

Tutorial:Annual PDF archiving

Statistics Explained

1. Checking articles

- check the articles under construction -> finalise/remove
- check Category:Not assigned
- archive statistical articles with data older than 4 years (to be discussed)

2. Generating collections

Archiving configuration page

Archiving configuration page

The screenshot shows the 'Archiving configuration page' interface. At the top, there is a navigation bar with tabs: Control, Categories Articles Check, Themes (which is highlighted), Archiving Collections, Glossary, and Generate PDF. Below the navigation bar, there is a section titled 'Add Theme'. It has a 'Theme Title' input field with a green checkmark icon next to it. A red arrow points upwards from the bottom of the page towards this input field. Below this, there is a table-like structure titled 'Themes' with a header row 'Archive General and economics statistics'. Underneath this header, there are several rows, each containing a theme name and a red delete icon. The themes listed are: Unit_B5 (Management of statistical data and metadata), Unit_C1 (National accounts methodology. Sector accounts. Financial indicators), Unit_C2 (National and regional accounts production. Balance of payments), Unit_C4 (Key indicators for European policies), and Unit_C5 (Price statistics. Purchasing power parities. Housing statistics).

Archive General and economics statistics	Delete
Unit_B5 Management of statistical data and metadata	Delete
Unit_C1 National accounts methodology. Sector accounts. Financial indicators	Delete
Unit_C2 National and regional accounts production. Balance of payments	Delete
Unit_C4 Key indicators for European policies	Delete
Unit_C5 Price statistics. Purchasing power parities. Housing statistics	Delete

- consider the composition of the Themes:
 - Vol. 1 **General and economic statistics** – 932 pages

Management of statistical data and metadata
National accounts methodology. Sector accounts. Financial indicators
National and regional accounts production. Balance of payments
Key indicators for European policies

Price statistics. Purchasing power parities. Housing statistics
GFS methodology, data collection and dissemination
Statistical cooperation
Sigma
Dissemination

- Vol. 2 **Social statistics** – 643 pages

Population
Labour market
Quality of life
Education, health and social protection

- Vol. 3 **Business and trade statistics** – 1818 pages!!!

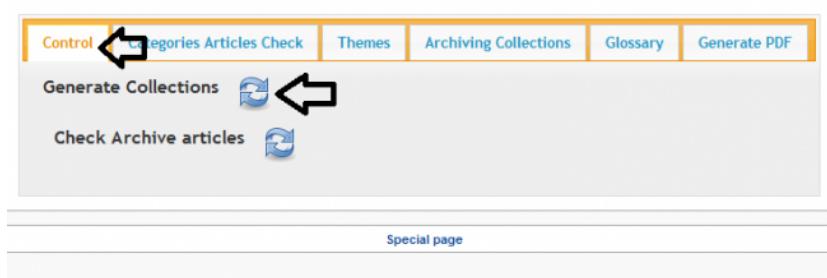
Business statistics - coordination and registers
Competitiveness of European businesses
Short-term statistics; tourism
Global transactions
International trade in goods
Innovation and information society

- Vol. 4 **Agriculture, environment, energy and transport statistics** – 1260 pages !!!

Agriculture and fisheries
Environmental accounts and climate change
Environment and forestry
Regional statistics and geographical information
Energy
Transport

- check whether all units having statistical articles are included
- generate the collections

Archiving configuration page



- create books for Glossary

- Vol. 5 Glossary A – E
- Vol. 6 Glossary F – N
- Vol. 7 Glossary O – Z

Archiving configuration page

The screenshot shows a grid of article counts for various categories. Red numbers and arrows highlight specific areas:

- 2**: Points to the 'U : 60' cell in the bottom-left corner of the grid.
- 3**: Points to the 'V : 25' cell in the bottom-left corner of the grid.
- 4**: Points to the 'J : 11' cell in the top-right corner of the grid.
- 1**: Points to the 'Add Book' button located at the bottom center of the page.

- the list of articles can be adjusted via [Special:All pages](#) – Namespace EuroStatAdm
- remove the translations
- remove the online publications (ToC)
- reorder the articles (YBK, RYB, background articles, statistical articles)

3. Create PDFs

Archiving configuration page

The screenshot shows a 'Report List' section containing a list of archive entries and a 'PDF List' section below it. Red numbers and arrows highlight specific areas:

- 1**: Points to the 'PDF List' button at the bottom of the page.
- 2**: Points to the PDF icon in the top right corner of the page.

- remove the non-validated terms from Glossary

- check ToC
- check tables+figures
- no ' or + in the graphs titles
- html tables – use nowrap onlyprint

4. Request to OP for catalogue number

- ISSN for the series 1977-3951
- cat. n° KS-FM-xx-00x-EN-N

5. Prepare the cover pages

- O:
dissemination
Publications
PublicationsTeam
Publications
Theme_0
SE Archive
December 2012
Covers
- Update the descriptions in [EN](#) , [FR](#) and [DE](#) .