

HOW TO: SUNDAY TIMES – THE ZIMBABWE EDITION

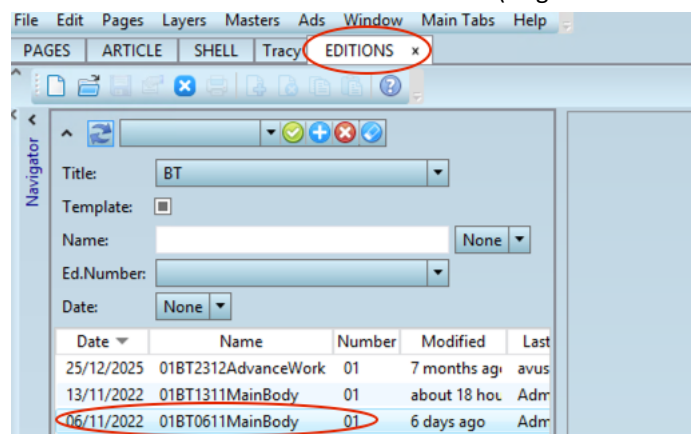
The Zimbabwe edition is a 32-page edition:

- 2 pages are bespoke Zimbabwe content (usually pages 1 & 2)
- 18 pages are shared from ST Mainbody first edition
- 12 pages are taken from BT – the first 5 or 6 news pages and all the jobs classifieds (usually 6 or 7 pages)

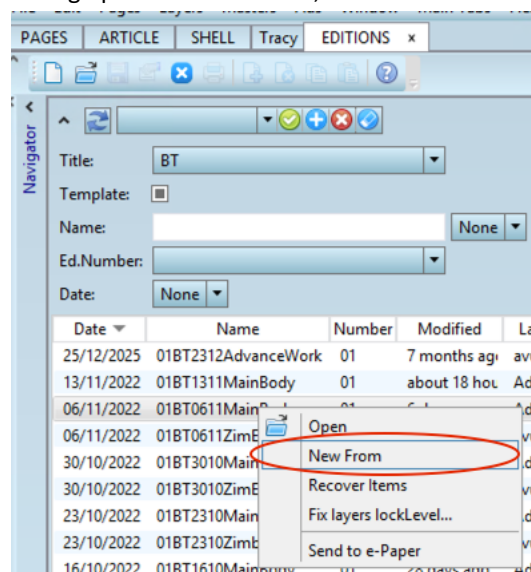
TASKS TO BE COMPLETED ON FRIDAY AFTER BT SENT TO PRESS

Once all pages of BT have been sent to press, we need to create the Zimbabwe version of BT. This edition totals 12 pages. The larger the edition of Business Times (SA edition), the larger the number of pages that will need to be cut from the SA edition. The example below is worked on a 20-page SA edition.

1. Open the editions Main Tab and select the correct edition of BT (single left-click on the edition)



2. Right click on the edition to bring up the context menu, and left click on the “New From” option



3. Multiselect all the pages that are **not** included in the Zimbabwe version of BT.

BT 12/11/2022 x

Edition Pages Ext. Documents

Name	Master	Info
1 Page1 AL BT_Mainbody	2A_Page1_Masth	■
2 Page2 AL BT_Mainbody	2B_Page2_Masth	■
3 Bigread AL BT_Mainbody	3B_Bigread_Mast	■
4 News AL BT_Mainbody	3C_Companies_I	■
5 News AL BT_Mainbody	3_News_Master_I	■
6 News AL BT_Mainbody	4_Opinion_Mast	■
7 News AL BT_Mainbody	3_News_Master_I	■
8 Tenders AL BT_Mainbody	1D_Tenders_Mas	■
9 Tenders AL BT_Mainbody	1D_Tenders_Mas	■
10 Markets AL BT_Mainbody	6_Markets_Masth	■
11 Careers AL BT_Mainbody	1A_Careers_Mast	■
12 Careers AL BT_Mainbody	8a_People_Maste	■
13 Careers AL BT_Mainbody	1A_Careers_Mast	■
14 Careers AL BT_Mainbody	1A_Careers_Mast	■
15 Careers AL BT_Mainbody	1A_Careers_Mast	■
16 Careers AL BT_Mainbody	1A_Careers_Mast	■
17 Trusts AL BT_Mainbody	6_Trusts_Masthe	■
18 Puzzles AL BT_Mainbody	7_Puzzles_Mastei	■
19 Puzzles AL BT_Mainbody	7_Puzzles_Mastei	■
20 Auctions AL BT_Mainbody	5_Auctions_Mast	■

4. Right click and then select the delete option from the context menu

None

Number	Modified	Last
01	7 months ago	avus
01	about 18 hou	Adrr
01	6 days ago	Adrr
01	6 days ago	avus
01	13 days ago	Adrr
01	13 days ago	avus
01	20 days ago	Adrr
01	20 days ago	avus
01	28 days ago	Adrr
01	23 days ago	avus
01	about a mon	Adrr
01	about a mon	Adrr
01	about a year	avus

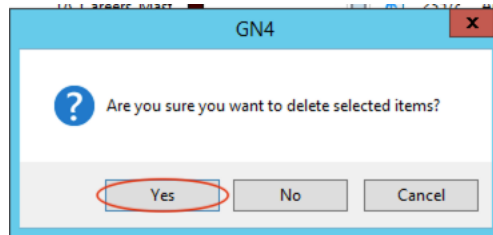
Edition Pages Ext. Documents

Name	Master	Info
1 Page1 AL BT_Mainbody	2A_Page1_Masth	■
2 Page2 AL BT_Mainbody	2B_Page2_Masth	■
3 Bigread AL BT_Mainbody	3B_Bigread_Mast	■
4 News AL BT_Mainbody	3C_Companies_I	■
5 News AL BT_Mainbody	3_News_Master_I	■
6 News AL BT_Mainbody	4_Opinion_Mast	■
7 News AL BT_Mainbody	3_News_Master_I	■
8 Tenders AL BT_Mainbody	1D_Tenders_Mas	■
9 Tenders AL BT_Mainbody	1D_Tenders_Mas	■
10 Markets AL BT_Mainbody	6_Markets_Masth	■
11 Careers AL BT_Mainbody	1A_Careers_Mast	■
12 Careers AL BT_Mainbody	8a_People_Maste	■
13 Careers AL BT_Mainbody	1A_Careers_Mast	■
14 Careers AL BT_Mainbody	1A_Careers_Mast	■
15 Careers AL BT_Mainbody	1A_Careers_Mast	■
16 Careers AL BT_Mainbody	1A_Careers_Mast	■
17 Trusts AL BT_Mainbody	6_Trusts_Masthe	■
18 Puzzles AL BT_Mainbody	7_Puzzles_Mastei	■
19 Puzzles AL BT_Mainbody	7_Puzzles_Mastei	■
20 Auctions AL BT_Mainbody	5_Auctions_Mast	■

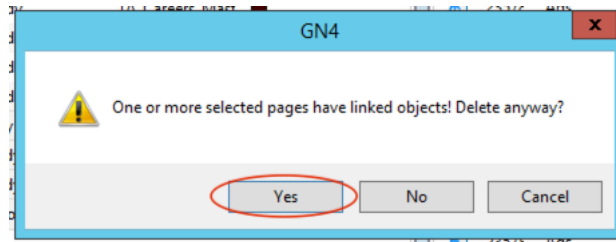
Edit...
Copy Ctrl+C
Paste Ctrl+V
Paste sharing Ctrl+Shift+V
Delete Delete
Check Out Selected
Check In Selected
More Check Out/In
Save Ctrl+S

Dbl Size Bleed

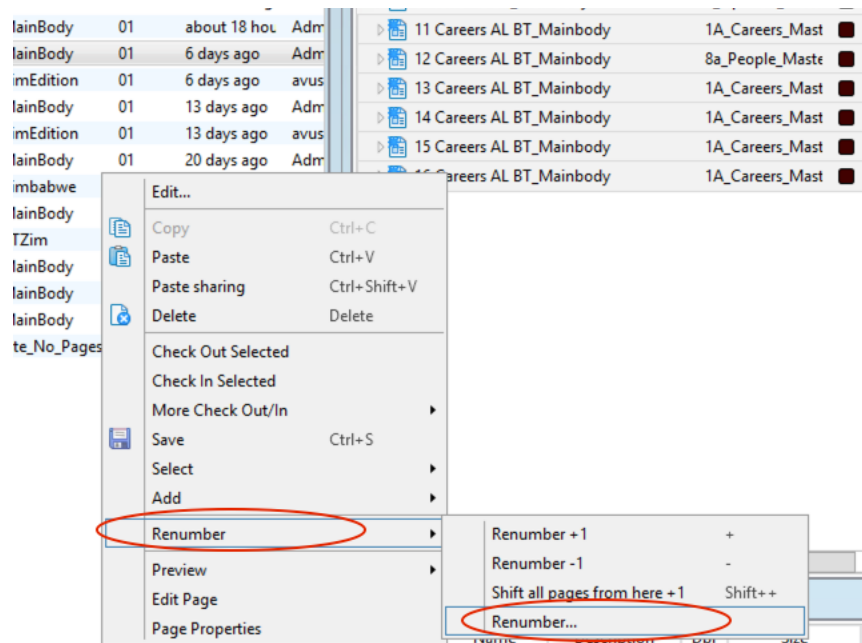
5. GN4 will ask for you to confirm the pages to be deleted. Left click “Yes”



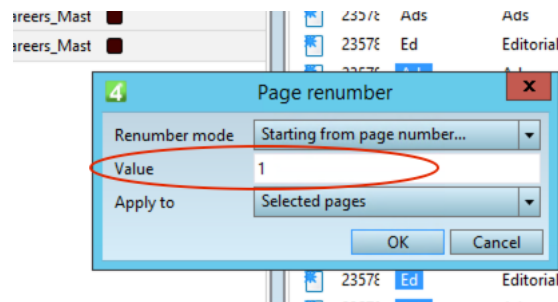
6. As the GN4 system is content aware, it will warn you that there are articles, pictures and advertisements on the pages you are about to delete. Click “Yes”



7. Having removed these pages, you will have 13 pages left – meaning another one needs to be removed. Remove page 7 of news to make the 12 count
8. The back section of Zim BT now needs to be renumbered so that the numbers run contiguously. Multiiselect the Careers section (left click 11, shift+left click 16). Then right click to bring up the context menu and navigate to the ‘Renumber’ entry. Select (single left click) the “Renumber...” option from the submenu



- On the resultant pop-up box, change the value field to “7” and then left click OK



- You should now have a contiguously numbered 12-page BT.

BT 12/11/2022 x			
Edition Pages		Ext. Documents	
Name	Master	Info	
1 Page1 AL BT_Mainbody	2A_Page1_Masthead_A		
2 Page2 AL BT_Mainbody	2B_Page2_Masthead_B		
3 Bigread AL BT_Mainbody	3B_Bigread_Masthead_A		
4 News AL BT_Mainbody	3C_Companies_Master_B		
5 News AL BT_Mainbody	3_News_Master_C		
6 News AL BT_Mainbody	4_Opinion_Master_B		
7 Careers AL BT_Mainbody	1A_Careers_Masthead_A		
8 Careers AL BT_Mainbody	8a_People_Master_B		
9 Careers AL BT_Mainbody	1A_Careers_Master_A		
10 Careers AL BT_Mainbody	1A_Careers_Master_B		
11 Careers AL BT_Mainbody	1A_Careers_Master_A		
12 Careers AL BT_Mainbody	1A_Careers_Master_B		

NOTE: On this edition, the left/right pages have remained in their correct disposition. This is, however, NOT a given. Please ensure that all right-hand pages have a “Master A” master

BT 12/11/2022 x			
Edition Pages		Ext. Documents	
Name	Master	Info	
1 Page1 AL BT_Mainbody	2A_Page1_Masthead_A		
2 Page2 AL BT_Mainbody	2B_Page2_Masthead_B		
3 Bigread AL BT_Mainbody	3B_Bigread_Masthead_A		
4 News AL BT_Mainbody	3C_Companies_Master_B		
	3_News_Master_C		
	4_Opinion_Master_B		
	1A_Careers_Masthead_A		
8 Careers AL BT_Mainbody	8a_People_Master_B		
	1A_Careers_Master_A		
	1A_Careers_Master_B		
	1A_Careers_Master_A		
12 Careers AL BT_Mainbody	1A_Careers_Master_B		

Right-hand pages must use masthead/master_A master pages

All left-hand pages must use a masthead/master_B master page

NOTE: If the master disposition is wrong, then you will need to change the master from a left-hand mast to a right-hand master or vice-versa. This can be done using the “Page `data” pallet

Page Data
Multiple page selection

Number Fill form

Section

Zone

Booklet

Workstate

Master

Color

Spot

Spot (R)

Type

Description

Deadline 0 minutes gap

At 12/11/22 12:00:00 AM Set

+ Add

You have now completed the page selection component of creating the Zimbabwe BT. **BEFORE** you save BT, however, you will need to prepare the pages for distribution to our Zimbabwe print site

1. Select **all** pages in the Zimbabwe edition (Ctrl + A)

Page Data
Multiple page selection

Number Fill form

Section

Zone

Booklet

Workstate

Master

Color

Spot

Spot (R)

Type

Description

Deadline 0 minutes gap

At 12/11/22 12:00:00 AM Set

+ Add

2. You will need to change both the Booklet and Workstate of all pages. The booklet needs to be “BT_Zimbabwe” and the workstate “9_Ed_Softproof”. Once you have changed these fields, you need to click the green check mark at the bottom of the page data palette

Page Data
Multiple page selection

Number Fill form

Section

Zone

Booklet

Workstate

Master

Color

Spot

Spot (R)

Type

Description

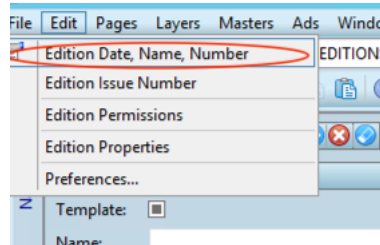
Deadline 0 minutes gap

At 06/11/22 12:00:00 AM Set

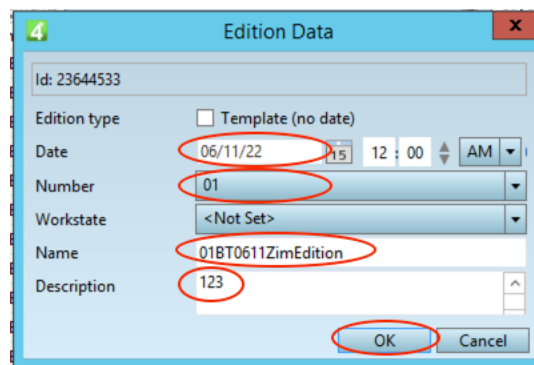
+ Add

You have now completed the page selection component of creating the Zimbabwe BT. BEFORE you save BT, however, you will need to prepare the pages for distribution to our Zimbabwe print site.

The final step in creating the Zimbabwe edition is naming and saving the edition. From the Edit menu, select the Edition Date, Name, Number



Ensure that the date is set to the actual publication date of the BT, the edition number is 01 and that the name of the product is 01BTDDMMZimEdition, where DDMM are the day and month of publication. It can be useful to enter a description too, as it is an easy way of keeping tabs on the number of revisions to the actual edition.



That concludes work on the edition structure.

THINGS TO FIX IN THE EDITION

You will need to go through the pages of the BT edition to fix several things.

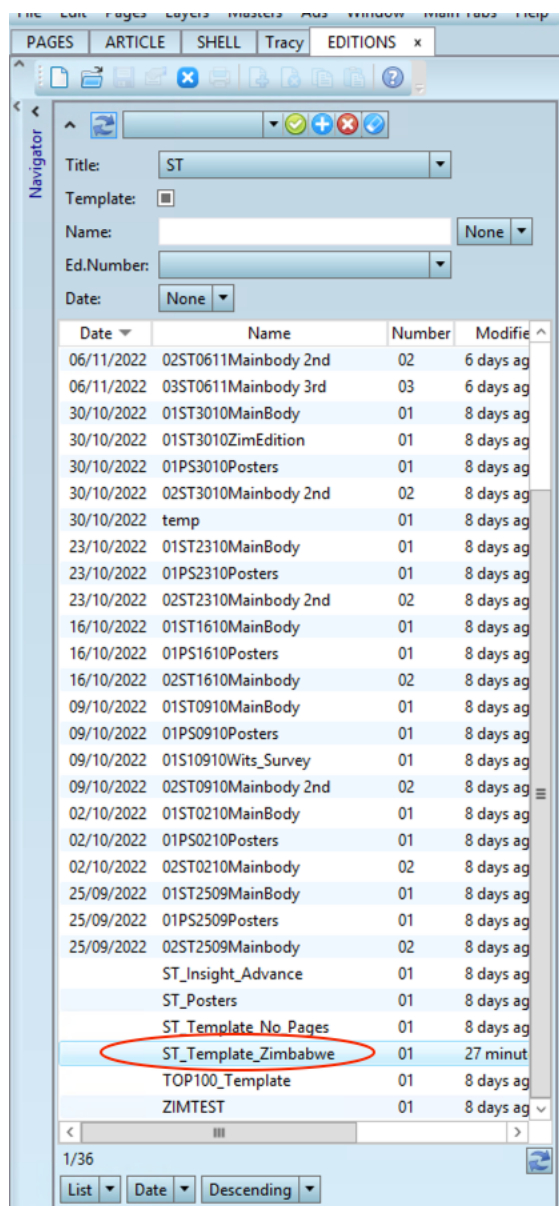
- 1) The puffs on page 1 could refer to pages that no longer exist in the Zimbabwe edition – these puffs will need to be replaced with puffs that relate to the Zimbabwe edition
- 2) Also note, if news pages have been dropped, then the page references can be incorrect, even if the article itself is in the Zimbabwe edition
- 3) Scan all articles for cross refs to other articles in the paper. Remove or update these cross refs as required
- 4) Remove the Samurai Sudoku solution from the front page of the careers advertising and replace it with a BT promo block

SUNDAY TIMES EDITION

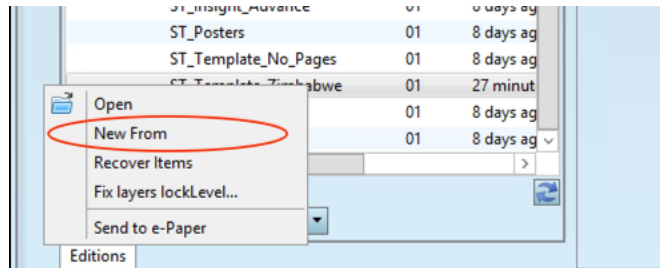
Mr Msomi, Mr Siluma and Mr Olifant will select the pages to be included in the Zimbabwe edition of the Sunday Times. Traditionally, South Africa-based advertising is removed from the Zimbabwe paper. The total number of pages in the Zimbabwe edition of Sunday Times is 20.

CREATING THE ZIMBABWE EDITION

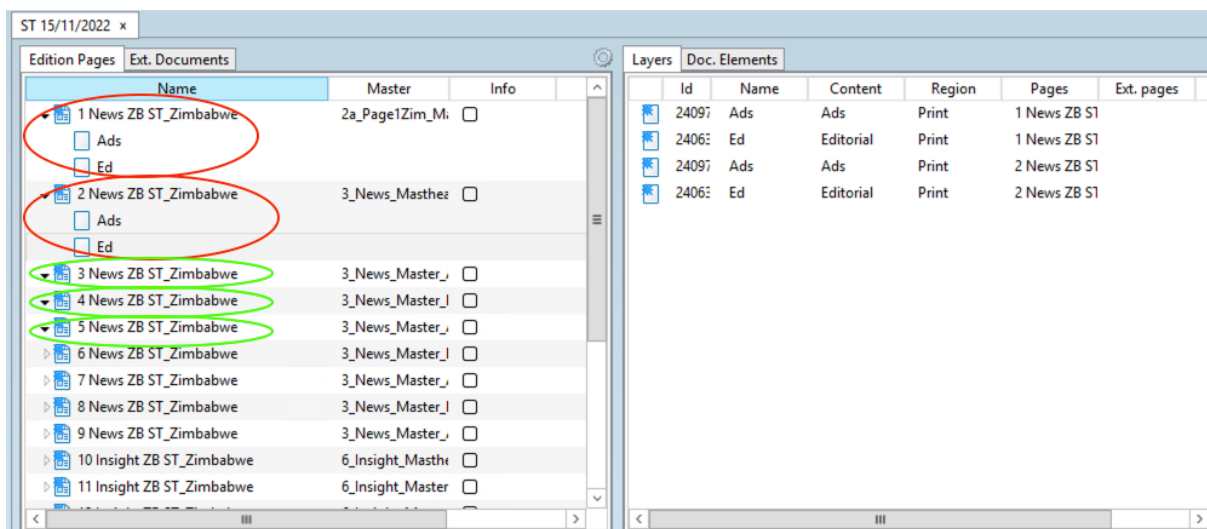
Locate the ST_Template_Zimbabwe edition template in the Editions main tab.



1. Right click the edition template and select the “New from’ option.

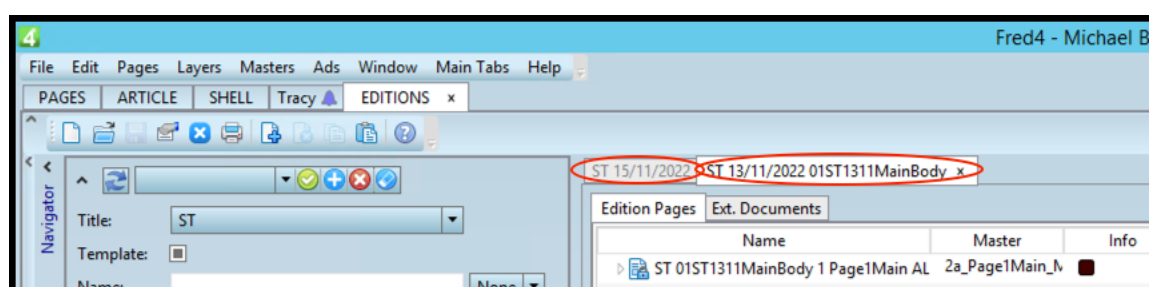


This will create a 20-page edition shell. Note, **only** pages 1 and 2 will contain editorial layers. The advertising layers for these pages will be shared later if required. The editorial and advertising layers of these pages then need to be copied onto the page placeholders in the Zimbabwe edition.

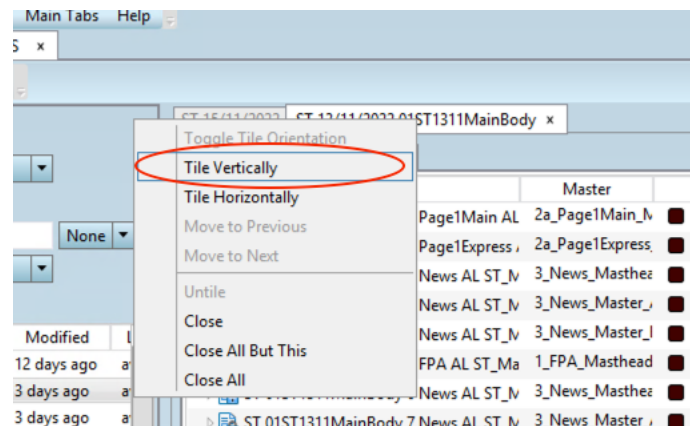


Note that only pages one and two will have an editorial and advertising layer. The remaining pages will simply show the page objects without any layers. This is because these layers need to be shared from the ST Mainbody edition.

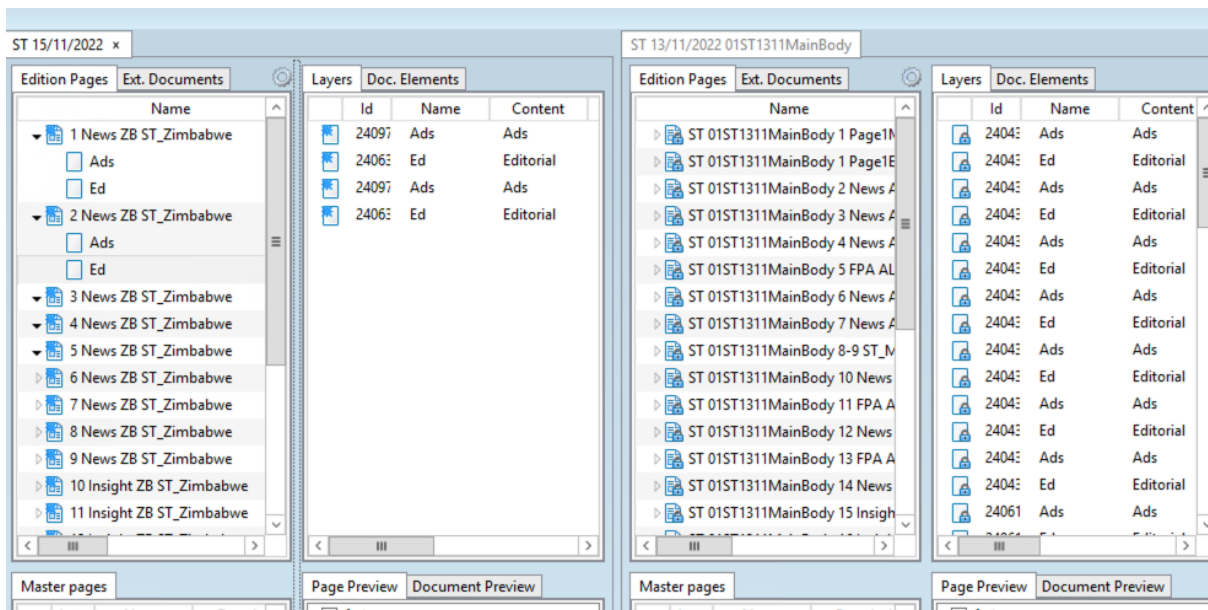
2. Sharing layers is simple, if tedious
3. Open the Mainbody edition of the live edition of the Sunday Times
4. You will then see two tabs at the top of the Editions main tab



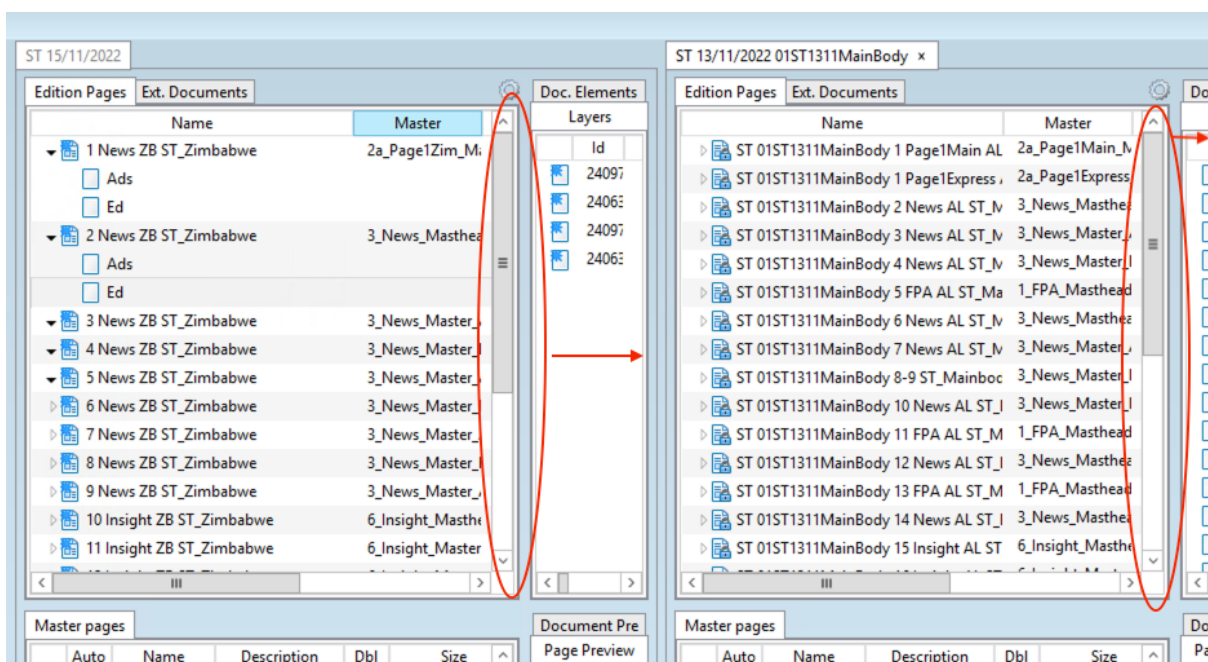
5. Right-click on one of these tabs and choose the “Tile Vertically” option



6. You should now see both editions side by side – the Mainbody edition and the Zimbabwe edition.



7. Adjust both windows until the pages of each edition and their layers are clearly visible

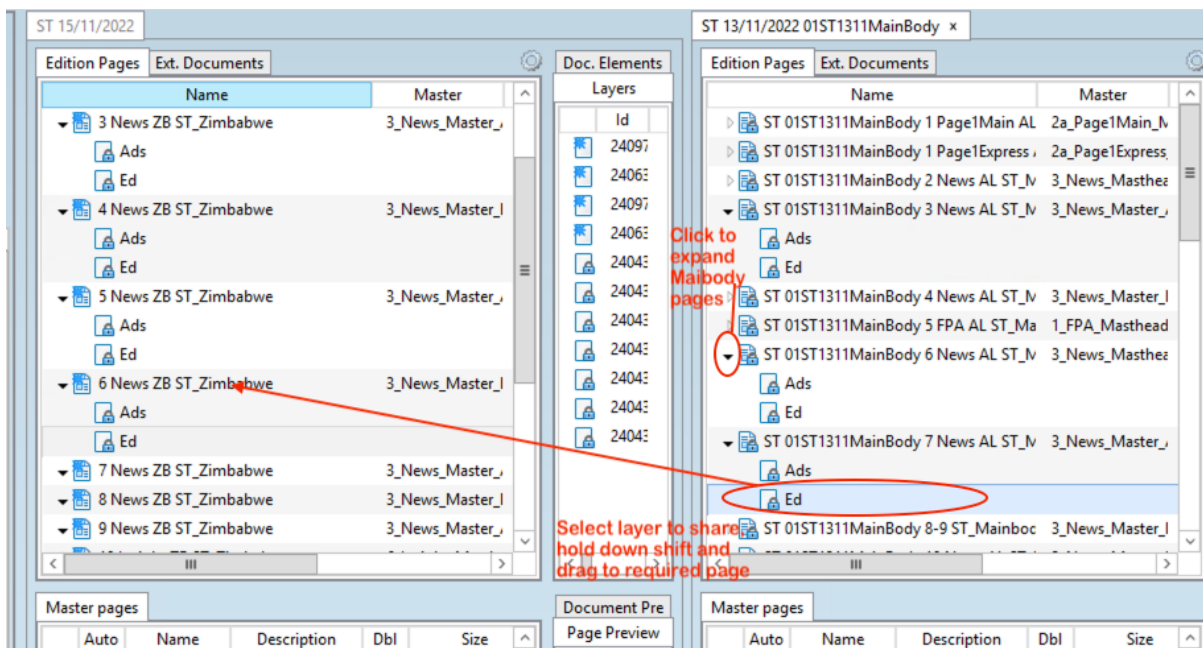


8. Take the page list that you got from Mzi Oliphant. We are now going to share both layers of the Mainbody pages of each to the numerically ascending Zimbabwe edition page. So say, for example, pages 3, 5, and 6 need to be included in the Zimbabwe edition, both layers of page 3 (ed and ads) would be shared from page 3 of the Mainbody edition to page 3 of the Zimbabwe edition. Both layers of page 5 of the Mainbody edition would then be copied to page 4 or the Zimbabwe edition, both layers of page 6 would be copied to page 5 of the Zimbabwe edition.

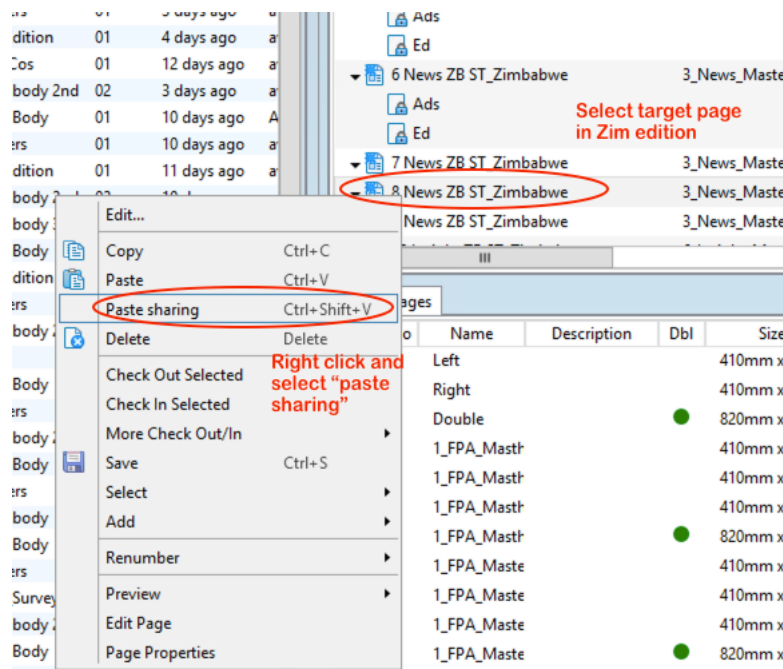
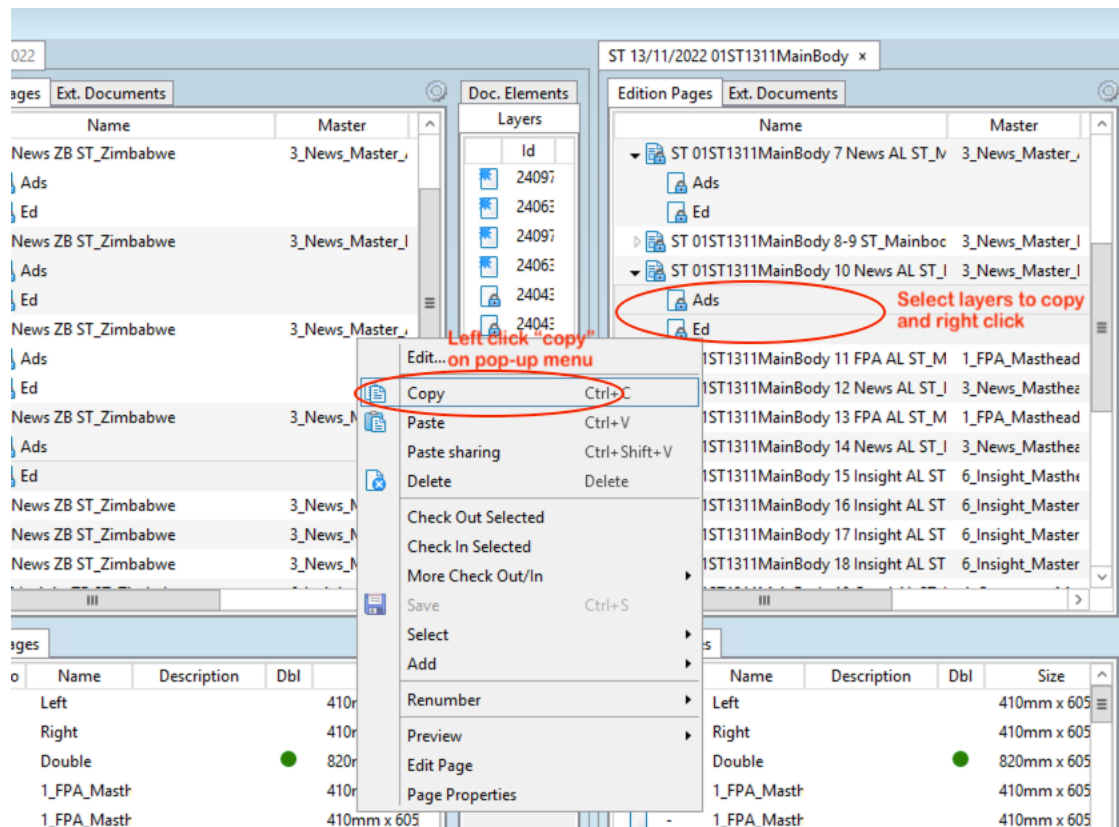
NOTE: Never check out the pages on the Mainbody edition. This will prevent you from making accidental changes to the Mainbody edition.

NOTE: To share layers between editions, you can either select the layer that you wish to share from the Mainbody edition and drag it to the target page in the Zimbabwe edition while holding down shift, OR you can select the layers you wish to share, right-click and select “copy” on the MainBody edition and then open the appropriate page on the Zimbabwe edition, right click and choose the “Paste sharing” option.

Share layers individually by drag and drop :



Share layers (you can do pairs) with copy and paste sharing



9. Rinse and repeat until you have completely populated the Zimbabwe edition with ed and ad layers
10. Close the Mainbody edition – DO NOT save
11. Save the Zimbabwe edition

12. Monitor the Mainbody edition to see when shared pages are ed completed. Once they are, these pages can be ed completed in the Zimbabwe edition also
13. Before you do that....

THINGS TO WATCH OUT FOR

- Left-hand pages may become right-hand pages – make sure the folio, dateline, etc are on the correct side of the page
- Make sure that no page labels are hidden beneath pictures or graphics because of such a change
- Check the end of each report in case it has a cross reference. If it does, make sure that the page number is correct (remember the old number – you need to change it back as the Mainbody edition may change and update AFTER the Zimbabwe edition has gone to press)
- Check puffs on page 1, front of Insight and on back sport – make sure the page numbers are correct (remember the old page numbers, you are going to have to change these references back as the Mainbody may change and update after the Zimbabwe edition has gone to press)
- Make sure there is no LifeStyle puff on the Zimbabwe edition – LifeStyle does not go to Zimbabwe
- Congratulate yourself on a job well done while wondering “who thought this shit up?”