

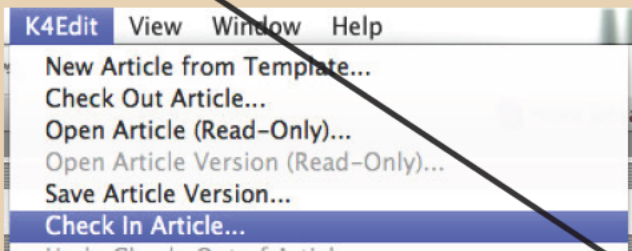
Goodbye **check-in / check-out** Hello **finish task / accept task**

K4 6, unlike the K4 you're used to, is a "task-based" workflow. Which means you have to speak differently to it. Gone is the kindly librarian who would fetch you whatever you asked for. In its place is a draconian grade school teacher with strange, inflexible notions of grammar. Below is a short guide to what it expects you to say. The examples are from InCopy, but the principle is the same for InDesign.

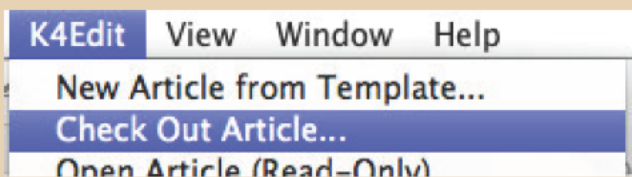
What you used to do

New Article from Template

Check In Article



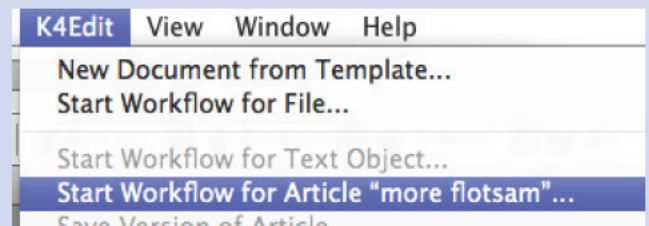
Check Out Article



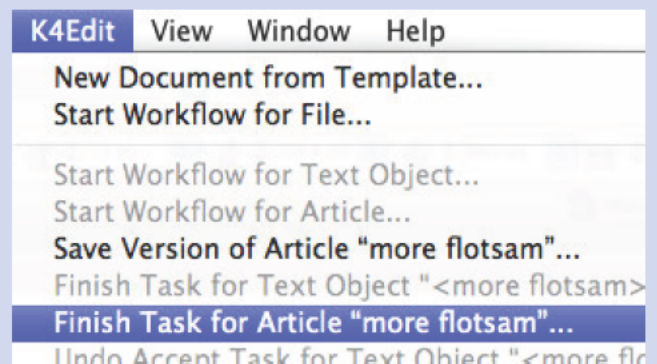
What it's called now

New Document from Template
so far so good

Start Workflow for Article
for a brand new article not yet in K4



Finish Task for Article
for an existing article already in K4



Find the article in the Query palette and double-click on the article name (aka "Accepting the task")
you can't use a pull-down menu; Query palette only

