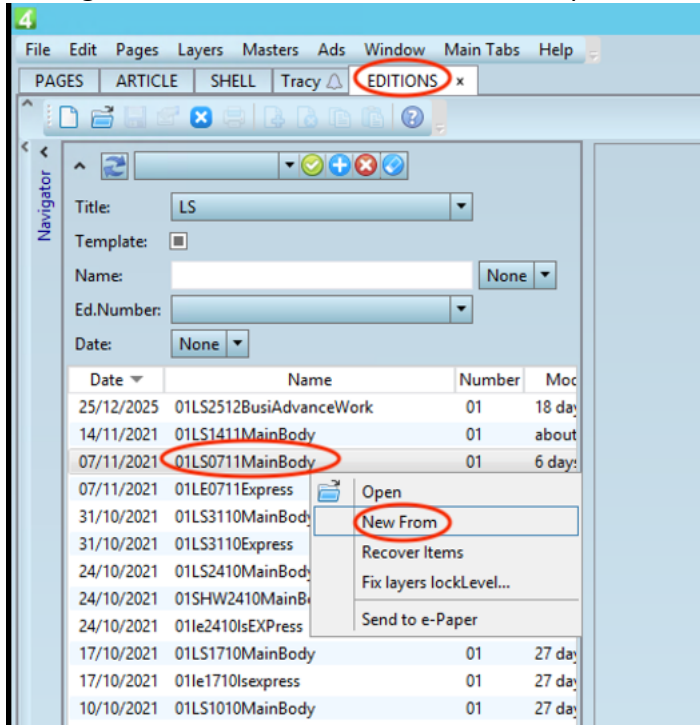


How to create LS Express edition

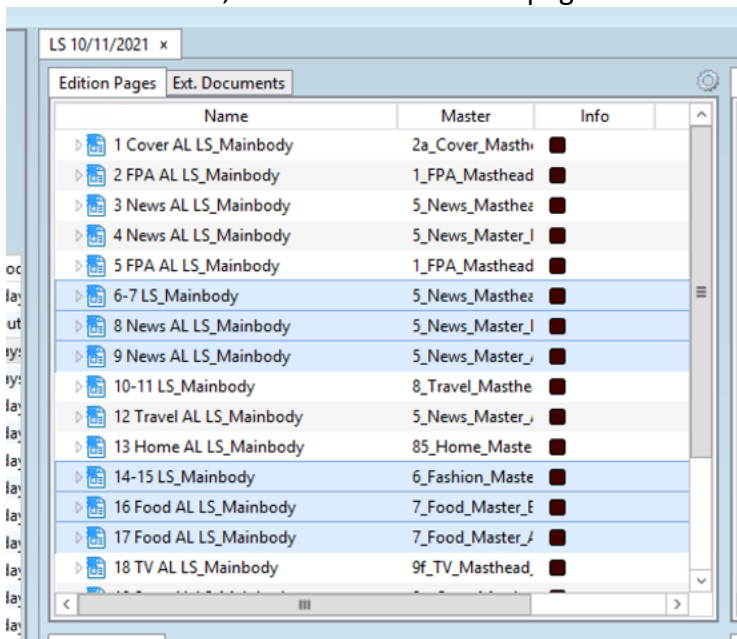
Creating the final LS express edition is similar to the process followed in GN3.

- 1) Open the Editions tab from the Main Tabs menu, select the edition you wish to copy and right-click it. Choose the “New From” option.



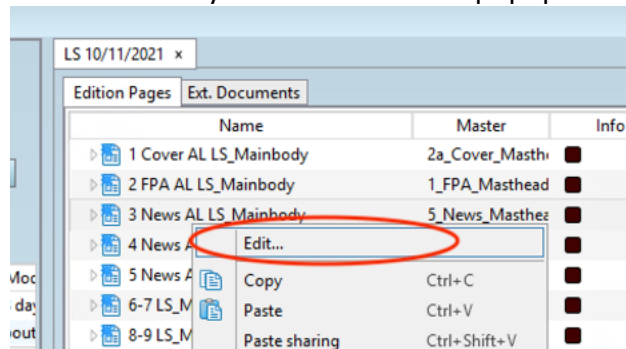
- 2) This will create a new edition from the first edition. We now need to delete the extra pages and renumber the pages to achieve a 12-page Express edition. Start by deleting the pages that will not be part of express edition.

- 3) So in this edition, I have selected all the pages that I want to delete (Ctrl + left click)

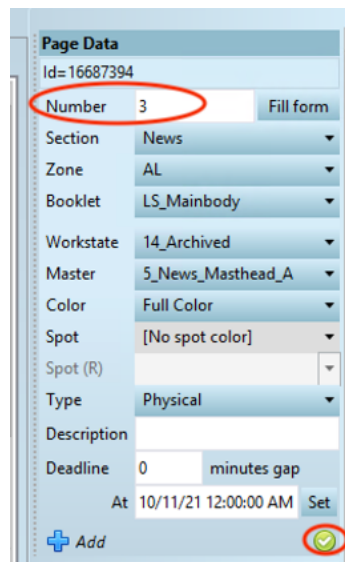


To delete these pages either hit the delete button and confirm deletion, or right-click any one of the selected pages and select the delete option and confirm.

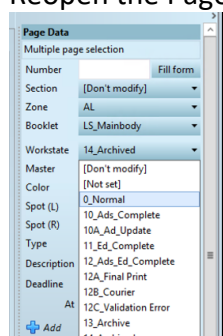
- 4) Renumber the pages as required. To renumber a page, select the page and then right-click and select the edit entry from the resultant popup.



- 5) Renumber the pages as required using Page Data panel that pops up. Change the page number as required and click on the green check mark at the bottom of the screen.



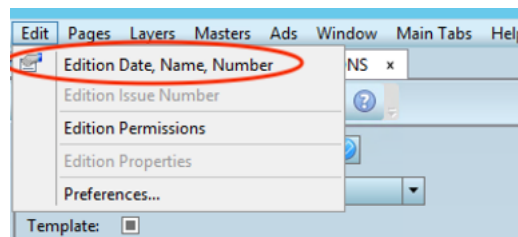
- 6) Once all the pages have been renumbered, we will need to change the workstate of the pages and the booklet which they are associated with.
 - a. Select all the pages in the Express edition
 - b. Reopen the Page Details panel (if you have closed it...)



- c. and change the workstate to "Normal"
- d. Change the section to "LS_Express"

- e.
- f. Hit the green check mark.

7) Click on the edit menu and select Edition Date, Name and Number

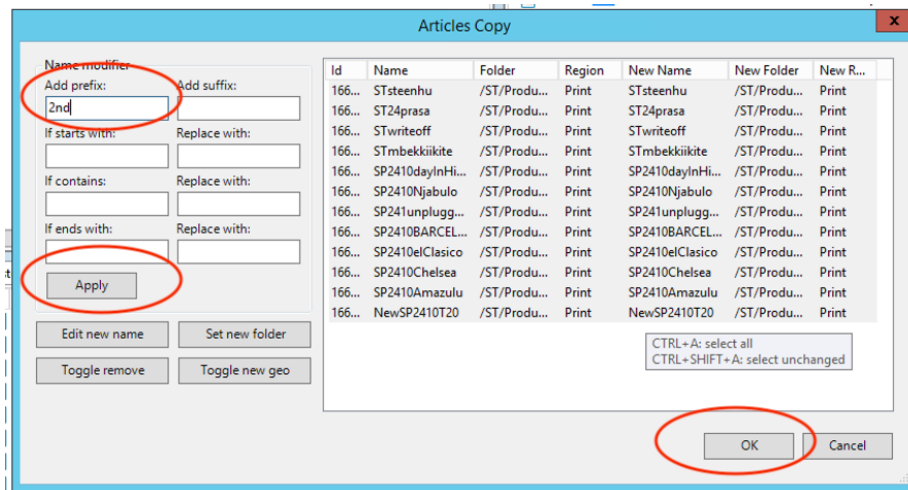


8) Check the date is correct and give the edition a name (remember to delete the hyphen which is present in the Name field by default before entering 01LEDDMMLifeStyleExpress). Click OK

9) Click the save icon (or hit Ctrl +S or go to file→ save)

10) GN will show you the edition summary fields again – check them, if you are happy hit the save. Button.

- 11) GN will then ask you what it should rename the articles already attached to those pages – I usually just put the prefix “2nd” onto the articles – then click “Apply”, then click “OK”



JOB DONE!