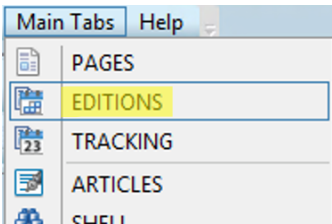


Editions

Editions forms part of Fred4 as a Main Tab (accessed under Main Tabs on the main toolbar).

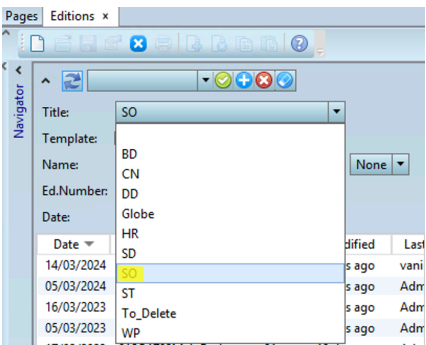


To access Editions, click on Main Tabs: Editions.

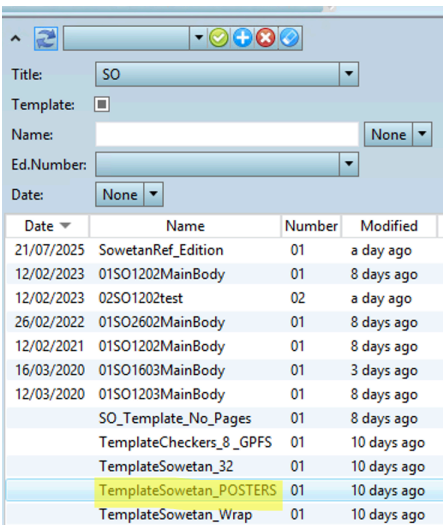


When creating an edition

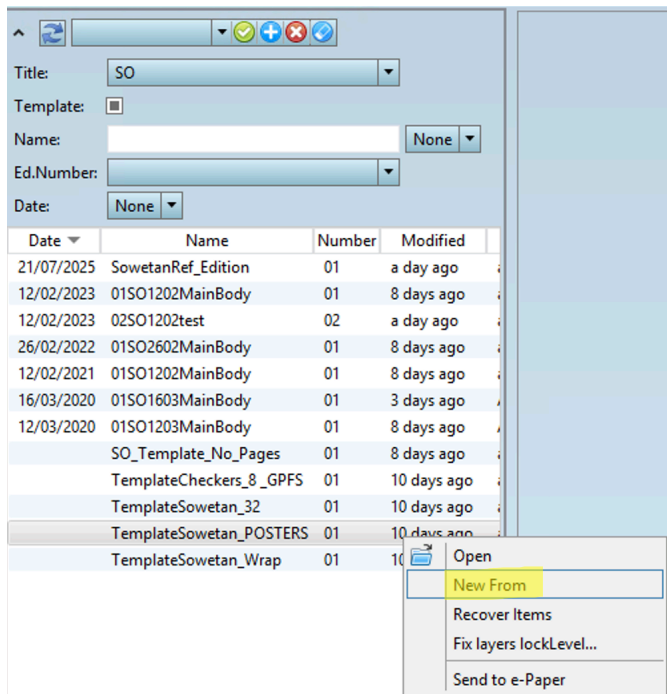
Choose the correct title!



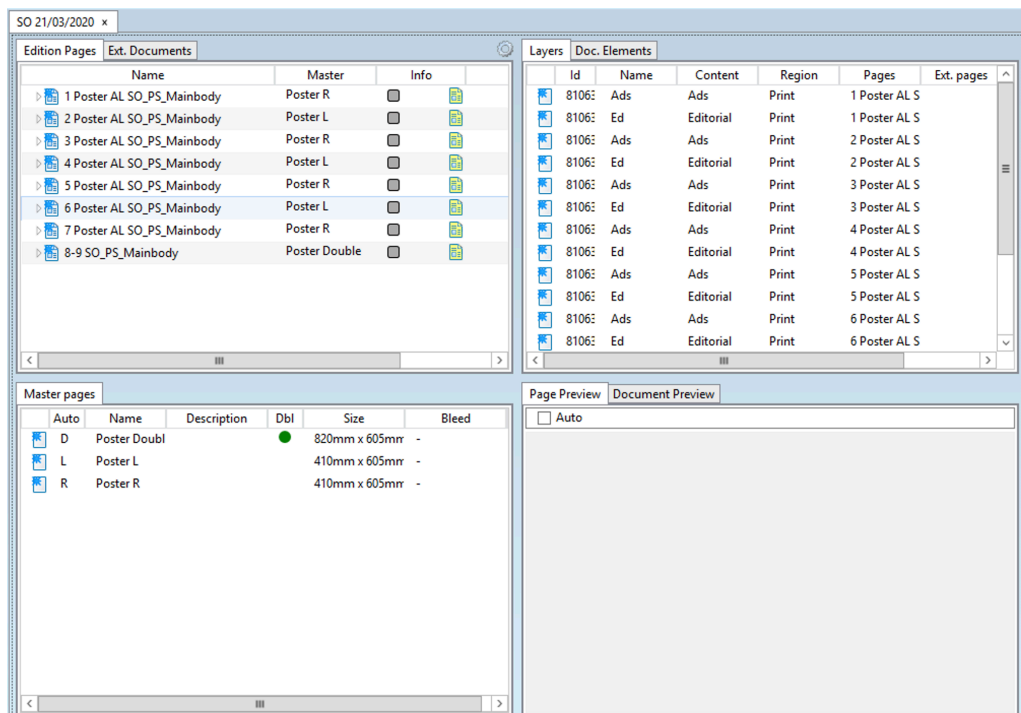
Highlight the edition from which you want to create, eg Posters.



Click on the right-mouse button and choose New From.

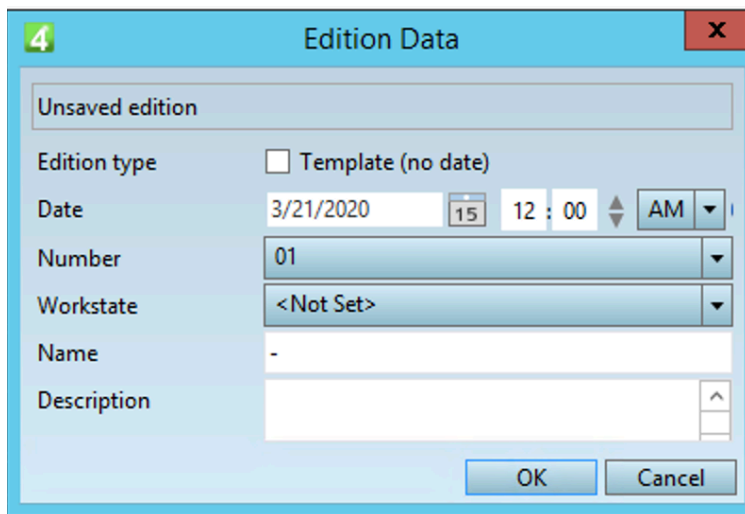


On the right-hand side of your screen, the following will appear.



The next step is save your edition. You can use File / Save, the Save icon or Ctrl+S.

The following pop up will appear.



4 Edition Data

Unsaved edition

Edition type ☐ Template (no date)

Date 3/21/2020 12 : 00 AM

Number 01

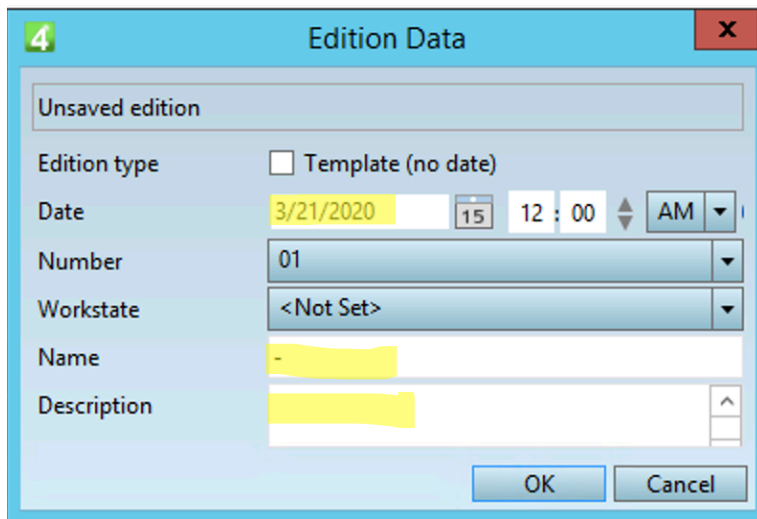
Workstate <Not Set>

Name -

Description

OK Cancel

The highlighted sections need to be filled in correctly.



4 Edition Data

Unsaved edition

Edition type ☐ Template (no date)

Date 3/21/2020 12 : 00 AM

Number 01

Workstate <Not Set>

Name -

Description

OK Cancel

Date

Correct naming, eg **01PO2103Posters**

Description, eg special Bok posters

Check your changes.

4 Edition Data ✕

Unsaved edition

Edition type ☐ Template (no date)

Date 3/21/2020 15 12 : 00 AM

Number 01

Workstate <Not Set>

Name 01PO2103Posters

Description SO street posters

OK Cancel

Click OK.

Close the edition by clicking on the X.

SO 21/03/2020 ✕

Edition Pages Ext. Documents