

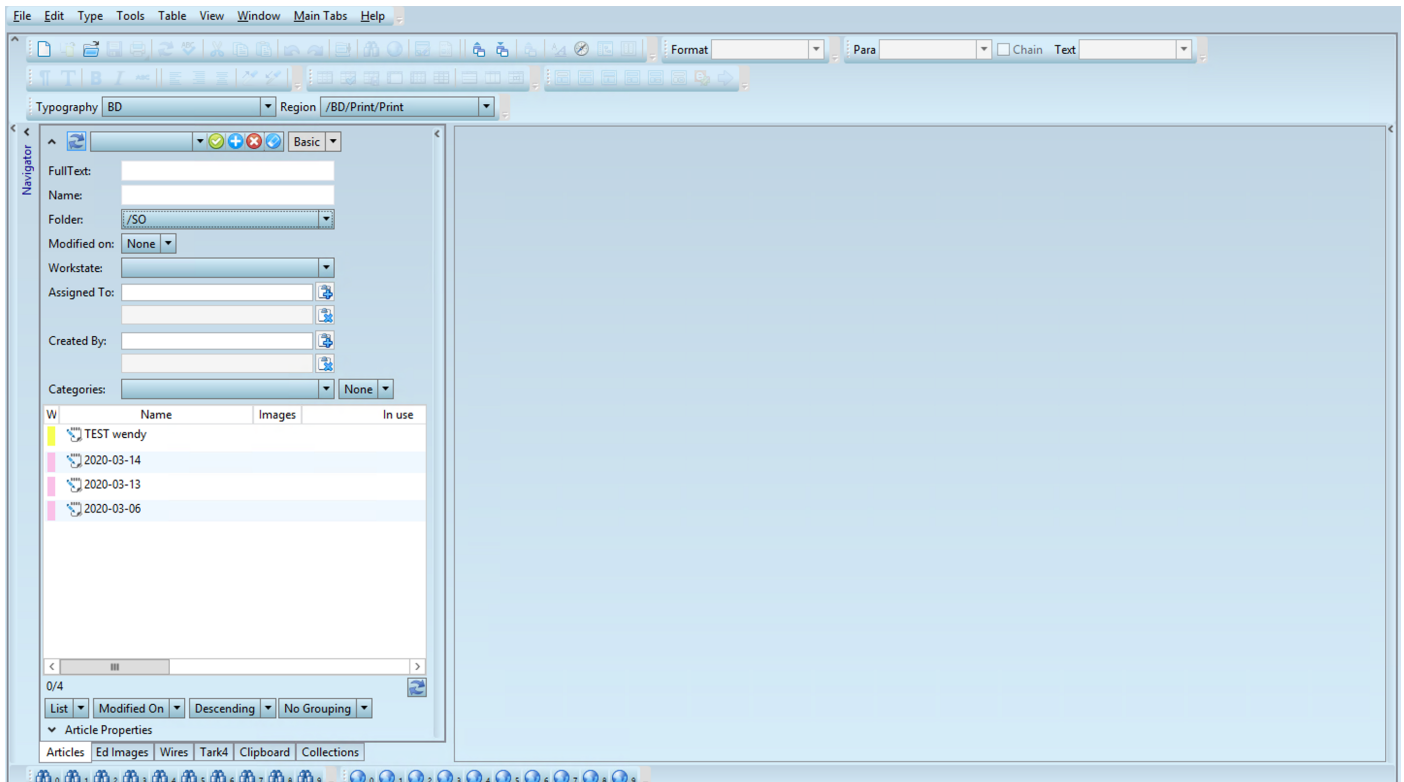
## TED4 INDEX

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## Ted4

This is the view of Ted4.

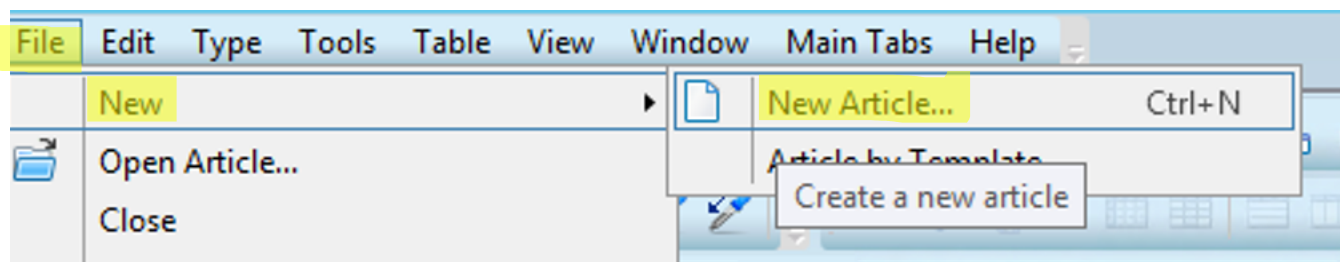
On the left is your Navigator, and on the right is the screen in which you will work when an article is opened.



### How to create an article

Shortcut: Ctrl+N

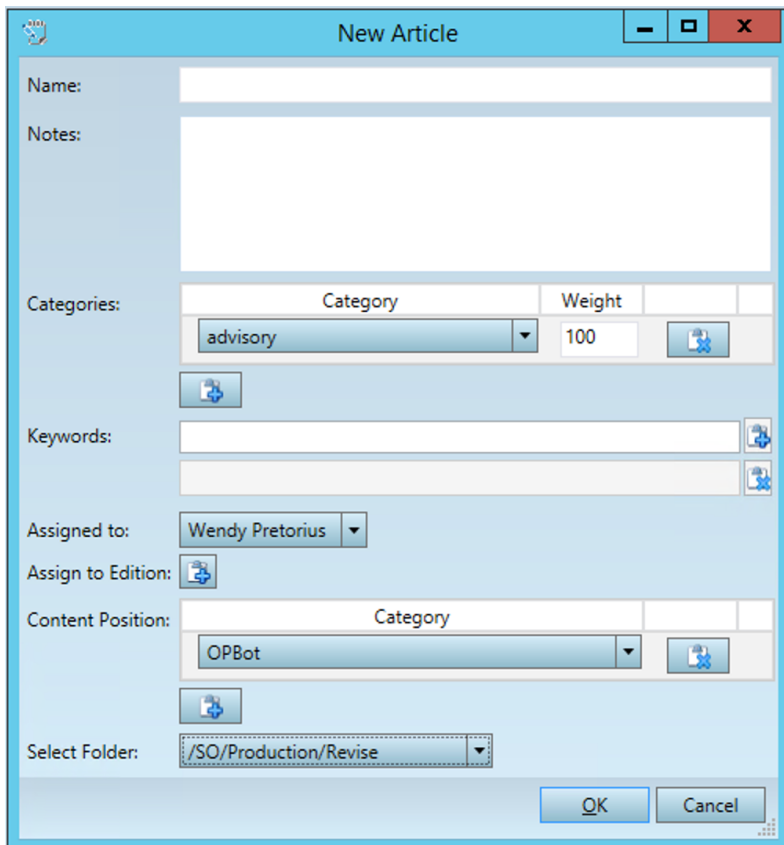
Click on File, choose New: New article or Article by template.



Or click on the New icon on the Main toolbar.



This will bring you to:



The 'New Article' dialog box is a light blue window with a title bar. It contains several sections: 'Name' with a text input field; 'Notes' with a larger text area; 'Categories' with a dropdown menu showing 'advisory' and a 'Weight' field set to '100'; 'Keywords' with two empty text fields; 'Assigned to' with a dropdown menu showing 'Wendy Pretorius'; 'Assign to Edition' with a small icon; 'Content Position' with a dropdown menu showing 'OPBot'; and 'Select Folder' with a dropdown menu showing '/SO/Production/Revise'. At the bottom are 'OK' and 'Cancel' buttons.

Name the article according to the conventions set by your title.

Notes can be used to describe the article.

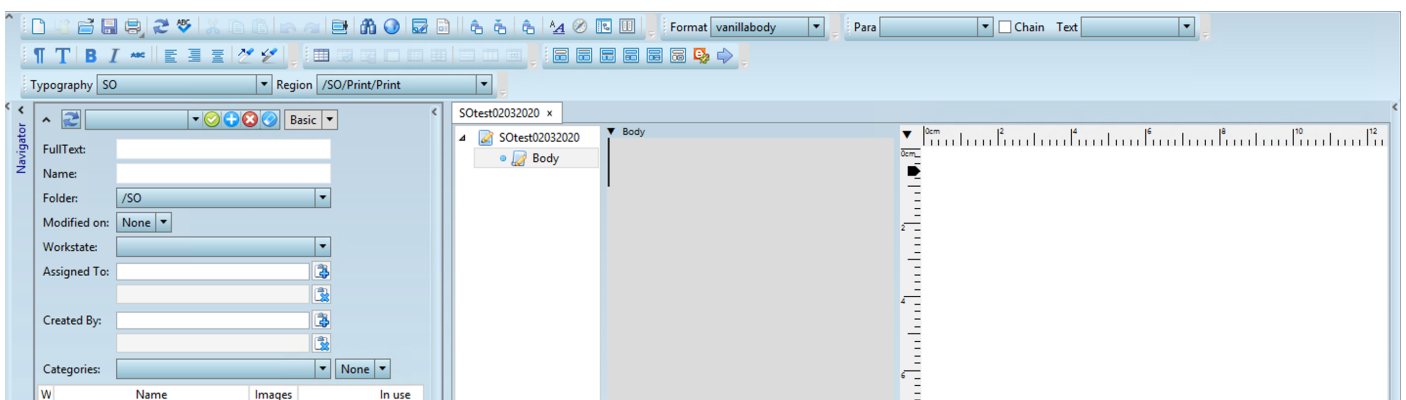
A category must be chosen (what the article falls under), as well as keywords to be used for archiving and online. Use the plus sign to assign the keyword, the cross to remove them

The article can be assigned to someone, or somewhere.

Assign to edition and content position will allow for faster layout.

Select folder is a must. This correlates to what was a basket in GN3.

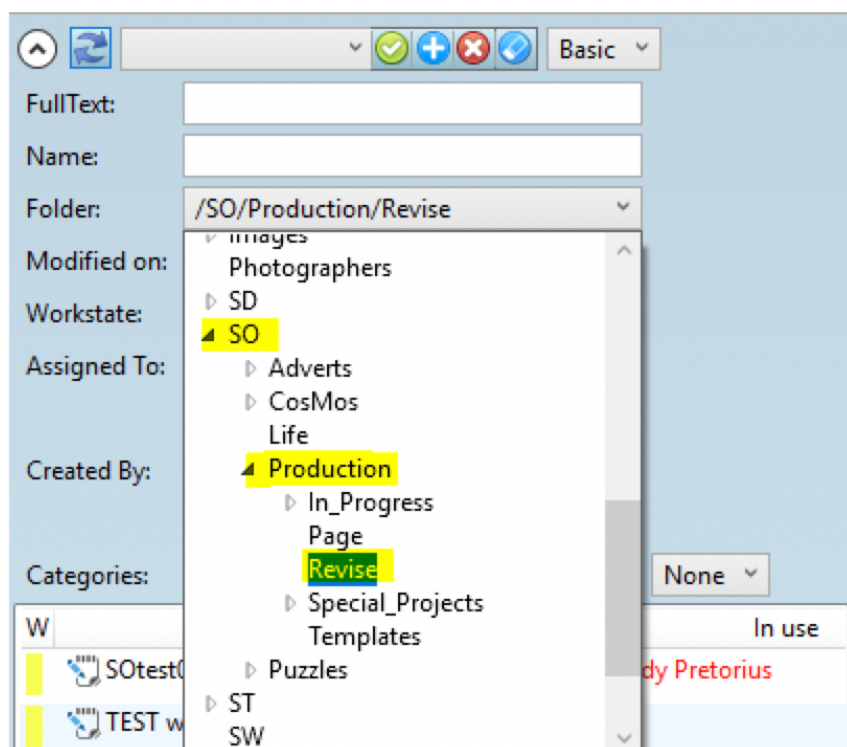
The story opens automatically on creation and you can write your article. The view may or may not show a preview – it depends on what WYSIWYG view you had selected the last time you created an article.



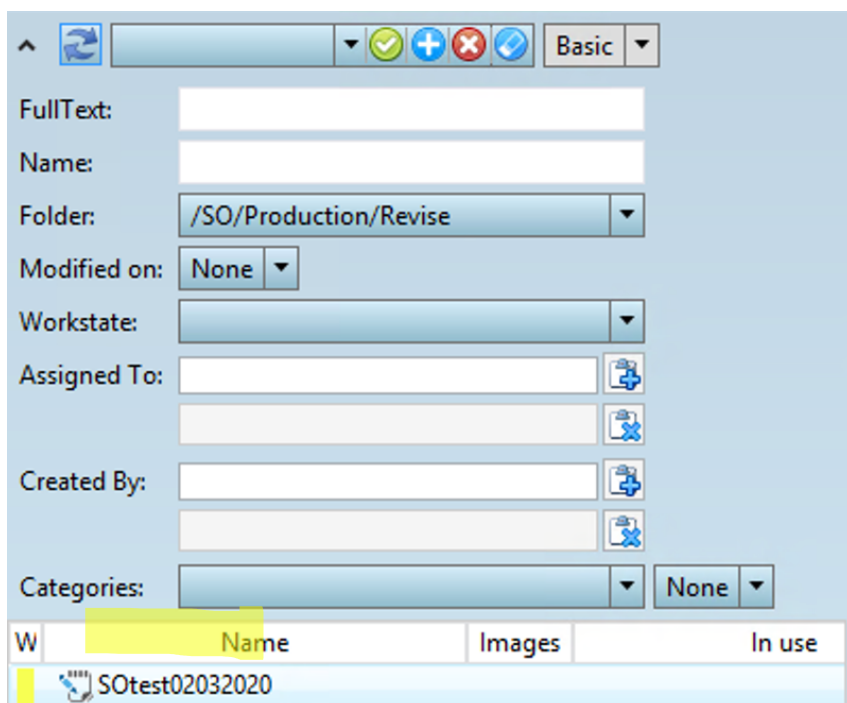
The WYSIWYG editor interface features a top toolbar with various icons for text formatting and layout. On the left is a 'Navigator' panel with fields for 'FullText', 'Name', 'Folder' (set to '/SO'), 'Modified on' (set to 'None'), 'Workstate', 'Assigned To', 'Created By', and 'Categories' (set to 'None'). The main editing area has a ruler at the top and a 'Body' section for text entry. The interface is titled 'SOTest02032020'.

## Opening a closed article

To open a closed article choose the folder the article is in, eg SO / Production / Revise



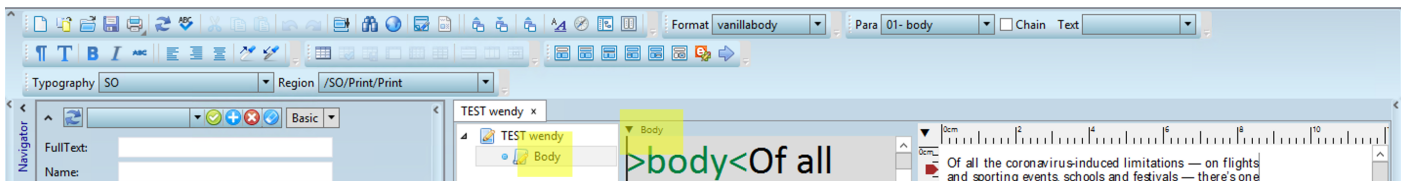
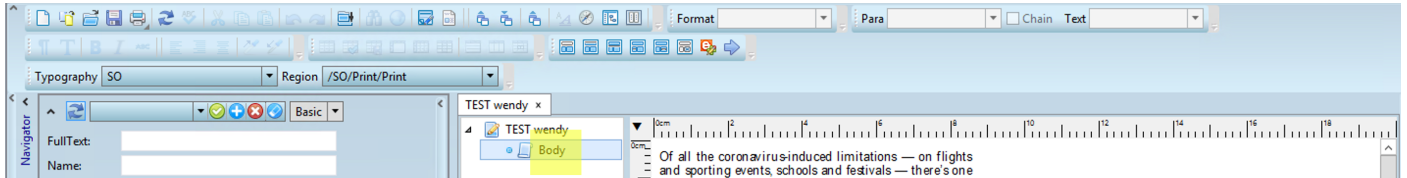
Double click on the name.



If the article tree is not showing, click on the toggle icon.



To generate a source pane as well, ie the one in which you will work, double click each element in the tree - the head, body, pull quote or caption. If already linked to a page the styles will be also visible on the left screen.



To close an element, double-click on the name of each element. Only the preview remains up.

To grow the size of type use Ctrl-mousewheel. Depending where the cursor is, the size of the live (source pane) copy AND the preview can be grown or shrunk in this way, independently of each other.

### To save

Shortcut: Ctrl+S

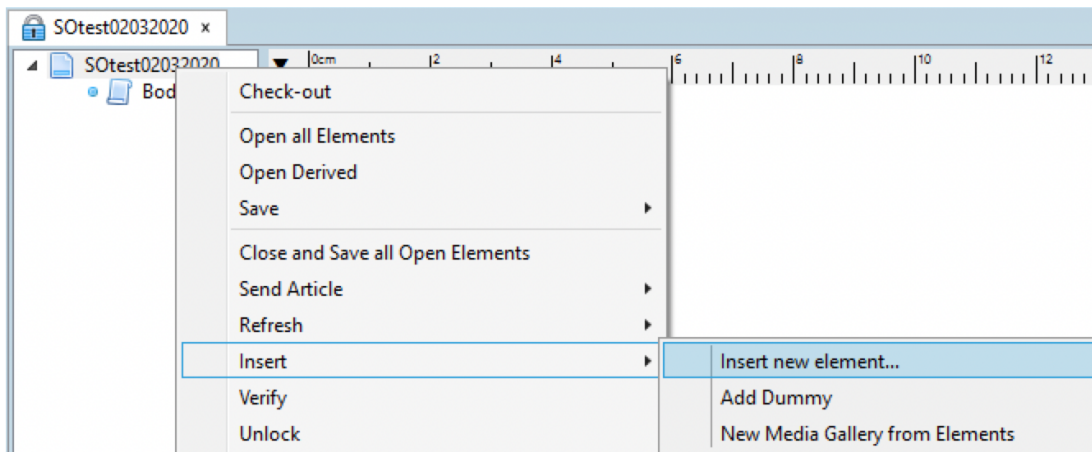
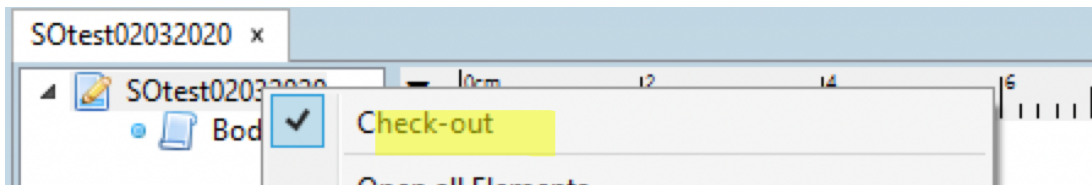
Click on File: Save.

Or click on the Save icon on the Main toolbar.

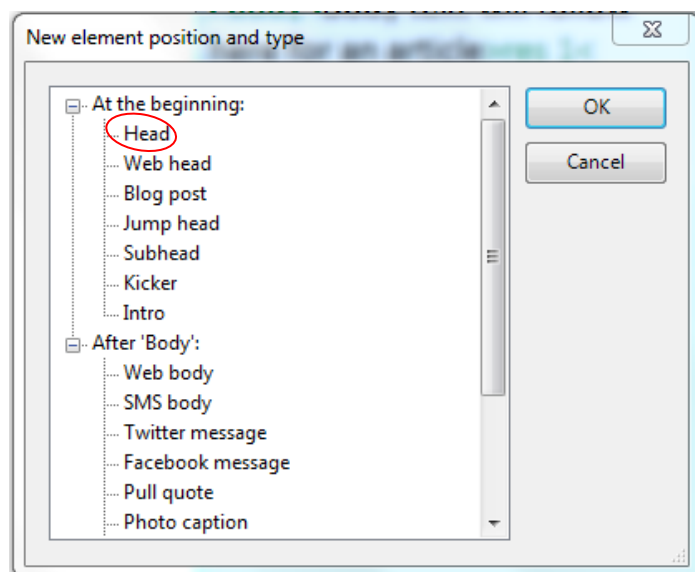


### To add a headline, picture, caption or pull quote

To insert a headline, caption or pull quote to the body of the article, click on the name of the article in the article tree, use the right mouse button (RMB) and check it out. Then click on Insert: Insert new element.



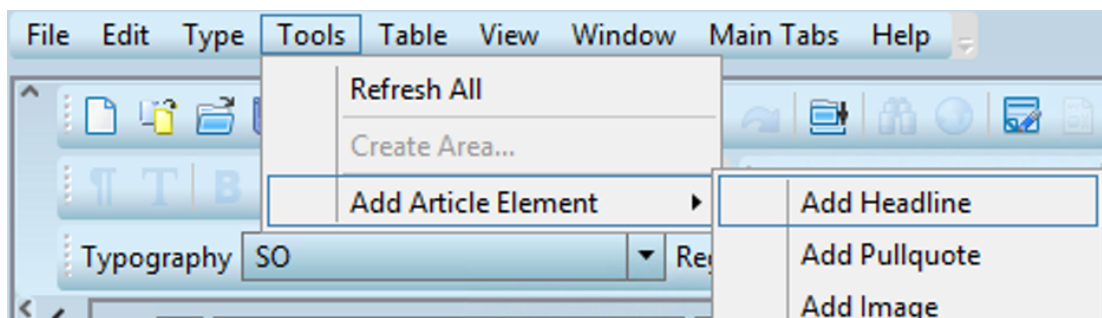
A comprehensive list is generated.



Or on this toolbar



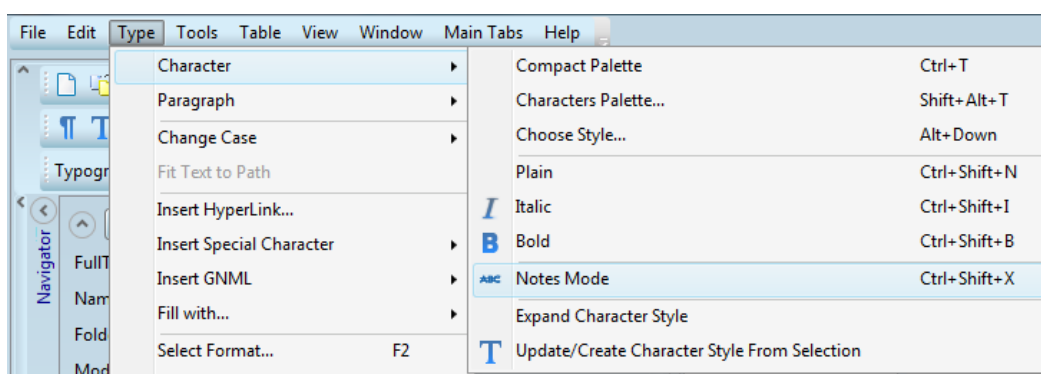
Or click on Tools: Add article element, and choose the element.



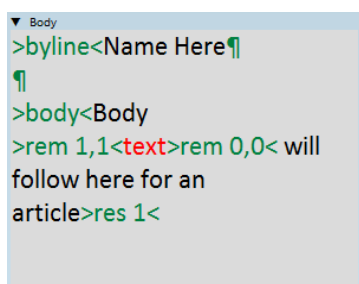
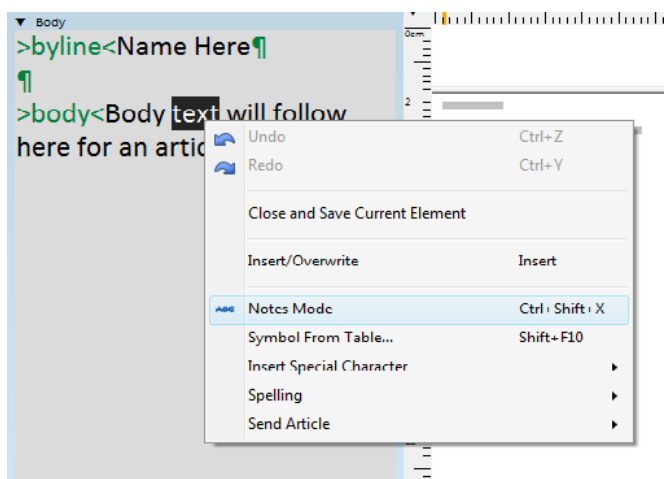
### Notes mode

Shortcut: Ctrl+Shift+X

Or click on Type: Character: Notes Mode.

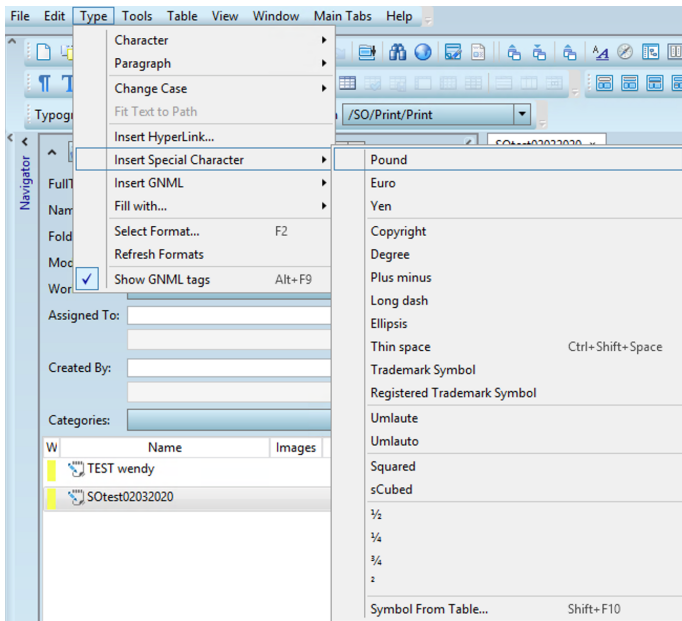


Or highlight the word or words then click on RMB and select Notes Mode.

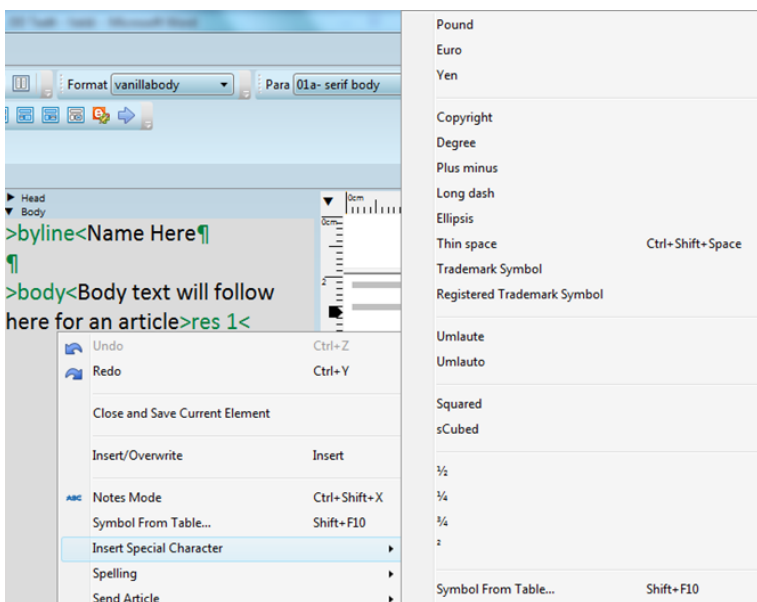


## Special characters

To choose a special character click on Type: Insert Special Character, and choose character.



Or right click in the body: Insert Special Character.

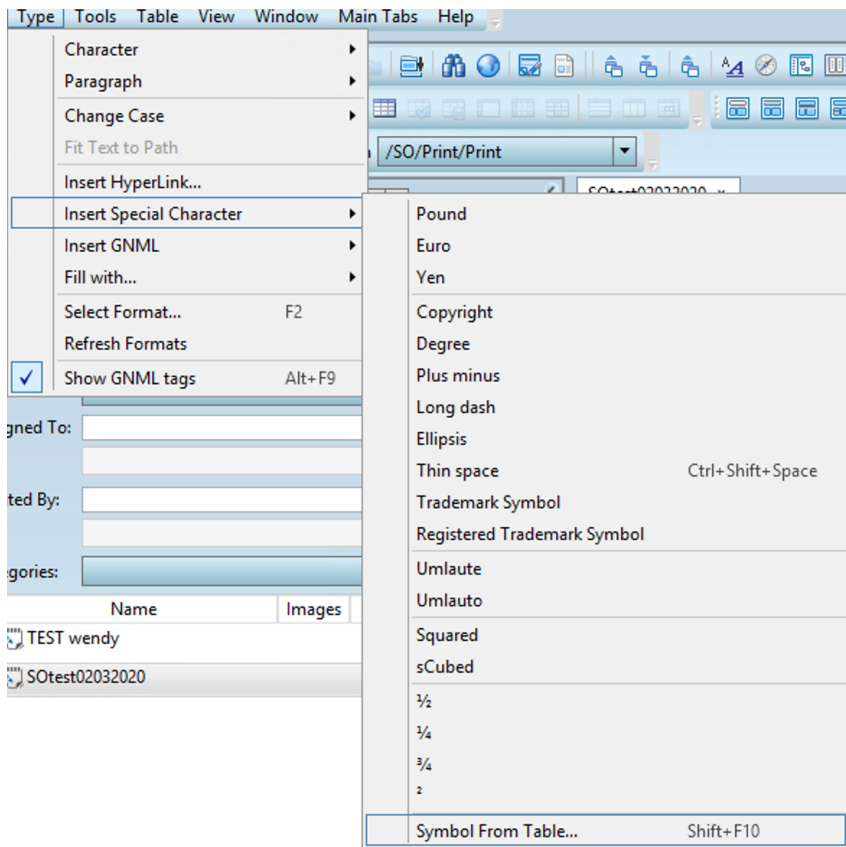


Both of these options contain ...

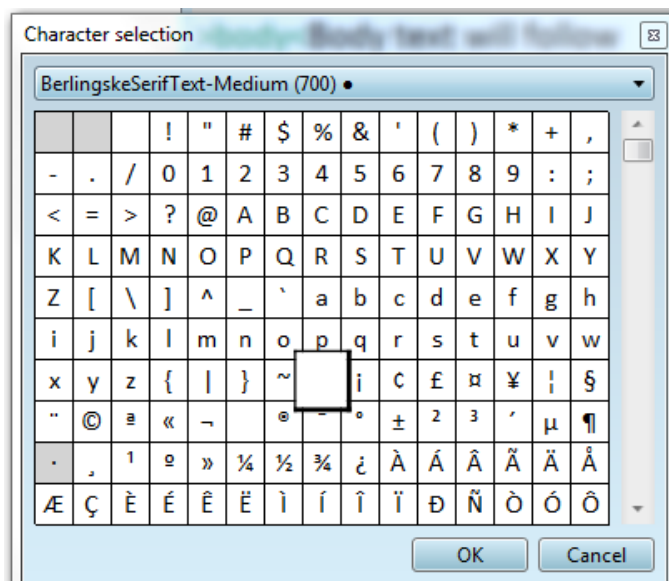
## Symbol from the table

Shortcut: Shift+F10

Click on Type, then click on Insert Special Character and Click on Symbol From Table.



It will bring up this:

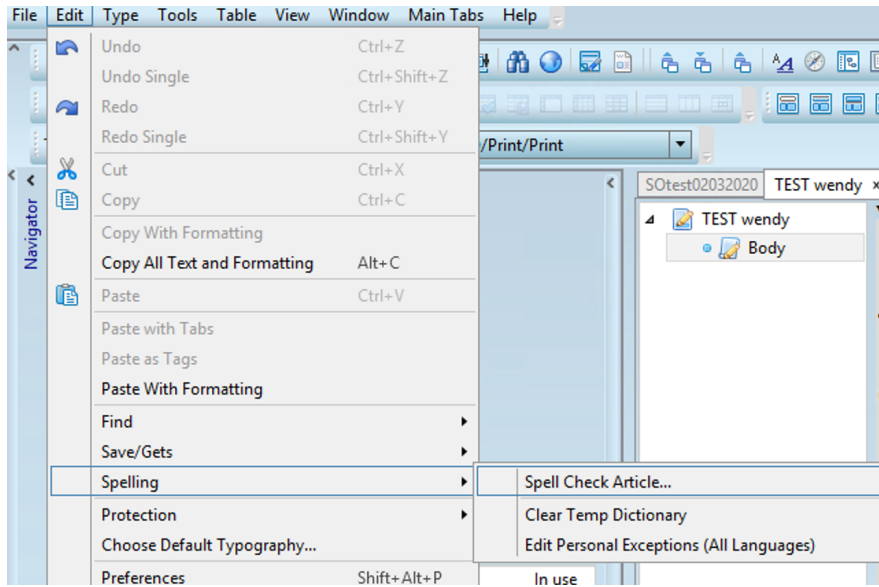


There is also a small toolbar with selected, limited, options.



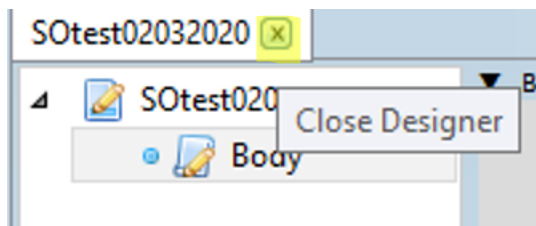
## Spell check

To run a spell check, click on Edit: Spelling: Spell Check Article.



## To close

To close the article, click on the X above the article tree. Make sure you save first.



Or click on File: Close.

