

Journal Production Test Instructions

Step 1. Magazine Name Selection

- Select the Magazine Name from the Journal Details notepad in JP Test folder.
- Next Open the Date folders in the Archive folder.
- Finally search for the Magazine Name in the available PDFs.

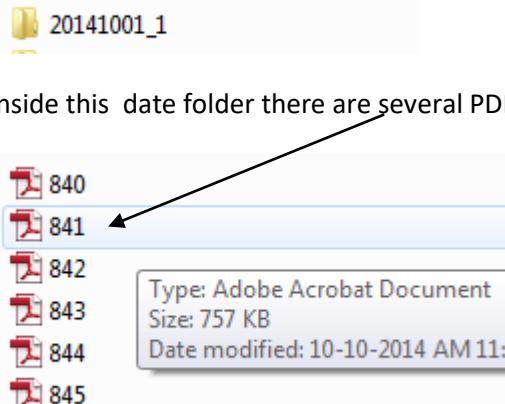
For Eg., Magazine Name "**Health Science Journal**"

Go to the Archive folder

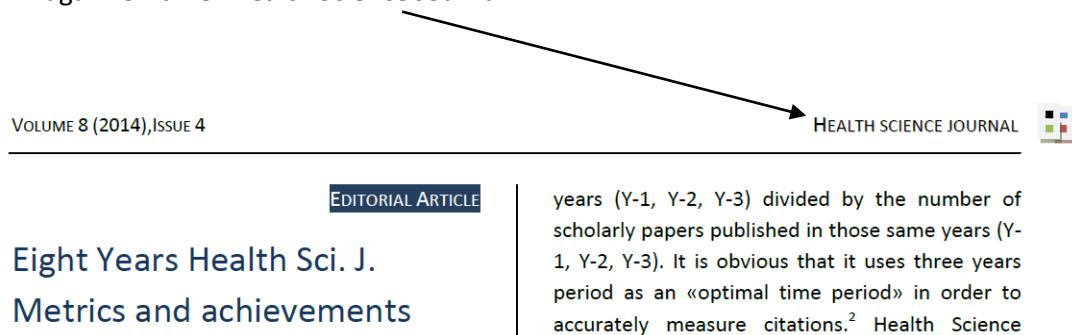


Inside the Archive folder there are different Date folders. Each of the date folder has PDFs. The user needs to search the Date folders for the PDFs with Magazine Name "**Health Science Journal**"

e.g. For Magazine Name "**Health Science Journal**" the relevant date folder is

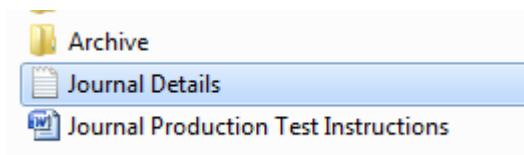


Display of Magazine Name "**Health Science Journal**" in PDF



Step 2. MID Selection

Once the Magazine Name has been identified as **Health Science Journal** open the **Note Pad** titled "**Journal Details**" for identifying "MID" (Magazine ID).

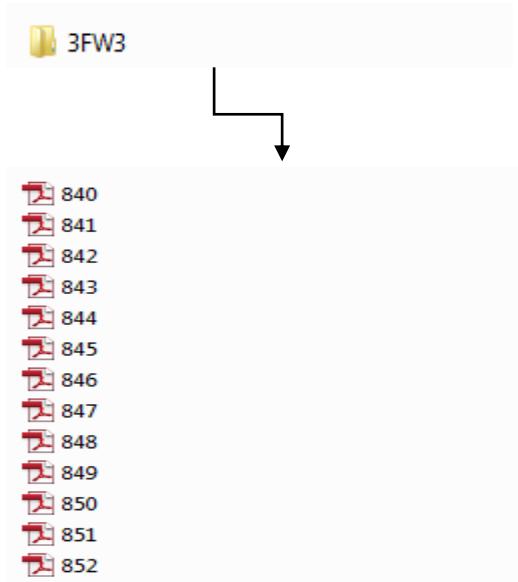
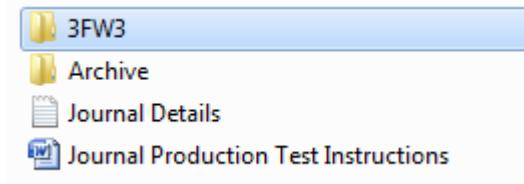


MID = **3FW3**

Magazine Name	MID
Health Science Journal	3FW3 (Example - provided in Instructions Manual)
Magazine Name	MID
Canadian Journal of Sociology	7S8
AHA News	AHA
Preventing Chronic Disease	1CZW
Annals of Parasitology	FBO6
MMWR: Morbidity & Mortality Weekly Report	MMW
Anaesthesiology Intensive Therapy	8Z8J
Biologist	FY6
Journal of Applied Physics	JUY
Journal of Chemical Physics	33J
Oncologist	IJ7
Applied Physics Letters	7Y1

Step 3. MID Folder Creation

Once the MID has been identified create a MID folder in the JP Test folder. Then copy and paste all the PDFs from the relevant date folder in the Archive Folder into the newly created "MID folder".



Follow the above steps and process the remaining 11 Magazine Names provided in the "Journal Details" notepad in JP Test folder.