

EDITION MANAGEMENT

SESSION 1:

EDITION MANAGEMENT

The training assumes that:

- i) the user has a general familiarity with GN4 Fred
- ii) the user has previous experience in drafting pages
- iii) the user is familiar with the editorial structure of the product on which they predominantly work

Topics that will be covered in this training:

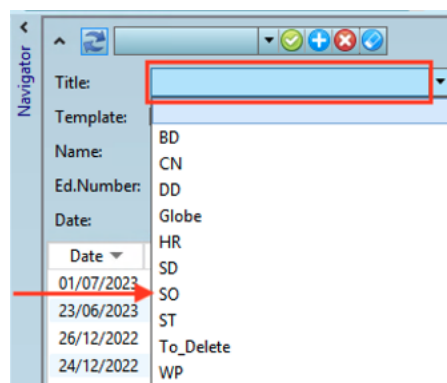
- i) The Edition management main tab in GN4
- ii) The palettes on the edition main tab and their functions
- iii) Sharing an editorial layer between regions
- iv) Creating a poster edition
- v) Page pairing and how this affects second edition
- vi) How to create a second edition

THE EDITION MAIN TAB

NAVIGATION

The editions main tab is very different to other Fred4 main tabs. The main change is that there is only one tabitem on the editions main tab – the edition navigator. This can be a very busy place – instead of each title having its own GN server as was the case with GN3, there is only one GN4 server for the whole group. This means that there are a lot of editions from all group titles visible in the edition navigator.

To limit the number of editions you are seeing, click on the Title dropdown and select the SO title:



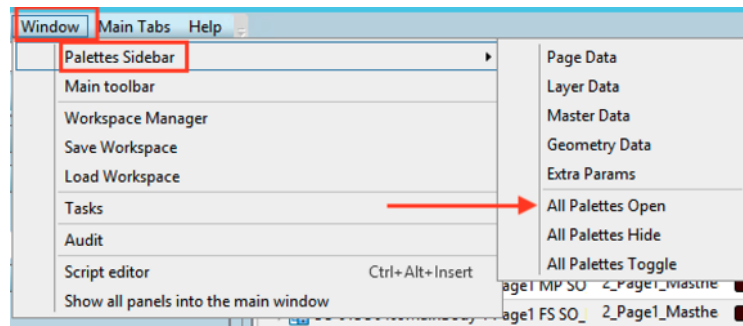
This will display on the editions belonging to the title Sowetan.

THE PALETTES

The palettes allow you to view information about the edition and make changes to a page or page layer. As first edition is created automatically, you will be using the palettes mostly to check information.

NOTE PALETTES ARE ONLY ACTIVE WHEN YOU HAVE AN EDITION OPEN IN THE EDITIONS TAB. IT IS NOT POSSIBLE TO OPEN PALETTES UNLESS YOU HAVE AND EDITION OPEN.

To open the palettes, go to the Window menu, select palettes and click on Open all palettes



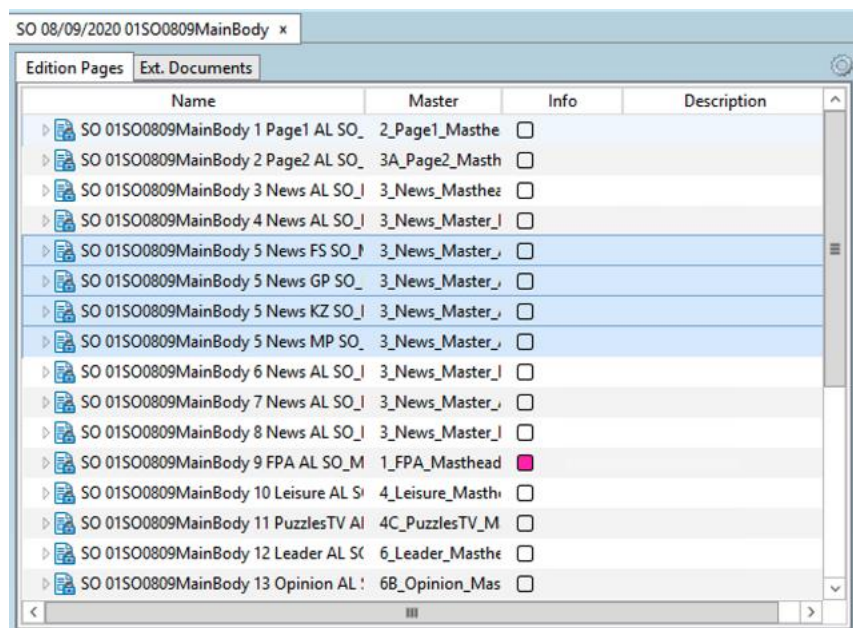
This will bring up an information bar on the right-hand side of the Fred4 window.

A screenshot of the 'Page Data' palette, which is a vertical panel on the right side of the application window. It contains several sections: 'Page Data' with fields for Id (11692828), Number (1), Section (Page1), Zone (FS), Booklet (SO_MainBody), Workstate (14_Archived), Master (2_Page1_Masthead_A), Color (Full Color), Spot ([No spot color]), Spot (R), Type (Physical), Description, Deadline (0 minutes gap), and At (04/09/20 6:00:00 AM). Below this is the 'Layer Data' section with fields for Name, Description, Content, Lock, and Region. At the bottom is the 'Master Data' section with fields for Name, Description, Default, Format, Bleed left, Bleed right, Bleed top, and Bleed bot. Each section has a green checkmark icon at the bottom right.

USING EDITION MANAGER

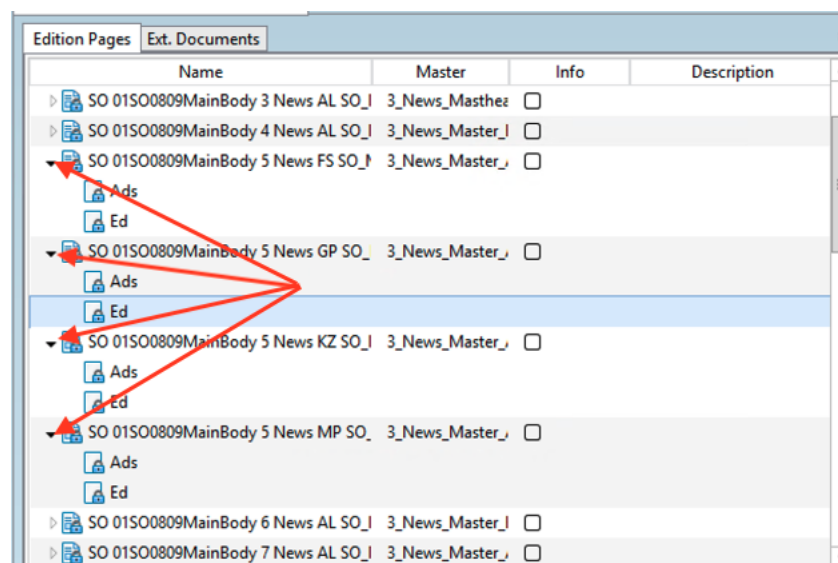
SHARED EDITORIAL LAYERS

The Sowetan often features regionalised advertisements. The most common example of regionalisation is the boxer wrap, but there are also Food Lovers advertisements that do not circulate to Mpumalanga and Checkers ads that do not go the Free State. In some cases, these pages will feature editorial content. In this case, the editorial layer of one region (likely GP) needs to be shared with the pages from the other regions (KZ, MP, FS).

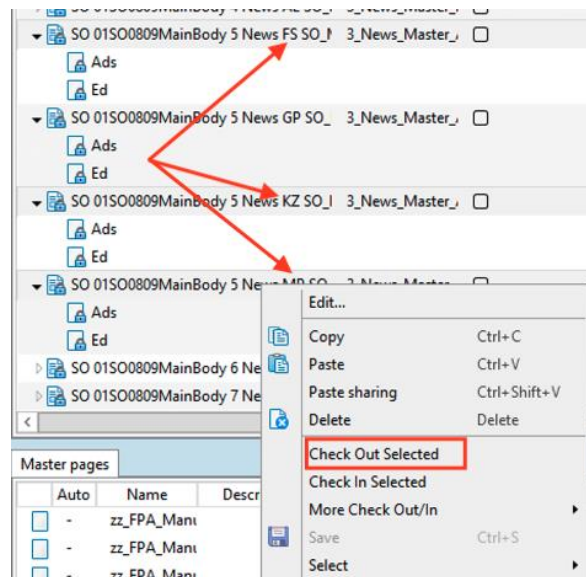


In the screenshot above, page 5 has been regionalised. It is a half-page ad, so we will need to share the editorial layer of the GP page to the other regions' pages.

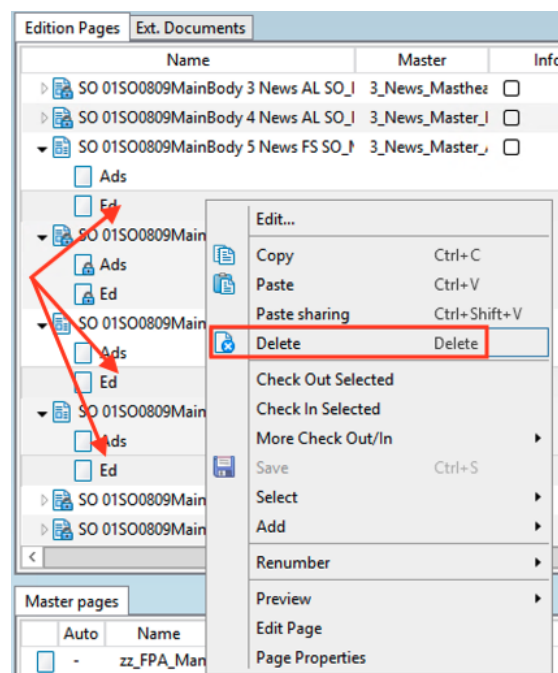
Click the little arrows next to all the regionalised pages:



This will display the individual layers of these pages. We are going to have to delete the existing layers for the FS, KZ and MP regions. To be able to work on any page you must check the page out (so nobody else can be working on the page at the same time).



- i) To check the three regions out, select each page (ctrl + left click)
- ii) Right-click on one of the page names
- iii) Select Check out selected

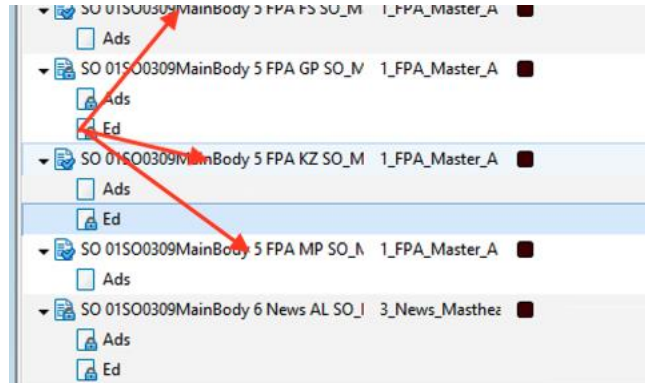


DO NOT CHECK OUT THE GP PAGE – THIS WILL PREVENT YOU FROM ACCIDENTALLY DELETING THE GP EDITORIAL LAYER.

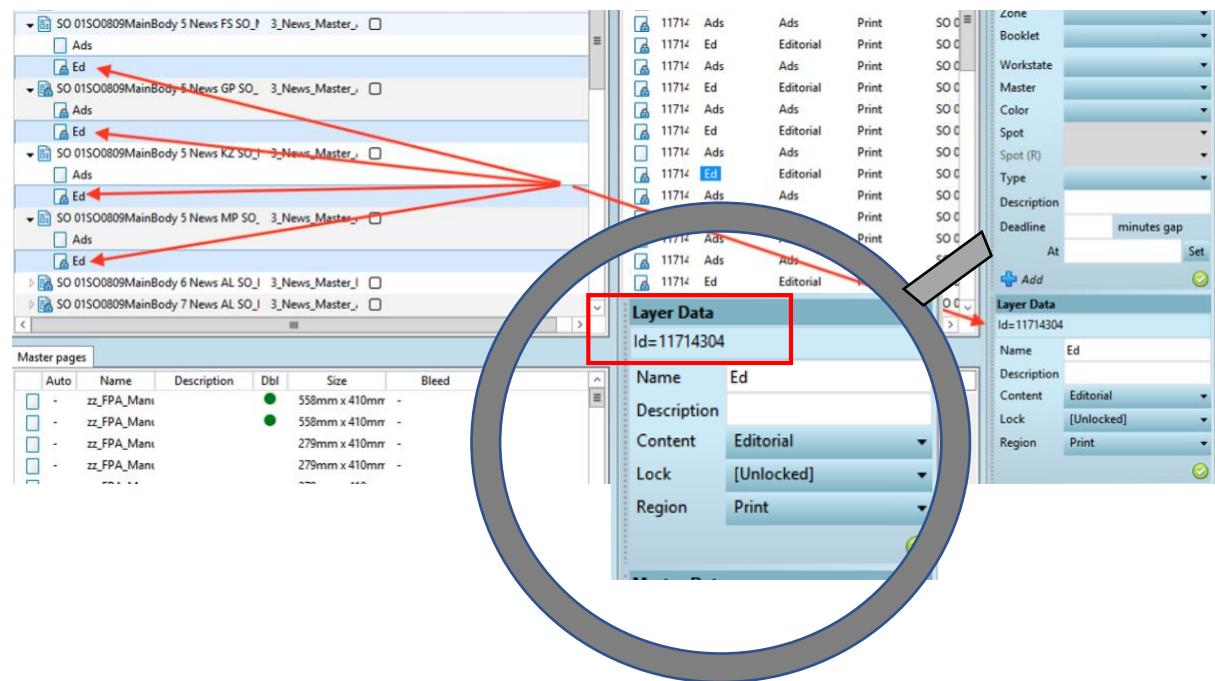
- i) Then select the editorial layers on those pages (Ctrl + left-click)
- ii) Right click on one of the editorial layers
- iii) Select delete
- iv) Click OK

To replicate the GP editorial layer to the other regions

- i) Select the GP editorial layer (single left click) and hold down the mouse button
- ii) Hold down the shift key
- iii) Drag the layer onto the target page name



ALWAYS CHECK THAT YOU HAVE SHARED (AND NOT COPIED) LAYERS TO THE REGIONALISED PAGES. TO DO THIS, SELECT ALL THE EDITORIAL LAYERS FOR THE REGIONALISED PAGE. LOOK AT THE LAYERS PALETTE AND MAKE SURE ONLY ONE ID IS DISPLAYED FOR ALL FOUR LAYERS.



MAKE SURE YOU ALWAYS SAVE AND CLOSE AN EDITION AFTER MAKING CHANGES. FAILURE TO CLOSE THE EDITION WILL MEAN THAT NOBODY, YOURSELF INCLUDED, WILL BE ABLE TO WORK ON ANY OF THE PAGES IN THE EDITION. AD UPDATES WILL ALSO NOT TAKE PLACE.

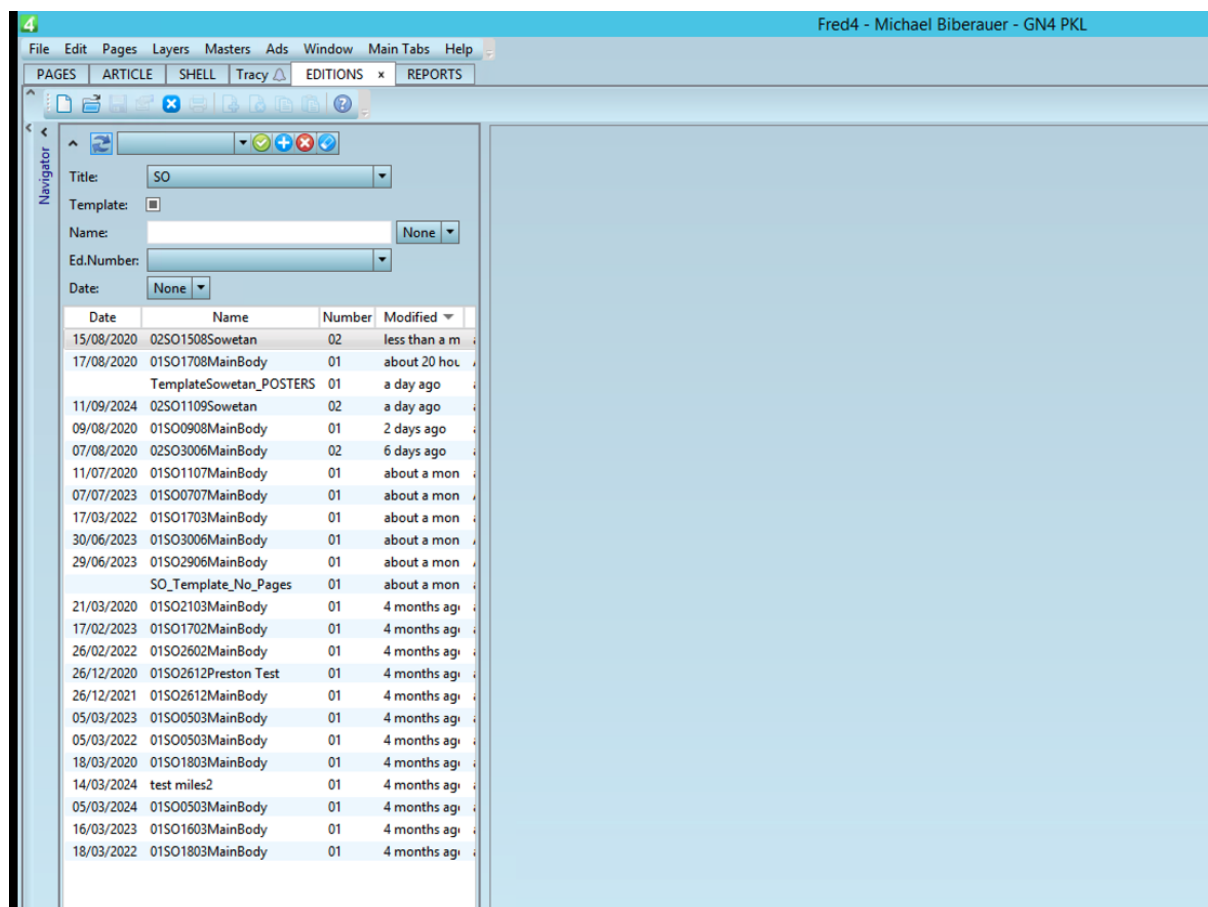
SECOND EDITION FOR SOWETAN

EDITION MAIN TAB

Editions can be created, modified and deleted in Editions main tab. To access, click on the Main Tabs menu in Fred4, and select “Editions” (second from the top).



This will open up a tab for editions in the Fred4 Workspace.

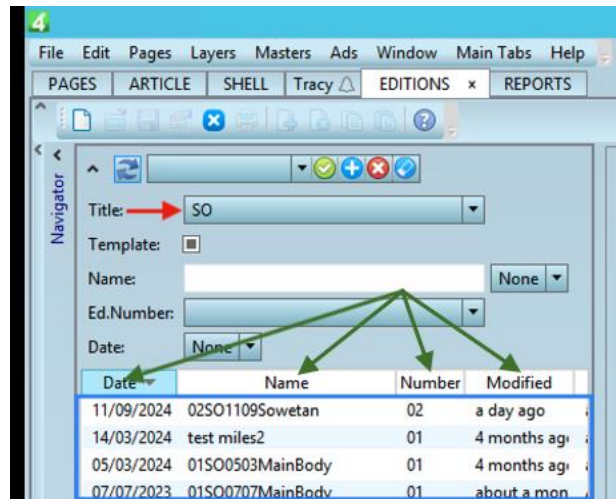


Make sure that **Title** is set to SO (see red arrow below). Once you have set the title to SO, al Sowetan editions will be displayed in the search results window (see blue frame below). You can sort these results by Date, Name, Edition Number, Date Modified, etc simply by clicking the column header of the desired column (see

green arrows in image below. Clicking on the column header a second time will display a reverse-sorting of the same criterion.

So, if I click on date once, the column will be sorted from the most recent date to the most historic. In the graphic below, that date would be 11/09/2024 (future-dated editions are possible!) and then stepping back to the “oldest” date. The same applies to all the column headers.

HINT: ONE OF THE EASIEST WAYS TO ARRANGE EDITIONS IS TO SORT THEM BY “MODIFIED”. THIS ENSURES THAT EDITIONS WILL ALWAYS FEATURE THE EDITIONS WHICH ARE ACTIVELY BEING WORKED ON AT THE TOP OF THE SEARCH BOX.



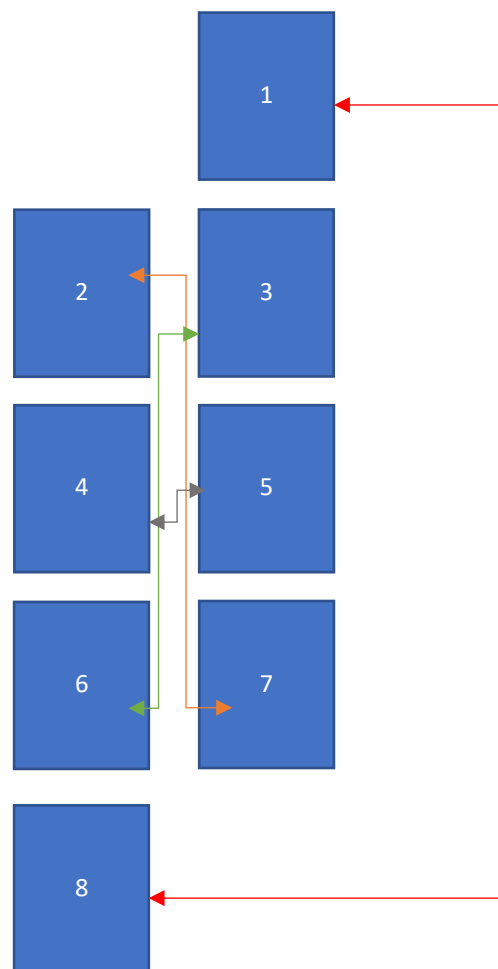
CREATING SECOND EDITION

A major change from GN3 is that we **no longer copy the entire edition**. We copy just the change pages and their pairs as SO is a tabloid and has to send page pairs to the press. For this to work, the second edition needs to contain two things:

1. The back page of the edition (so we know the total number of pages in the edition)
2. The change pages **AND** their pairs

NOTES ON PAGE PAIRING

Page pairing is less complex than it seems and is simple to work out. Consider the diagram below. It is an 8-page tabloid. Two tabloid pages make up a complete set of plates for a press. So, we need to know which two pages need to be part of second edition. Below is an illustration of the pairing on an 8-page Sowetan.



While the diagram looks complex, it is not actually.

The arrows indicate which pages are paired. There is, however, a simple mathematical formula that applies to pairing pages:

THE SUM OF A PAGE AND ITS PAIR WILL ALWAYS EQUAL ONE MORE THAN THE TOTAL PAGE COUNT.

If you add the two page numbers together, they need to be one number higher than the total page count. So, in the example:

- $1 + 8 = 9$
- $2 + 7 = 9$
- $3 + 6 = 9$
- $4 + 5 = 9$

This works for any sized paper – so on a 24-pager:

- $1 + 24 = 25$
- $2 + 23 = 25$
- $14 + 11 = 25$
- $12 + 13 = 25$

Or a 52:

- $1 + 52 = 53$
- $2 + 51 = 53$
- $26 + 27 = 53$

Not following? There is a table at the end of this document that breaks down the page pairs for 20 to 52-page papers.

STEPS IN GN4

1. Select the edition you want to create second edition from in the search are (single click – you don't want to open it, just select it)
2. Right-click the edition and select "New From"
3. If you prefer using the menus, you can also go to the File menu and select "New From"
4. GN will then open a copy of the selected edition

HINT: MAKE SURE THAT YOU KNOW EXACTLY WHICH PAGES ARE CHANGE PAGES FOR SECOND EDITION BEFORE DELETING ALL NON-CHANGE PAGES AND THEIR PAIRS FROM THE EDITION. ADDING A PAGE AFTER IT HAS BEEN DELETED IS NOT STRAIGHT FORWARD.

5. Get a list of the change pages
6. Make sure that these are the final change pages and that no more are going to be added
7. Work out the pairs for those change pages
8. Delete all other pages from the edition except:
 - a. The back page
 - b. The change pages
 - c. The pairs for the change pages
9. Save the edition

10. Fred will pop up an edition properties box like the one below:

- Date = Publishing date
- Time needs to be set to 2AM
- Edition number needs to be set to 02
- Edition name is identical to the current naming conventions: 01SO1808Mainbody = first edition of the Sowetan for the 18/08; 02SO1808Mainbody = second edition of the Sowetan for the 18/08

11. Make sure all these details are correct then click OK

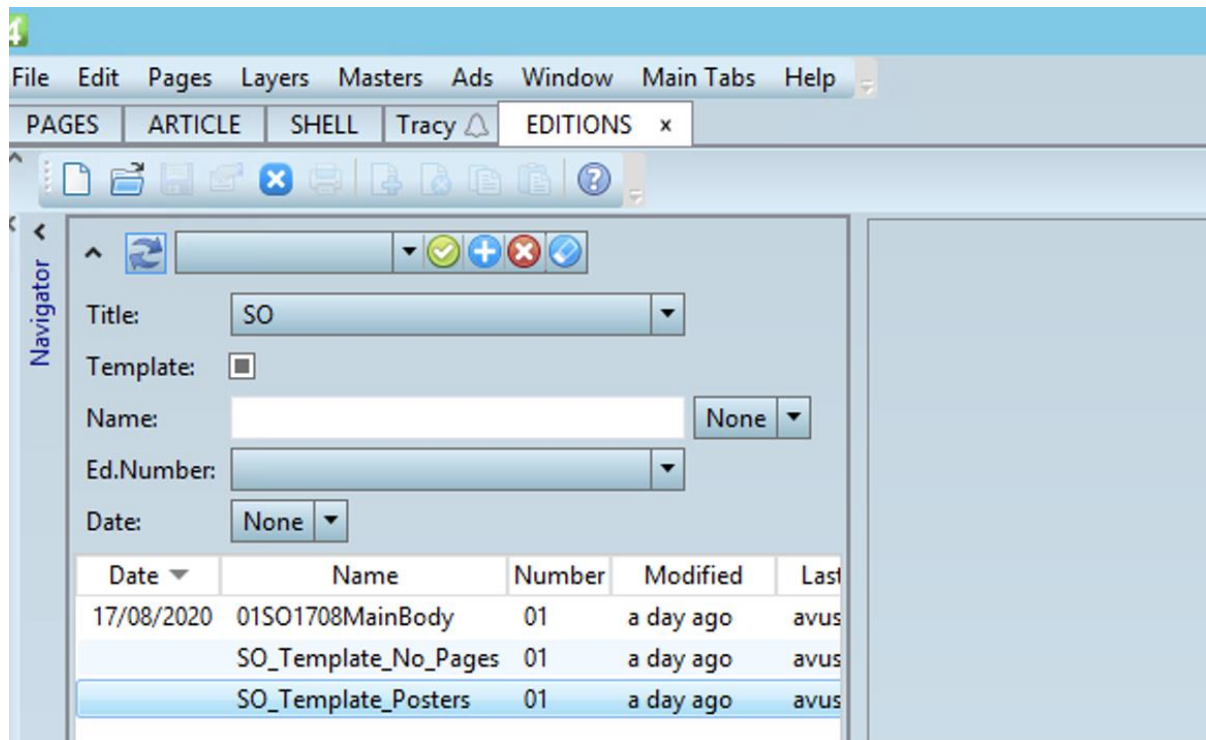
12. Fred4 will then create the edition structure before popping up a box to rename existing articles

Id	Name	Folder	Region	New Name	New Folder	New R...
114...	SOp7leadtoyota	/SO/Produ...	Print	SOp7leadtoyota	/SO/Produ...	Print
114...	Matshepo_1	/SO/Produ...	Print	Matshepo_1	/SO/Produ...	Print
114...	Matshepo2	/SO/Produ...	Print	Matshepo2	/SO/Produ...	Print
114...	Matshepo3	/SO/Produ...	Print	Matshepo3	/SO/Produ...	Print
113...	Horoscope - Q...	/SO/Produ...	Print	Horoscope - Q...	/SO/Produ...	Print
114...	SoWeather202...	/SO/Produ...	Print	SoWeather202...	/SO/Produ...	Print
114...	TV0708	/SO/Produ...	Print	TV0708	/SO/Produ...	Print
114...	Funerals300720	/SO/Produ...	Print	Funerals300720	/SO/Produ...	Print
114...	FOR SEA SO12...	/SO/Produ...	Print	FOR SEA SO12...	/SO/Produ...	Print

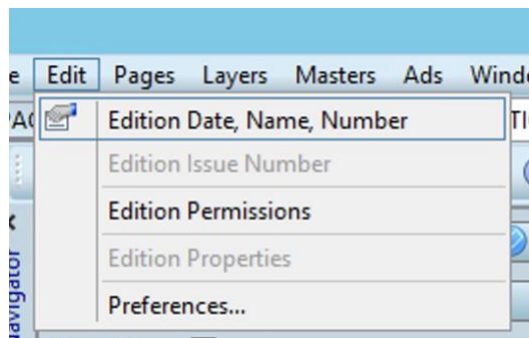
13. I normally just add the affix "2nd" for second edition. Then click "Apply", then click "OK".

POSTERS

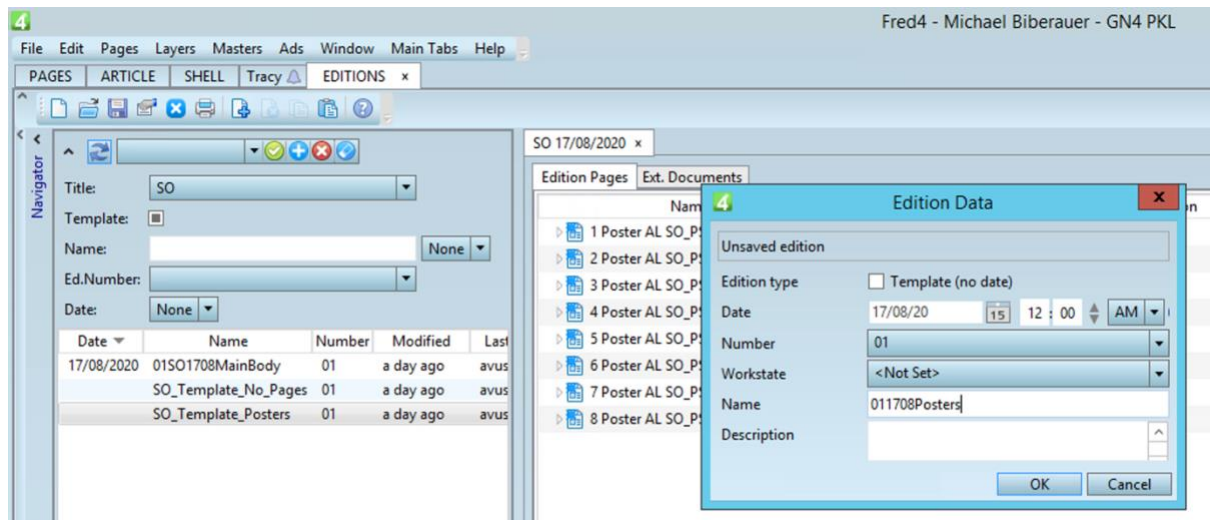
Creating a poster edition is a similar process. Go to the editions main tab and select the poster edition:



Right-click and select "new from". GN4 will now create a new poster edition from the template. Once this is done, it needs to be dated and named correctly. Go to the edit menu and select "Edition day, date and number" from the menu:



Change the parameters on the box that pops up to reflect the correct date (NOTE THE TIME IS SET TO 2am), edition (01) and date (the publication day).



Once the details are correct, click "OK" and save the posters.

PAGE PAIRS

	20 Pages					
Pages	Editorial deadline	Page copy deadline				
1 & 20	20:00:00	18:30:00				
2 & 19	19:20:00	17:50:00				
3 & 18	19:10:00	17:40:00				
4 & 17	18:40:00	17:10:00				
5 & 16	18:30:00	17:00:00				
6 & 15	18:10:00	16:40:00				
7 & 14	17:30:00	16:00:00				
8 & 13	16:45:00	15:15:00				
9 & 12	16:00:00	14:30:00				
10 & 11	14:30:00	13:00:00				
	24 Pages				28 Pages	
Pages	Editorial deadline	Page copy deadline		Page	Editorial deadline	Page copy deadline
1 & 24	20:00:00	18:30:00		1 & 28	20:00:00	18:30:00
2 & 23	19:20:00	17:50:00		2 & 27	19:20:00	17:50:00
3 & 22	19:10:00	17:40:00		3 & 26	19:10:00	17:40:00
4 & 21	18:40:00	17:10:00		4 & 25	18:40:00	17:10:00
5 & 20	18:30:00	17:00:00		5 & 24	18:30:00	17:00:00
6 & 19	18:10:00	16:40:00		6 & 23	18:10:00	16:40:00
7 & 18	17:30:00	16:00:00		7 & 22	17:30:00	16:00:00
8 & 17	16:45:00	15:15:00		8 & 21	16:45:00	15:15:00
9 & 16	16:00:00	14:30:00		9 & 20	16:00:00	14:30:00
10 & 15	14:30:00	13:00:00		10 & 19	14:30:00	13:00:00
11 & 14	14:00:00	12:30:00		11 & 18	14:00:00	12:30:00
12 & 13	13:45:00	12:15:00		12 & 17	13:45:00	12:15:00
				13 & 16	13:30:00	12:00:00
				14 & 15	13:15:00	11:45:00

	32 Pages				36 Pages	
Page	Editorial deadline	Page copy deadline		Page	Editorial deadline	Page copy deadline
1 & 32	20:00:00	18:30:00		1 & 36	20:00:00	18:30:00
2 & 31	19:20:00	17:50:00		2 & 35	19:20:00	17:50:00
3 & 30	19:10:00	17:40:00		3 & 34	19:10:00	17:40:00
4 & 29	18:40:00	17:10:00		4 & 33	18:40:00	17:10:00
5 & 28	18:30:00	17:00:00		5 & 32	18:30:00	17:00:00
6 & 27	18:10:00	16:40:00		6 & 31	18:10:00	16:40:00
7 & 26	17:30:00	16:00:00		7 & 30	17:30:00	16:00:00
8 & 25	16:45:00	15:15:00		8 & 29	16:45:00	15:15:00
9 & 24	16:00:00	14:30:00		9 & 28	16:00:00	14:30:00
10 & 23	14:30:00	13:00:00		10 & 27	14:30:00	13:00:00
11 & 22	14:00:00	12:30:00		11 & 26	14:00:00	12:30:00
12 & 21	13:45:00	12:15:00		12 & 25	13:45:00	12:15:00
13 & 20	13:30:00	12:00:00		13 & 24	13:30:00	12:00:00
14 & 19	13:15:00	11:45:00		14 & 23	13:15:00	11:45:00
15 & 18	13:00:00	11:30:00		15 & 22	13:00:00	11:30:00
16 & 17	12:50:00	11:20:00		16 & 21	12:50:00	11:20:00
				17 & 20	12:40:00	11:10:00
				18 & 19	12:30:00	11:00:00
	40 Pages				44 Pages	
Page	Editorial deadline	Page copy deadline		Page	Editorial deadline	
1 & 40	20:00:00	18:30:00		1 & 44	20:00:00	18:30:00
2 & 29	19:20:00	17:50:00		2 & 43	19:20:00	17:50:00
3 & 28	19:10:00	17:40:00		3 & 42	19:10:00	17:40:00
4 & 37	18:40:00	17:10:00		4 & 41	18:40:00	17:10:00
5 & 36	18:30:00	17:00:00		5 & 40	18:30:00	17:00:00
6 & 35	18:10:00	16:40:00		6 & 39	18:10:00	16:40:00
7 & 34	17:30:00	16:00:00		7 & 38	17:30:00	16:00:00
8 & 33	16:45:00	15:15:00		8 & 37	16:45:00	15:15:00
9 & 32	16:00:00	14:30:00		9 & 36	16:00:00	14:30:00
10 & 31	14:30:00	13:00:00		10 & 35	14:30:00	13:00:00
11 & 30	14:00:00	12:30:00		11 & 34	14:00:00	12:30:00

12 & 29	13:45:00	12:15:00		12 & 33	13:45:00	12:15:00
13 & 28	13:30:00	12:00:00		13 & 32	13:30:00	12:00:00
14 & 27	13:15:00	11:45:00		14 & 31	13:15:00	11:45:00
15 & 26	13:00:00	11:30:00		15 & 30	13:00:00	11:30:00
16 & 25	12:50:00	11:20:00		16 & 29	12:50:00	11:20:00
17 & 24	12:40:00	11:10:00		17 & 28	12:40:00	11:10:00
18 & 23	12:30:00	11:00:00		18 & 27	12:30:00	11:00:00
19 & 22	12:15:00	10:45:00		19 & 26	12:15:00	10:45:00
20 & 21	12:00:00	10:30:00		20 & 25	12:00:00	10:30:00
				21 & 24	11:45:00	10:15:00
				22 & 23	11:30:00	10:00:00
	48 Pages				52 Pages	
Page	Editorial deadline	Page copy deadline		Page	Editorial deadline	Page copy deadline
1 & 48	20:00:00	18:30:00		1 & 52	20:00:00	18:30:00
2 & 47	19:20:00	17:50:00		2 & 51	19:20:00	17:50:00
3 & 46	19:10:00	17:40:00		3 & 50	19:10:00	17:40:00
4 & 45	18:40:00	17:10:00		4 & 49	18:40:00	17:10:00
5 & 44	18:30:00	17:00:00		5 & 48	18:30:00	17:00:00
6 & 43	18:10:00	16:40:00		6 & 47	18:10:00	16:40:00
7 & 42	17:30:00	16:00:00		7 & 46	17:30:00	16:00:00
8 & 41	16:45:00	15:15:00		8 & 45	16:45:00	15:15:00
9 & 40	16:00:00	14:30:00		9 & 44	16:00:00	14:30:00
10 & 39	14:30:00	13:00:00		10 & 43	14:30:00	13:00:00
11 & 38	14:00:00	12:30:00		11 & 42	14:00:00	12:30:00
12 & 37	13:45:00	12:15:00		12 & 41	13:45:00	12:15:00
13 & 36	13:30:00	12:00:00		13 & 40	13:30:00	12:00:00
14 & 35	13:15:00	11:45:00		14 & 39	13:15:00	11:45:00
15 & 34	13:00:00	11:30:00		15 & 38	13:00:00	11:30:00
16 & 33	12:50:00	11:20:00		16 & 37	12:50:00	11:20:00
17 & 32	12:40:00	11:10:00		17 & 36	12:40:00	11:10:00
18 & 31	12:30:00	11:00:00		18 & 35	12:30:00	11:00:00
19 & 30	12:15:00	10:45:00		19 & 34	12:15:00	10:45:00
20 & 29	12:00:00	10:30:00		20 & 33	12:00:00	10:30:00
21 & 28	11:45:00	10:15:00		21 & 32	11:45:00	10:15:00
22 & 27	11:30:00	10:00:00		22 & 31	11:30:00	10:00:00
23 & 26	11:15:00	09:45:00		23 & 30	11:15:00	09:45:00
24 & 25	11:00:00	09:30:00		24 & 29	11:00:00	09:30:00
				25 & 28	10:45:00	09:15:00
				26 & 27	10:30:00	09:00:00

