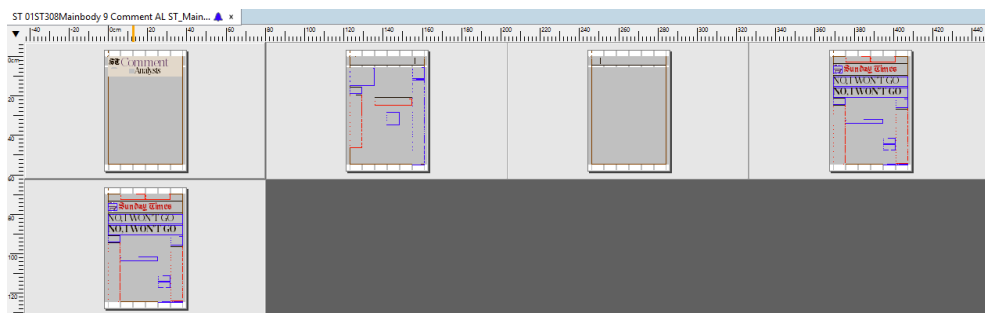
2 = two across horizontally, and down vertically (bigger than the window)



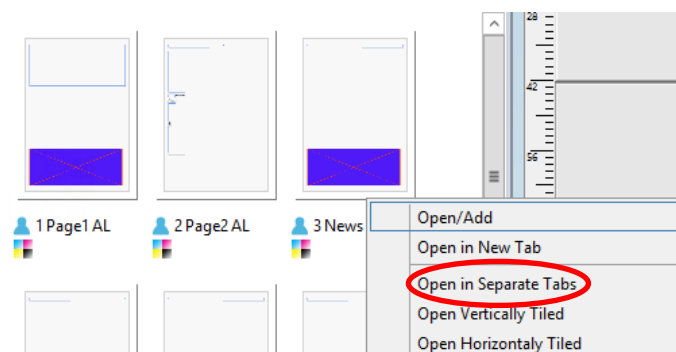
3 = tiled view of pages within the window



4 = four in a row horizontally, and tiled

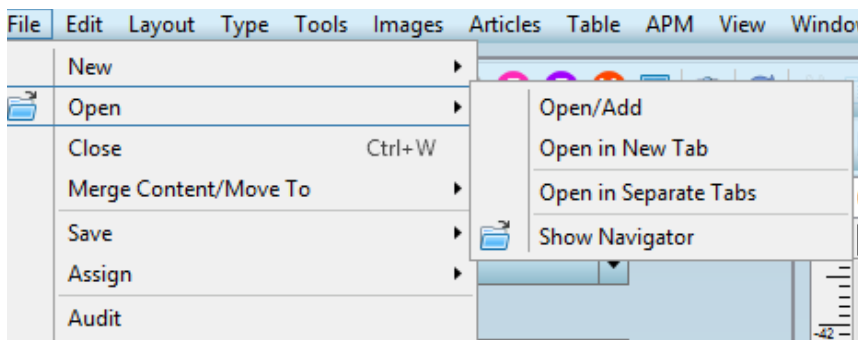


Click on Open in Separate Tabs (on a multiple selection at once) when you want the pages to open individually, each in its own tab.



These pages can only be accessed by clicking on each tab. You will not be able to see them in a single view (one window).

Alternatively, you can find the same options under File: Open



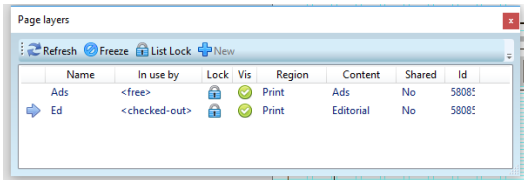
Page Layers

Shortcut: Y

Click on the Layers Palette icon.

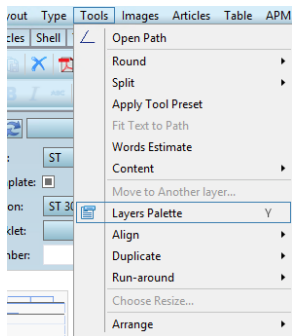


This will bring up the dialogue box. Note, the editorial layer will be checked out by default.

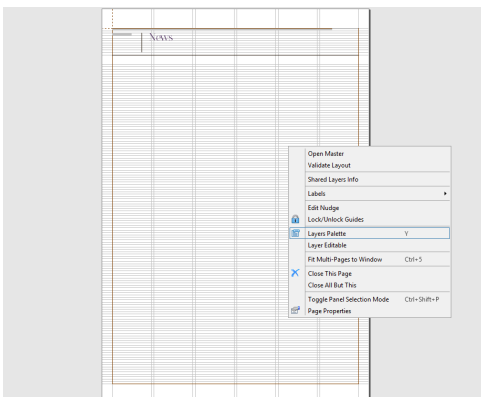


Or click on the top toolbar Tools: Layers Palette.

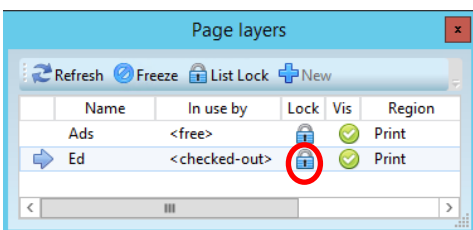
This will make the Layers Palette a fixed pop-up in Fred4 when a page is launched. If no pages are open, it will not open.



Right-clicking on the page also takes opens a menu with the Layers Palette in the middle of the options.



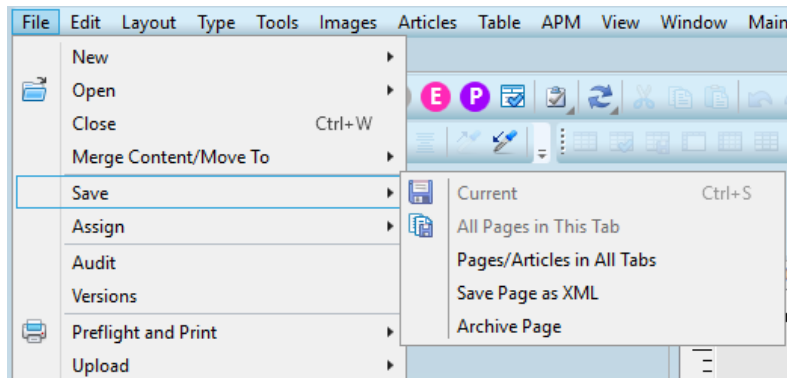
Double click on the lock icon to unlock.



To save a page

Shortcut: Ctrl+S

Click on File, then click on Save and choose an option.



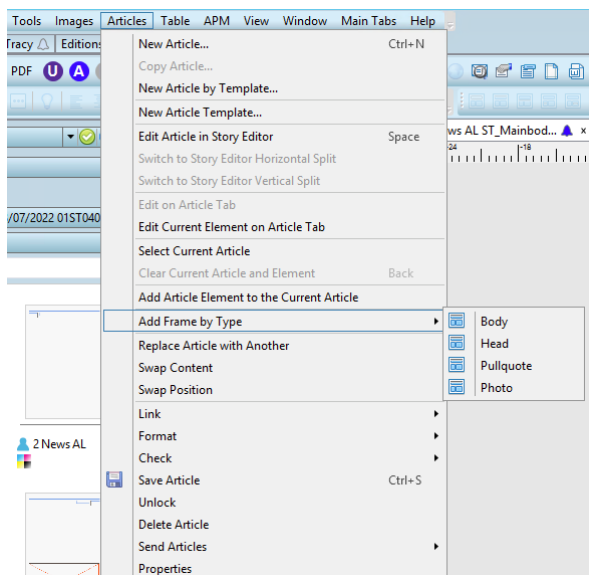
Click on the Save Changes icon, or the Save All icon.



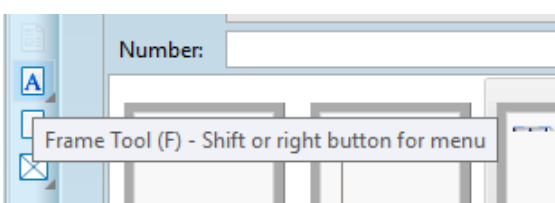
To choose a frame

Shortcut: F

Click on Articles, then click on Add Frame by Type and choose a frame type.

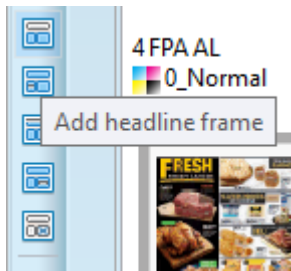


Or you can click on the Frame Tool in the left toolbar, and then drag the mouse on the page to create the frame block.



If you press shift+RMB on the grey arrow, it will offer you the different frame options.

You can repeat this action for the next frame required or click on the Add frame tools at the left toolbar to select the type of frame you need to add.



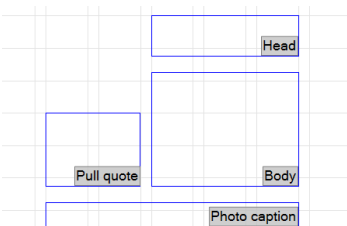
Add frames can also found at the bottom or left-hand side of the screen. Its exact position will depend on what order you activate your various toolbars, and the size of your screen.



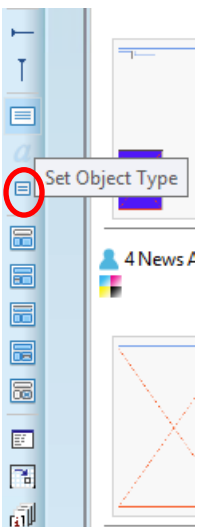
To Choose a Different Type of Frame

Shortcut: Ctrl+F2

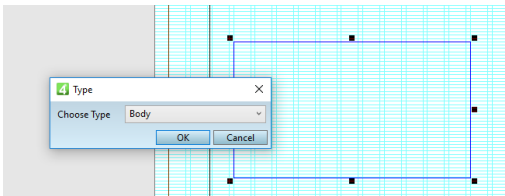
You can use the Type labels button to check the identity of your frames.



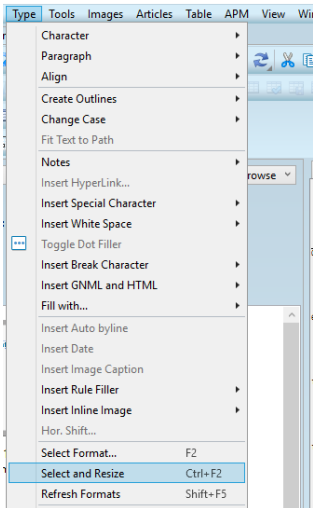
If you put the wrong kind of frame on page, eg a body frame instead of a head frame, it can be replaced by bringing in a new frame, or simply changed (*before it is linked*) with the Select Object Type button in the toolbar on the left.



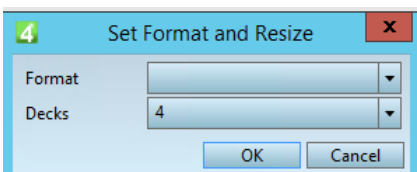
It will bring up the drop-down menu which will indicate its *current type* of frame, then simply choose the type of frame you want to change it to.



Or go to Type: Select and Resize, (Ctrl-F2) the same dropdown menu will appear.



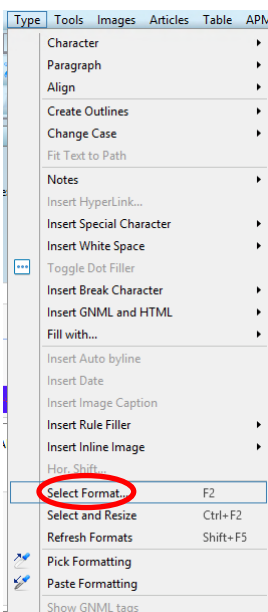
Choose format and number of decks, click OK.



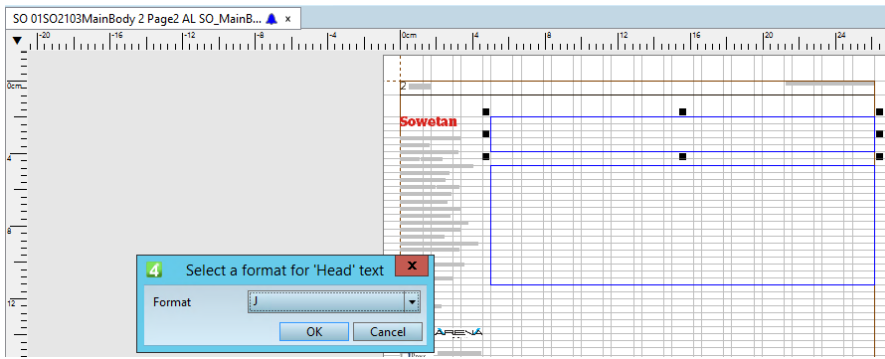
To choose/change a format

Shortcut: F2

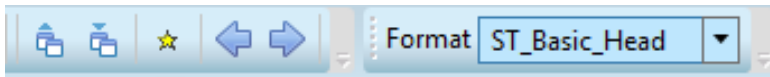
Click on Type: Select Format



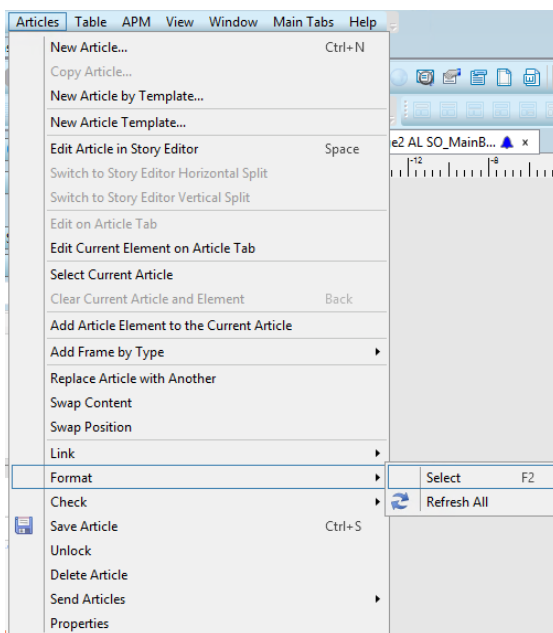
This will bring up a drop-down menu on page. Choose the format.



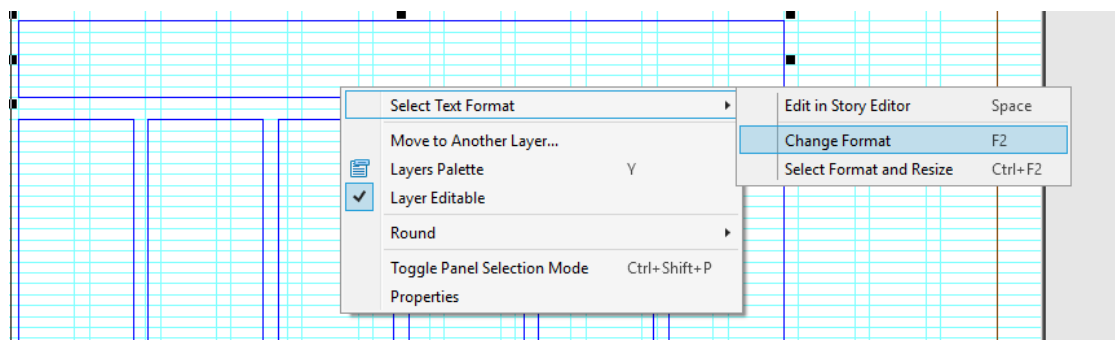
Or go to Format on the top toolbar and select from the dropdown



Or click on Articles: Format: Select



Alternatively, use the RMB, and at the top of the menu Select Text Format: Change Body Format



To split a frame into columns

Shortcut 1:

S (for split - no D for divide)

This will split (divide) the frame automatically into the number of columns *to match the underlying master*



Shortcut 2:

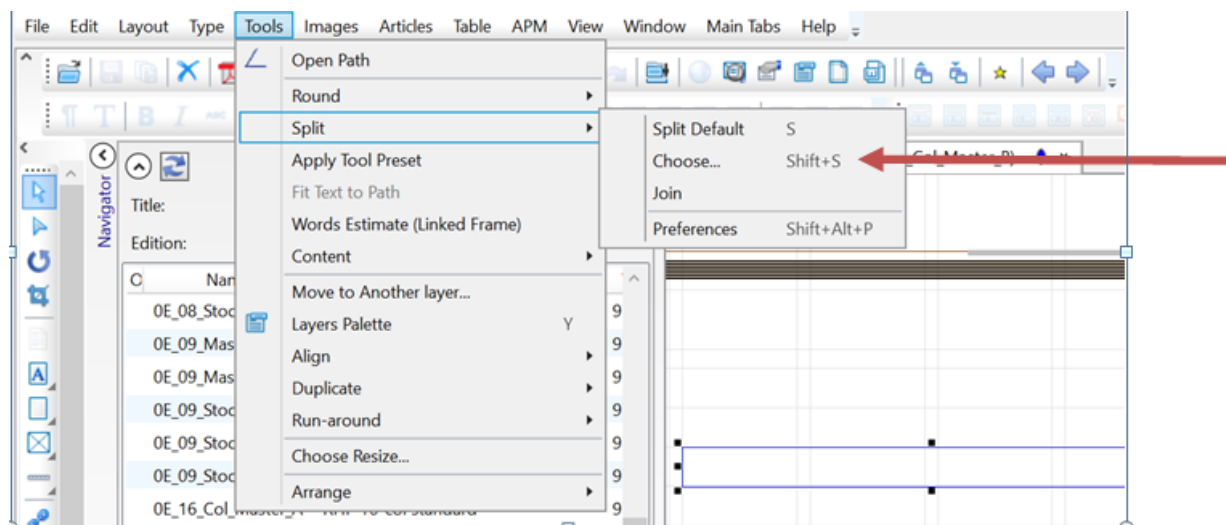
Press the number of columns you want, eg 1 2 3 4 5 up to 9. This divides it into the requisite number of columns, with the default gutter between

Beyond 9 columns...

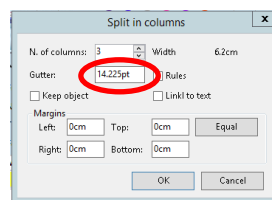
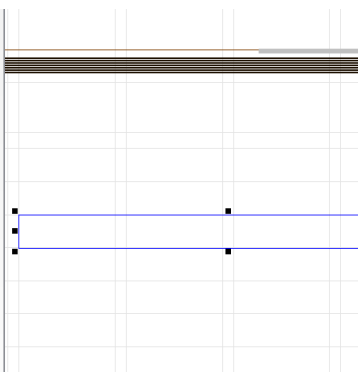
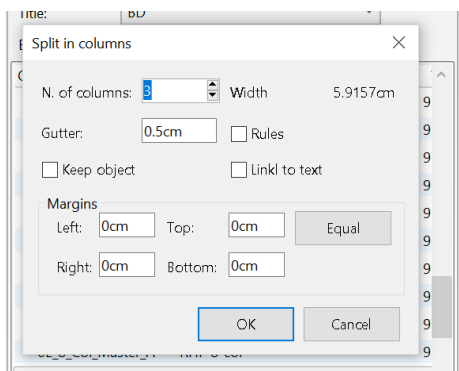
...Shortcut 3:

Shift+S

Or, once you have clicked on the frame, click on Tools: Split: Choose.



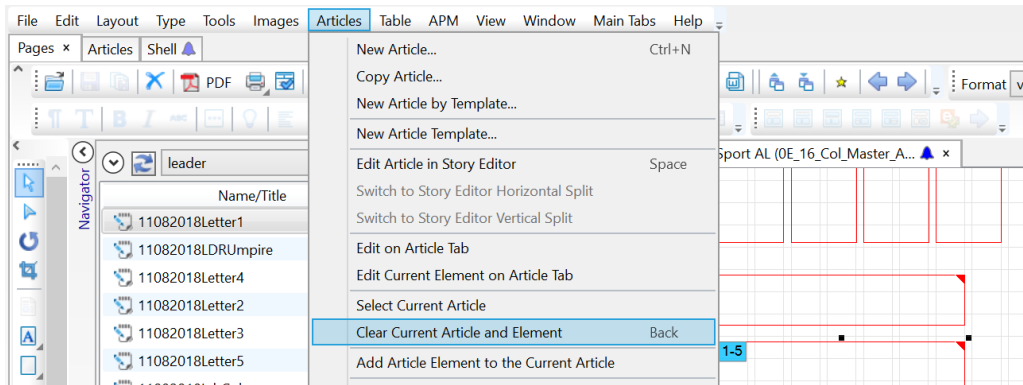
This dialogue box allows for more divisions than 9 and allows you to choose the size of the gutter, if you're not using the default (5mm or 14.225pt), as well as inserting rules between the columns if required. (The unit of measure, points, cm or mm depends on your preferences, set at Edit: Preferences on the top Fred toolbar or Shift-Alt-P, Main)



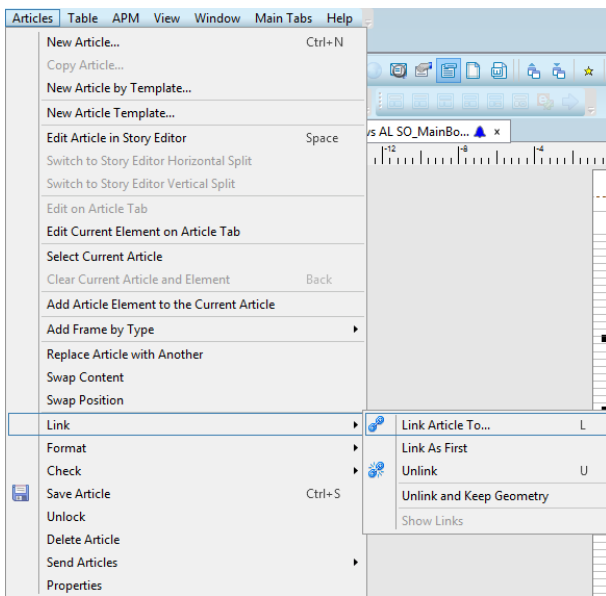
To link text

Shortcut: L

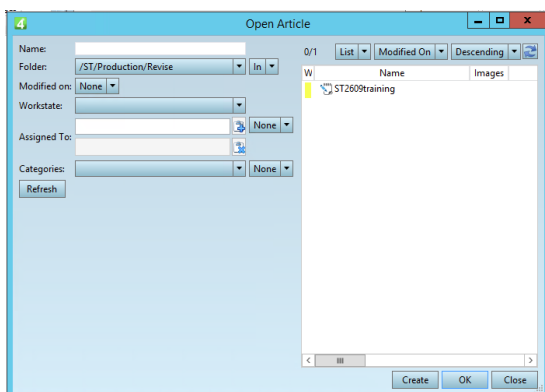
(The article that is current, ie is showing in the bottom toolbar will be linked to frames. Before linking *another* article please ensure you clear current using Backspace or Articles: Clear Current Article and Element. If not, the article that *is* current will also be linked to the new frames.)



To link text to a frame, you can also click on Articles: Link: Link Article To.



This dialogue below will pop on the page with the *previously selected folder* as the current one, so if your story is not in this folder, change it to the one you need. Then double click on the article you want to link to the frame or click one and press OK.



You can also link by dragging the article from the Navigator panel to the selected frame.

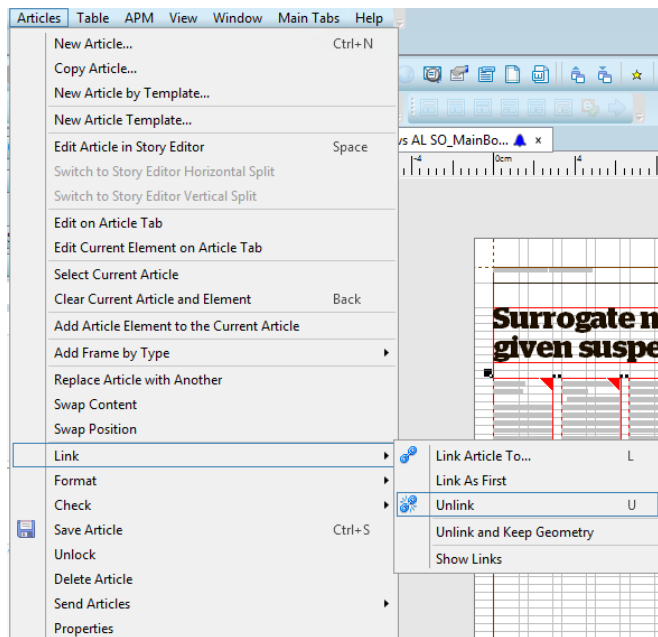
Alternatively, clear current, then click on the empty text frame, then click on the Link Tool on the Toolbox toolbar. The list of stories in the current folder will come up, click on the story to be linked.



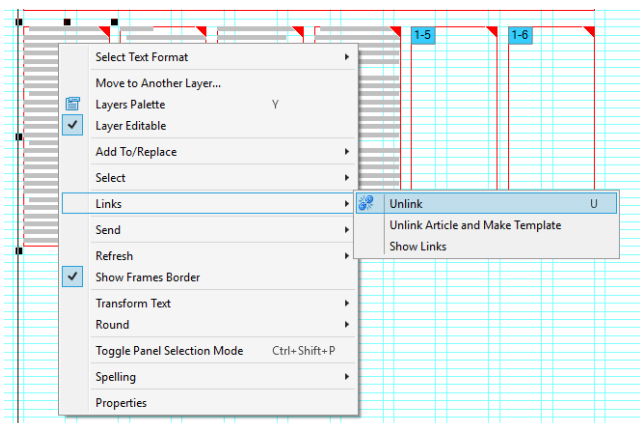
To unlink an article

Shortcut: U

To unlink text from a frame, click on Articles, then select Unlink.



If you have highlighted the text frame, right click on the frame and click on Links, then Unlink.



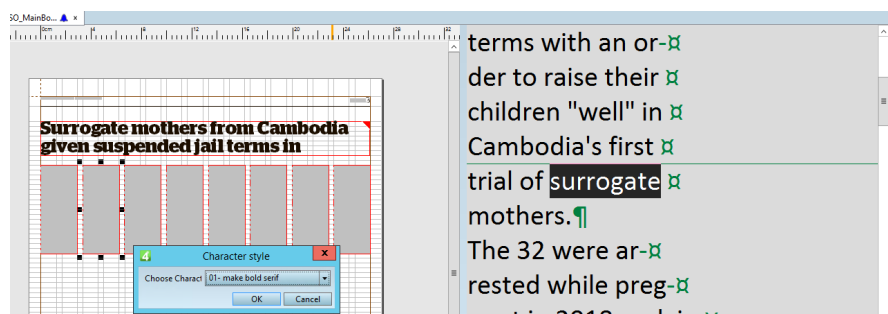
Or, click on the Unlink Tool on the left-hand side on the Toolbox toolbar.



To apply styles to text

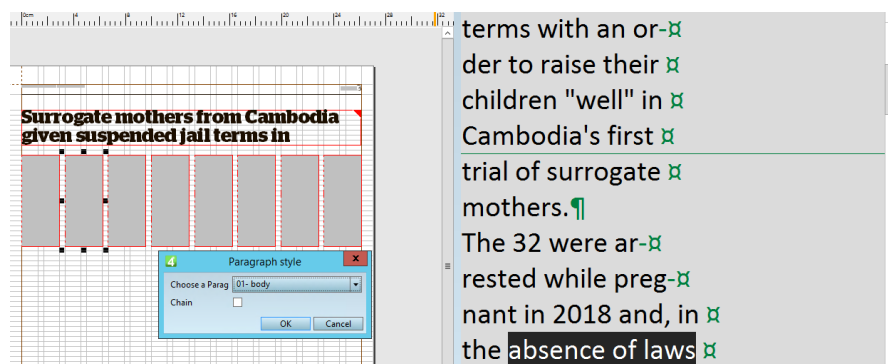
Shortcut

for character styles: open text (by hitting spacebar) then Alt+Down Arrow

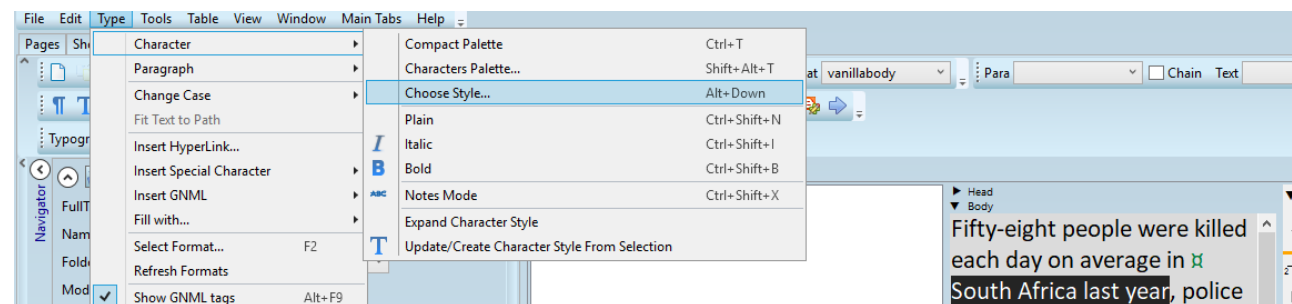


Shortcut

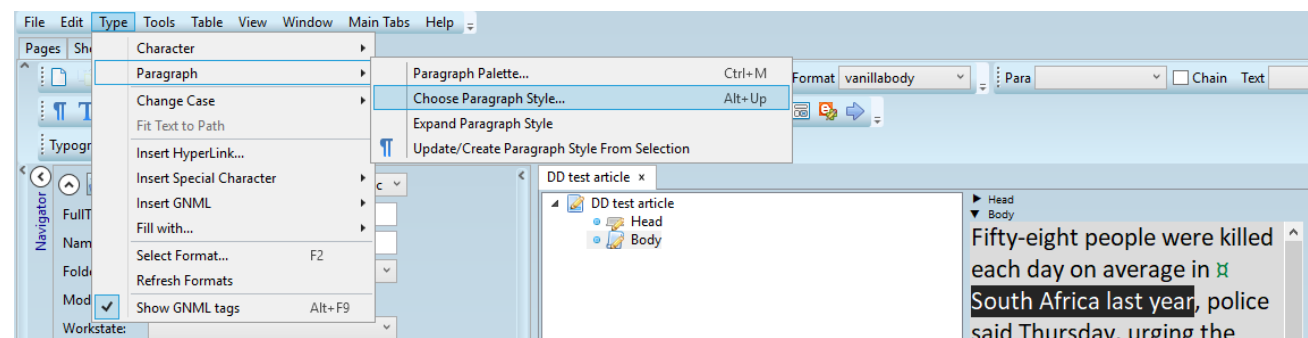
for paragraph styles: open text (by hitting spacebar) then Alt+Up Arrow



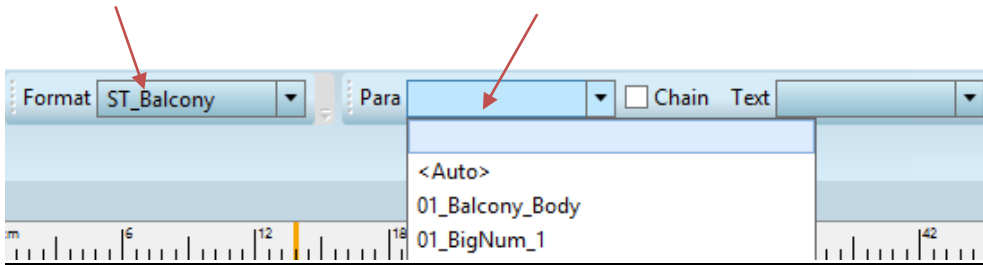
Both of the previous can also be accessed by clicking on Type: Character: Choose Style.



Or clicking on Type: Paragraph: Choose Paragraph Style.



Or you can use the Text Style toolbar by clicking on the down arrows, either for a par, left, or the character, right.



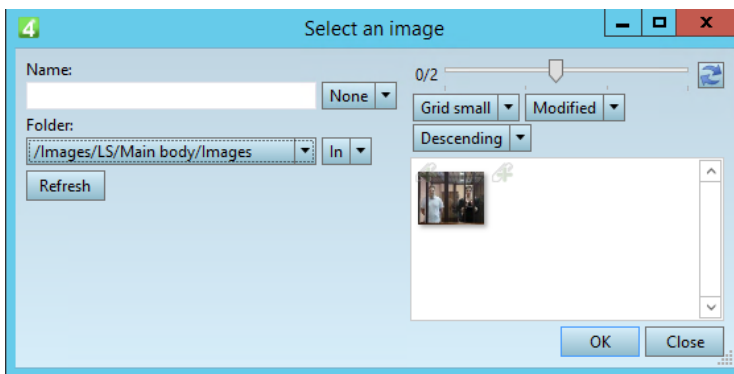
IMAGES

To insert an already processed picture

You can drag the image across from the Navigator onto the page, without using a placeholder. The picture will come in at the size it was saved at.

Alternatively, Shortcut: Shift+I

The following dialogue box will appear. Type in the name of the image, and ensure you are in the correct image folder.



Once the image has appeared on the right, drag it onto the page.

Or click on Images: Insert, and follow the above process.

Click on the image icon in the Shapes toolbar, and follow the above process.



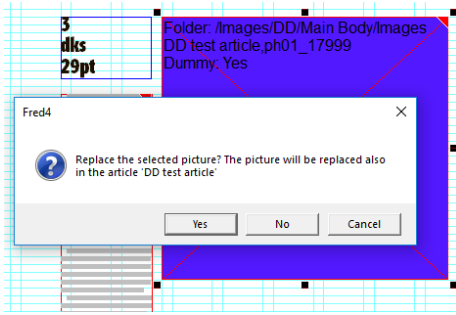
Or click on the image icon in the Images toolbar, and follow the above process.



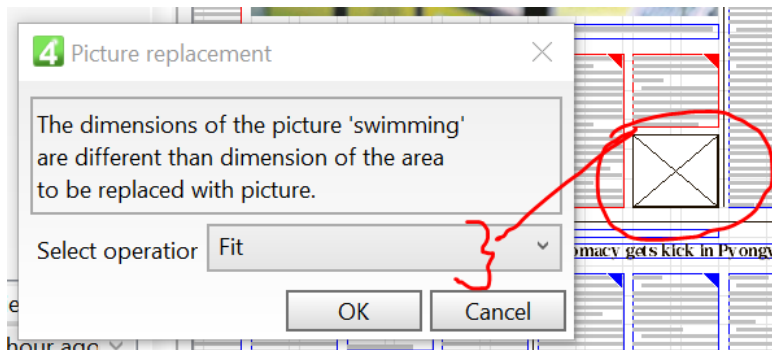
Placing a picture in an image placeholder

If you have an image placeholder on page, NOT linked to a story, click on the placeholder, then follow the same steps as above. The image will resize to the size of the placeholder.

If you have an image placeholder on page, and it IS linked to a story, click on the placeholder, then follow the same steps as above. A dialogue box will appear. Click yes to replace the placeholder.



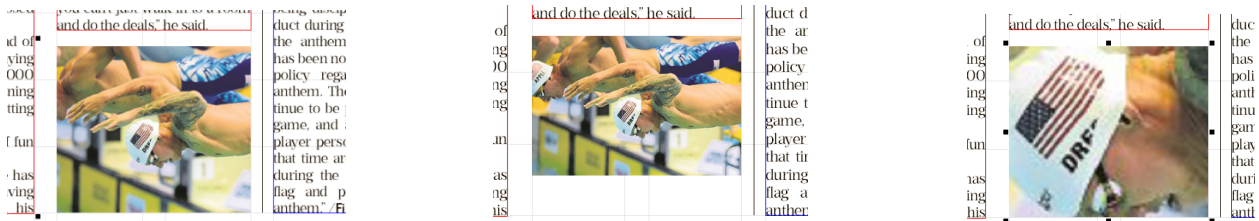
This time, it will ask if you want to replace the placeholder and then you have to decide on the following choices brought up in this dialogue box.



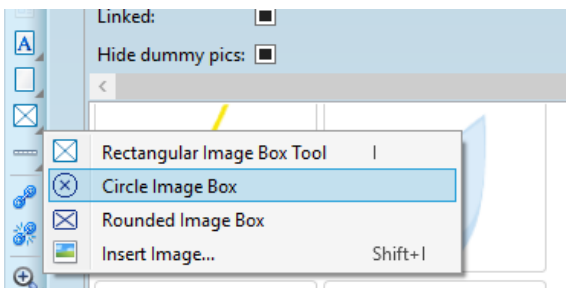
Fit (it will fit as much of the current picture as it can into the shape of the placeholder and you can move it around inside the frame to make it workable)

Resize (this changes the placeholder frame to the exact dimensions of the original picture itself, while shrinking the picture)

Crop (the picture comes in at the size it was saved and only what can fit in the frame will show)



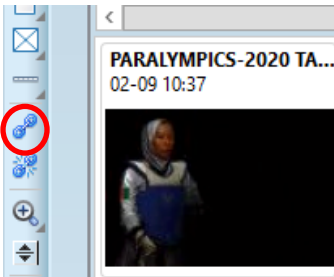
For Image placeholder options, shift+RMB on the Image Tool.



Link the image to the article

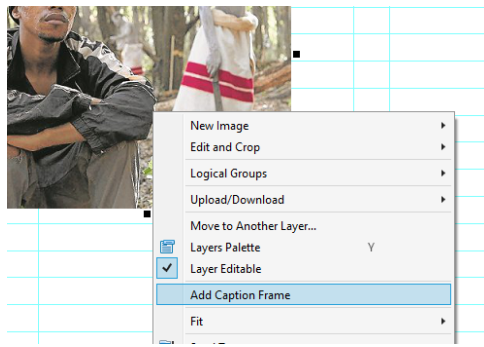
Shortcut: L

Or use the link tool in the left toolbar

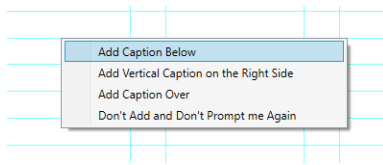


To add the caption

RMB on image, and click on Add Caption Frame.



Choose an option.



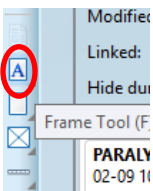
Add Caption Below puts the caption one line away from the picture.

Vertical Caption turns the caption on its side, so more useful for a credit.

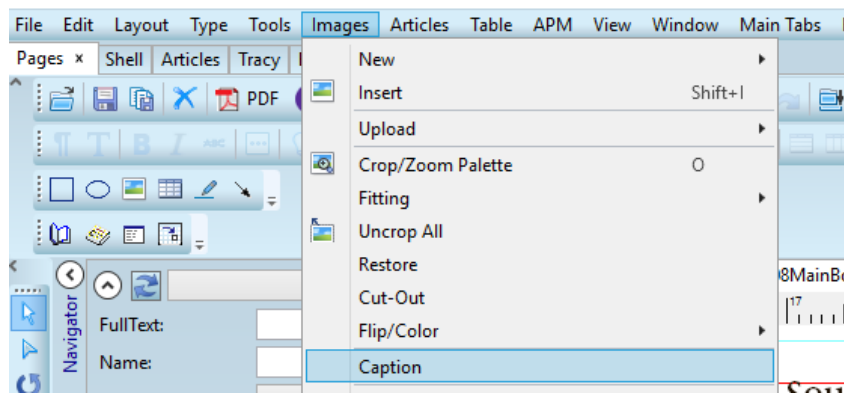
Add Caption Over pops the frame on top of the picture.

Text will automatically fill frame.

You can bring in a caption frame with the frame tool.



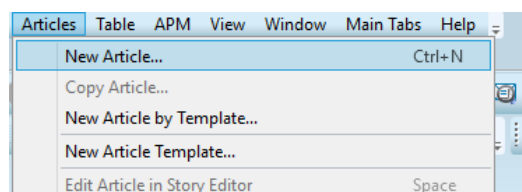
Or click on Images: Caption (you must have a picture highlighted for this to work).



Choose an option.

Standalone Pictures

If it is a standalone picture and caption, it must be made into an article. Highlight the frame, then click on Articles: New Article (shortcut: Ctrl-N)



Name it and choose the folder it must go into. Click OK.

Should the caption lose its proper format, hit F2 and reassign the correct one.

Remember to LINK the picture to the caption (shortcut: L). You will know this is done when the name of picture forms part of the caption name in < > brackets.

`/ST/Production/Revise/ST2609training,Photo caption<PARALYMPICS-2020 TAEKWONDO> (0)`

To add rules to the page

Shortcut: V

Then draw a rule horizontally or vertically.

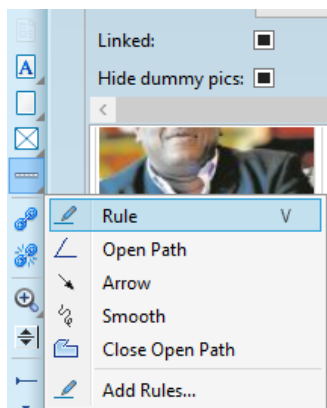
Or click on the Rule icon on the Toolbox toolbar at the top of the page. Then drag the mouse horizontally or vertically.



Or click on the Rule Tool on the toolbar at the side of the page



For additional rules, press shift+RMB on the Rule icon for more options.



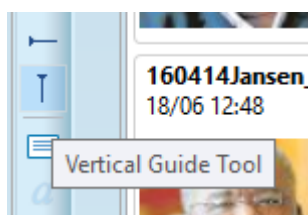
Rules in Gutters

To move a vertical rule into the middle of a gutter, Ctrl-Alt left arrow or right arrow.

To add rules next to a frame press Alt-R or Alt-L. This places a rule next to the frame on the left or right of it.

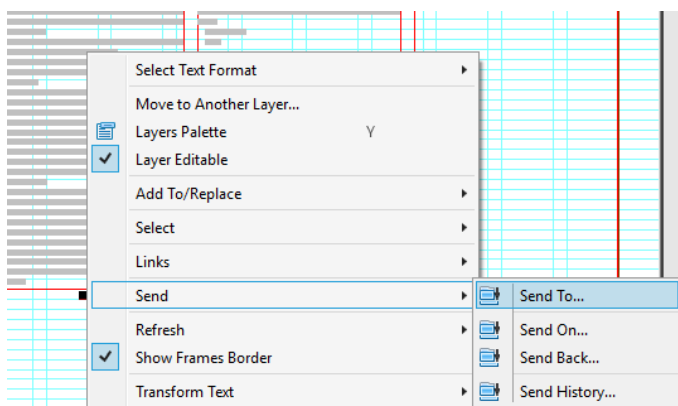
To add guides to the page

Click on the Horizontal Guide Tool or the Vertical Guide Tool.

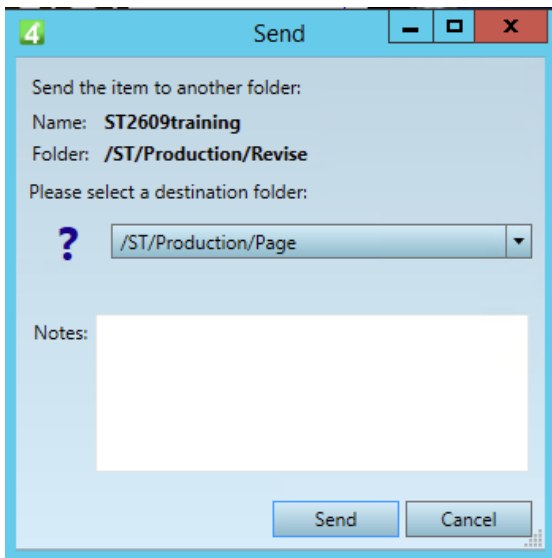


To send an article from the page

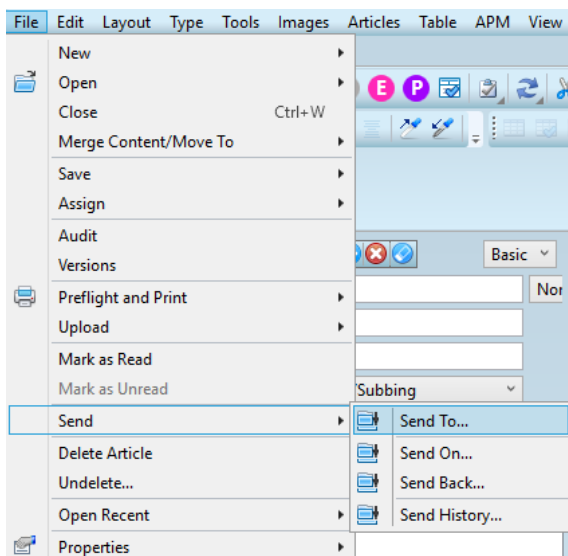
RMB and choose Send, Send to.



A dialogue box will appear. Select the folder where the article should go.



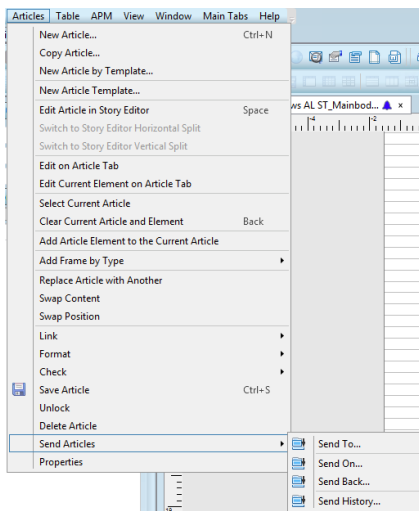
Click on File: Send and choose an option.



Or click on the Send icon.



Click on Article: Send Articles and choose an option.



Workstates

Below is the workstate toolbar.



U = Ad update

A = Ad complete

N = Ed normal

E = Ed complete

P = Soft proof

H = Net (hard) proof

For editorial users, the process is as follows.

A will be completed by the Ads-on-Page team, followed by **P** for soft proof. Editorial users click the **P**, and this will send the page for proofreading. Once editorial changes have been made, click on **E** to send the page to print. This completes the page sending process.

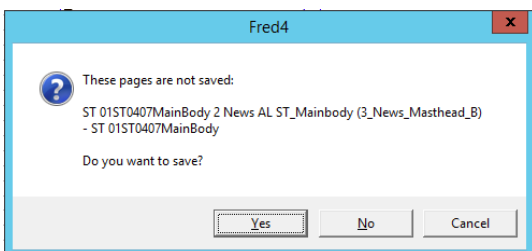
If the page needs to be returned to a normal working state, click on the **N**. The above process will need to be completed again to send the page.

If a hard copy of the page is required, click on the **H**.

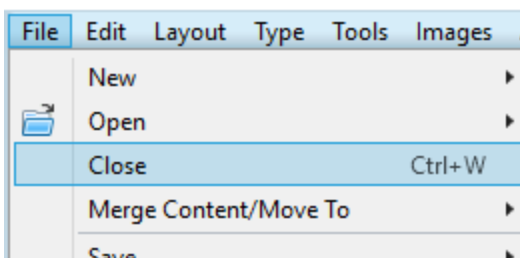
To close a page

Shortcut: Ctrl+W

Select Yes if you want to close the page.



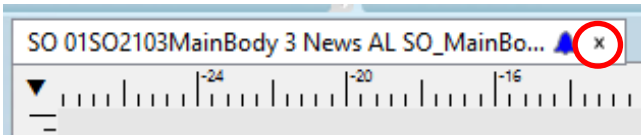
Click on File, then click on Close.



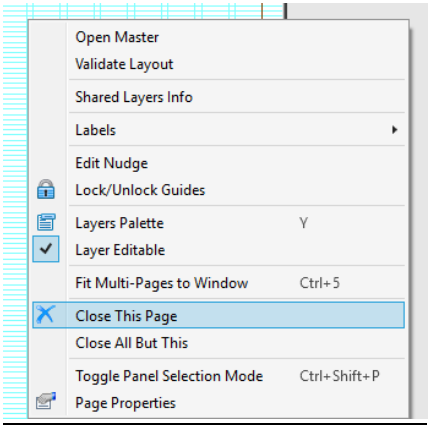
On the toolbar, click on the X.



Click on the X on the page tab.

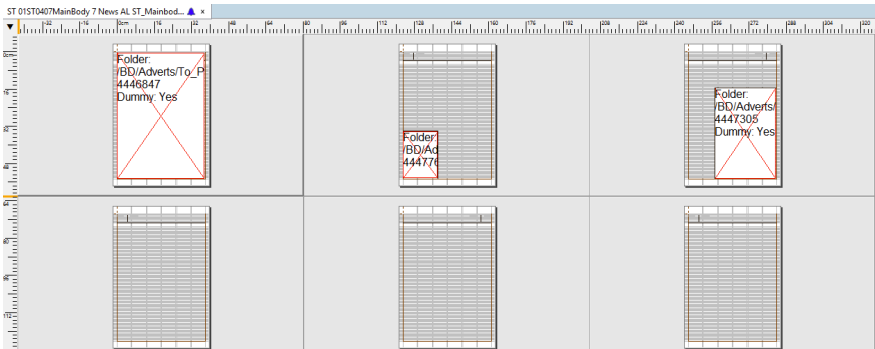


Or RMB: Close This Page.

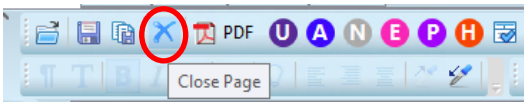


Closing Multiple Pages

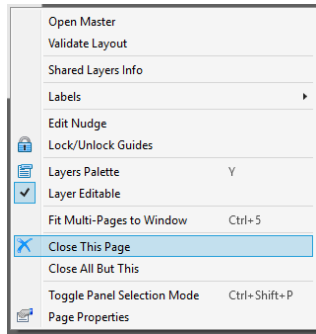
In a single window with multiple open pages, if you close the window, all pages in the tab close with it.



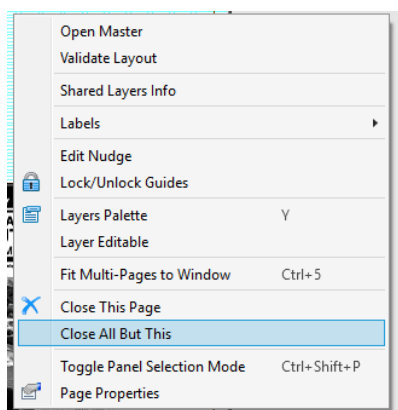
To shut pages individually use Close This Page on top toolbar.



Or RMB, Close This Page.

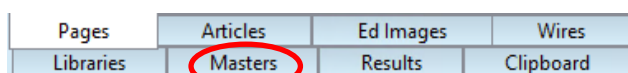


You can also close all other pages *except* the one currently highlighted, found just below Close This Page

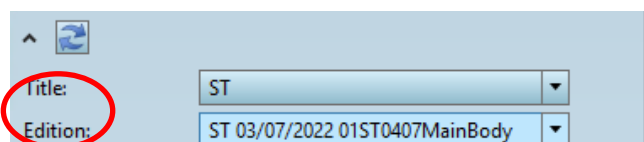


Masters

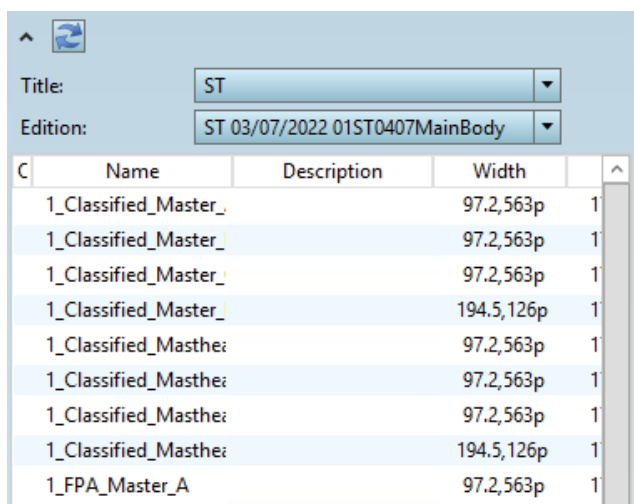
To change the page master, click on the Masters tab.



Make sure you are on the correct title and edition.



View as either a list,



Or thumbnail.

Then drag the master onto the page.

Folios

If the folio needs to be adjusted, double click on the correct master page to open it, and make your change. Ensure you are on the correct title and edition.