

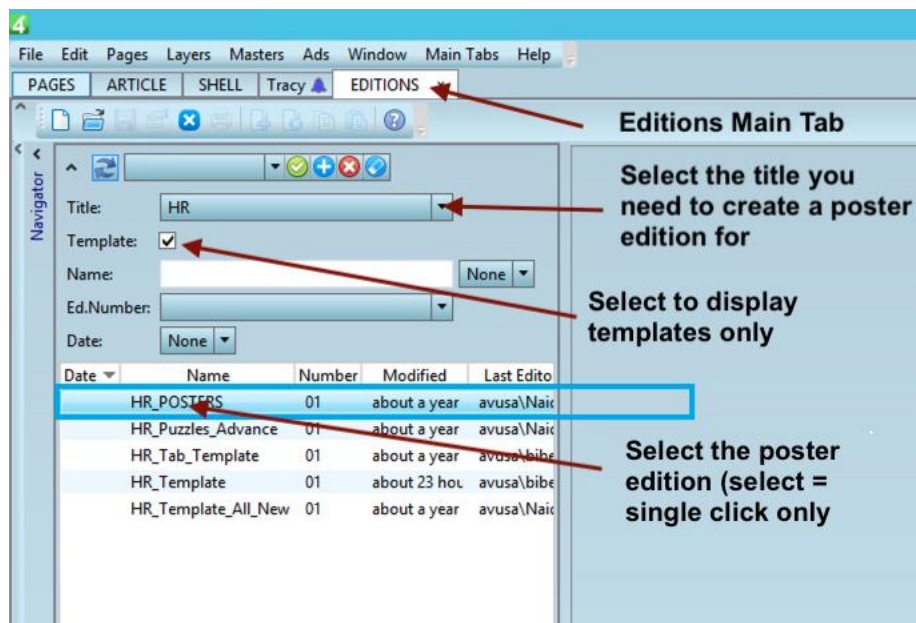
HOW TO: CREATE A POSTER EDITION

MAKING THE POSTER EDITION

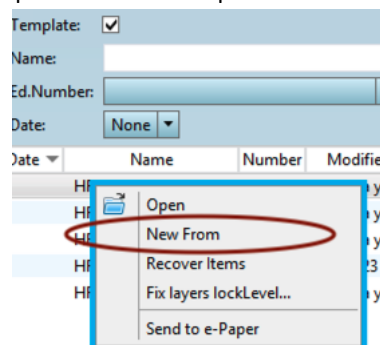
The poster edition for Arena titles is not created automatically – no ads = no edition. So you will need to create a poster edition manually. The process is quick and simple.

STEPS

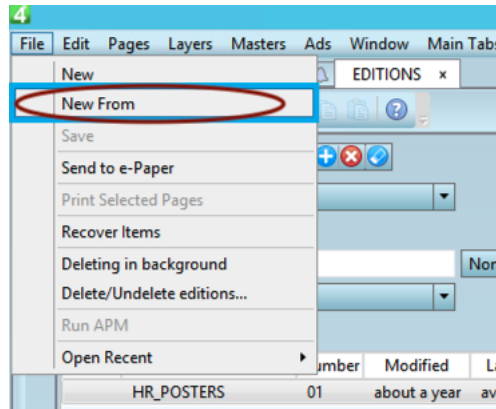
- 1) Open the edition manager main tab.
- 2) Select the title for which you wish to make a poster edition. In the example, I am working on the HR (Herald) title.



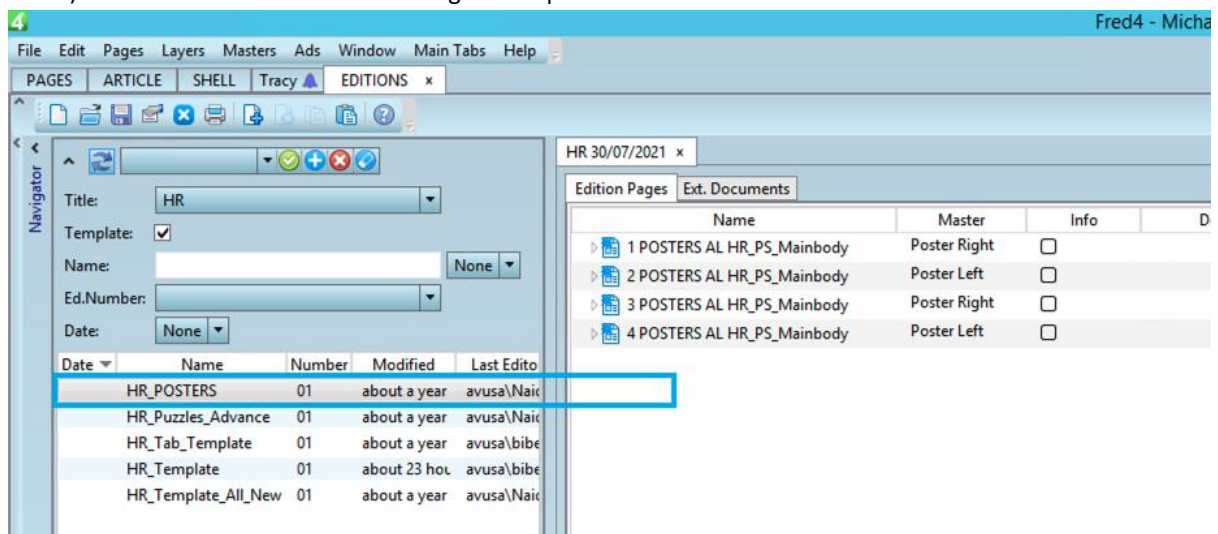
- 3) You can now either right-click the poster edition template.



Or select “New from” in the File menu.

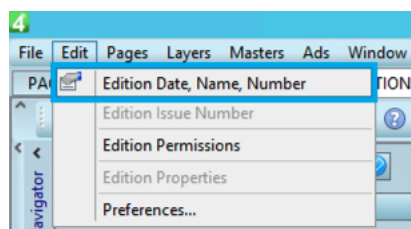


4) This will create a standard-configuration poster edition.



5) All that is left now is to give it a name and a date.

6) From the Edit menu, select Edition Date, Name , Number.



- 7) Select the correct date (usually the next day for the dailies – which is the default) and name the poster. The naming convention is 01XXDDMMPosters where:
- 01 – is the edition number (usually 01 for posters)
 - XX – is the two letter title abbreviation
 - DDMM – is the four digit date code DDMM – so 1 August would be 0108
 - Posters – a human friendly word – makes it easier to spot the posters among a dozen editions

4 Edition Data

Unsaved edition

Edition type ☐ Template (no date)

Date 01/08/21 12 : 00 AM

Number 01

Workstate <Not Set>

Name 01PO0108Posters

Description Herald Posterss 0108

OK Cancel

- 8) Save the poster edition by hitting Ctrl + S, the disc icon on the toolbar or going to the File menu and choosing the save option. GN will pop the edition details again – check them and make sure that they are right. When you are satisfied, click OK

That's the posters!