

News Awards

How to Retrieve Page PDFs from News Text or Page Archive

These are general instructions for retrieval of page PDFs via News Text and Page Archives. Page archives can function differently in different divisions. If these steps differ dramatically in your division, check with editorial technology or IT.

Newspapers

- Step 1.** Search for the piece of work using key words as indicated in News Text or provide detail to refine the search. When your story is located, click on the blue heading. When the story appears on the screen, click on “Click here for a full page image in PDF format”. Save a copy to a preferred folder on your hard drive.
- Step 2.** This process will bring up the first published page of your work. If the work has been published over more than one page, return to the intranet and click on “Page Archive” to retrieve the other pages – as you would now know the folios.
- Step 3.** In Page Archive, select division, publication, then click on year (if a year other than 2007 is required), wait for screen to refresh, then click on date.
- Step 4.** Click on edition, wait for page to refresh, Click on the arrow beside page number and select page. Remember this is a three digit field. If the desired page is Page 2, it is listed as “002”, Page 30 as “030”, and so on.
- Step 5.** Click on the “Go” button, next to the page number panel. This will produce a thumbnail. Click on the thumbnail to open the page PDF. Alternatively, click on “All Pages” and select the thumbnail required. This method should be used for preprints.
- Step 6.** Save a copy of the PDF to the same preferred folder, renaming the file with a short descriptor. This is important as some of the mapping paths of some divisions will not be read by the receiving server. Repeat the process for each page required.

Magazines

- Step 1.** Go to intranet and click on “Page Archive”, click on division and select News Limited Magazines .Select, year, date or issue, waiting each time for the page to refresh. Select the desired page.
- Step 2.** Click on the thumbnail. A pop-up will appear asking whether you want to open or save this file. Click on save, and save to your preferred folder, renaming the file with a short descriptor. This is important as some of the mapping paths of some divisions will not be read by the receiving server.
- Step 3.** Repeat the process for each page required.