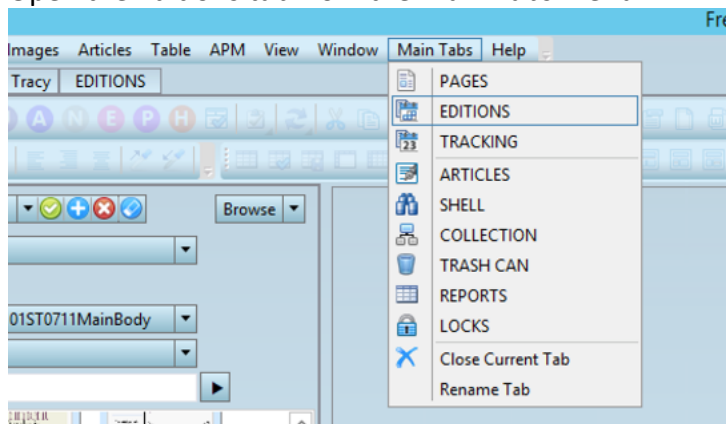


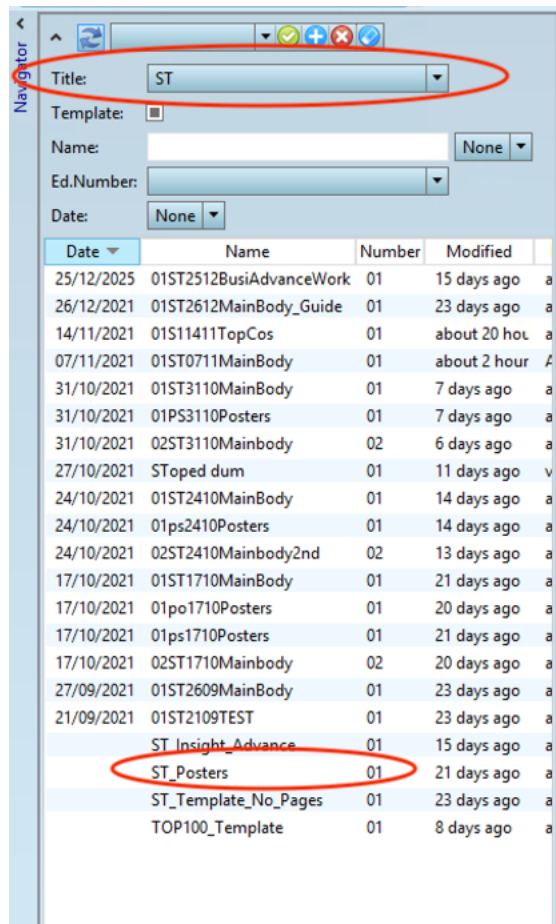
How to create a poster edition

Creating the poster edition is similar to creating the poster edition in GN3

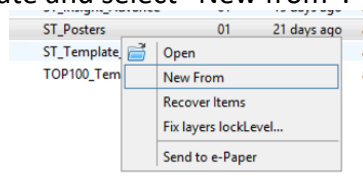
- 1) Open the Editions tab from the Main Tabs menu



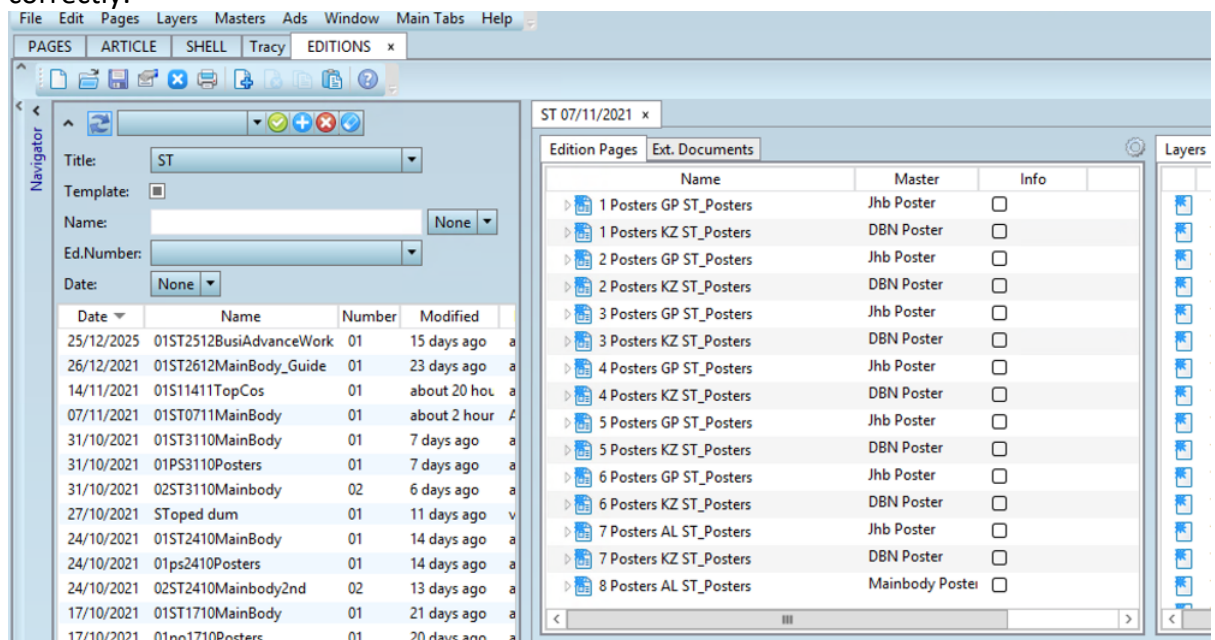
- 2) Make sure that ST is selected as the title and locate the Poster template



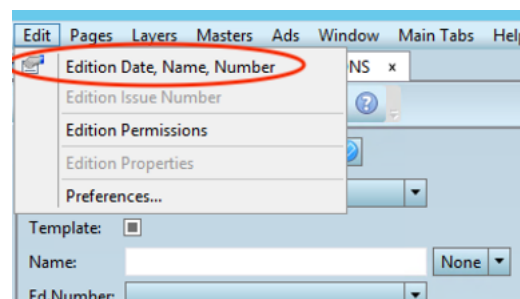
- 3) Right-click the poster template and select "New from":



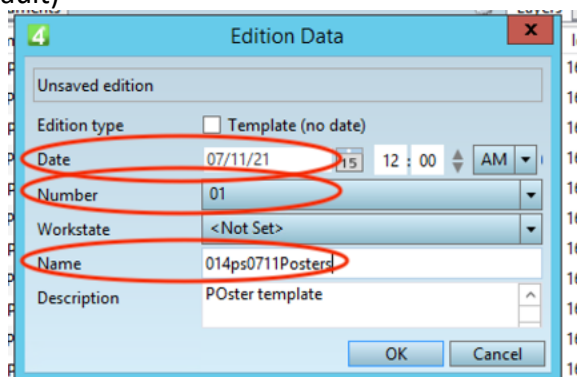
- 4) This will create a new edition from the template. All that's still left to do is name it correctly.



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



- 6) Fill in the three required fields (Make sure you delete the hyphen that appears in the "Name" field by default)



- 7) Click the save icon (or hit Ctrl +S or go to file→ save)
- 8) GN will show you the edition summary fields again – check them, if you are happy hit the save. Button.

JOB DONE!