

# 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**

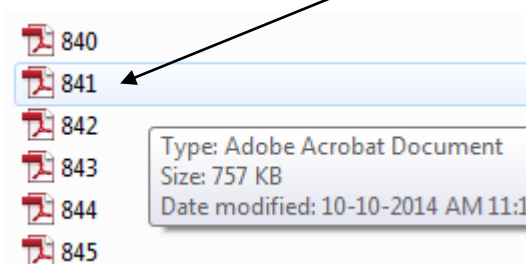


Inside the Archive folder there are different Date folders. Each of the date folder has PDFs. The user needs to search the Date folders for the PDFs with Magazine Name "**Health Science Journal**"

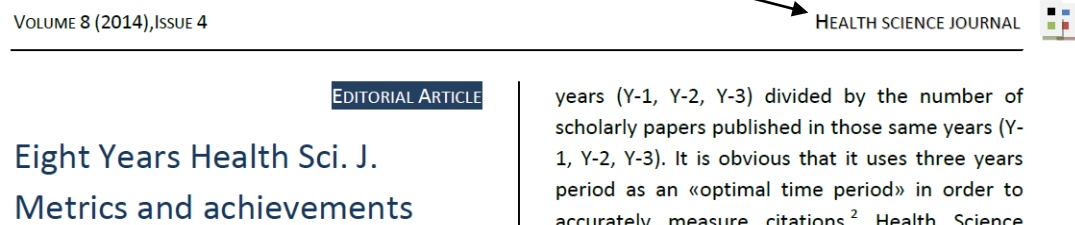
e.g. For Magazine Name "**Health Science Journal**" the relevant date folder is



Inside this date folder there are several PDFs. Search the PDFs to determine the Magazine Name

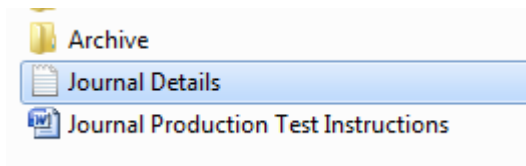


Display of Magazine Name "**Health Science Journal**" in PDF




## 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).



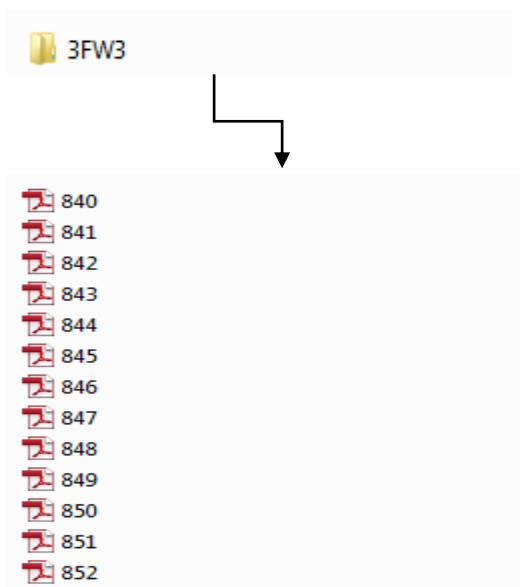
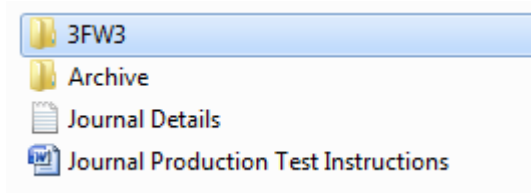
MID = **3FW3**



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.