The CosMos-GN4 hymn sheet

What happens in CosMos

1) *Writers write their copy*
2) *Editors edit their copy*
3) *Subs sub that copy*
4) *Revise subs revise that copy*
5) *Copy is placed in CosMos "Ready" bucket/basket/folder*
6) *Individual tasked with assigning copy to page in GN4 print powerup in CosMos places copy from "ready" bucket/basket/folder onto correct story slot on correct page of correct edition*
7) *Individual tasked with syncing powerup pages with GN4 syncs pages with GN4*

What happens in GN4

1) *Layout team allocated pages by chief sub/production head*
2) *Team members to find articles for page in CosMos folder in GN4*
3) *Move articles to the Production>>In Progress folder (Skip this step and you will have to call Wendy to fix the resultant corrupt articles)*
4) *Design your pages*
5) *Please check that images you have received from CosMos have sufficient resolution (left-click on the pic and tap letter "O" image must 100% OR LESS in scale. Anything over 100% is problematic and will fail validation.*
6) *Move articles to revise folder for adjustments to headlines and any minor cuts*
7) *Articles will be revised and moved into Page folder*
8) *Create a softproof (Hit the Pink P)*
9) *Take in corrections from proofreaders*
10) *Hand off page to page manager/wait for send instruction from duty editor*
11) *Send page*

Wash, rinse, repeat

Thank deity of your choice once all pages have been sent to press (before deadline, naturally).