# Tutorial:Annual PDF archiving

**Statistics Explained**
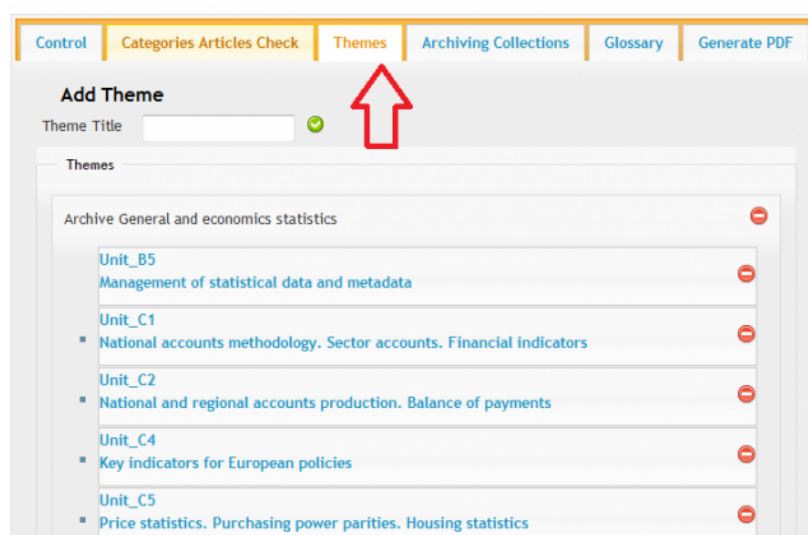
## 1. Checking articles

- 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**



- 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

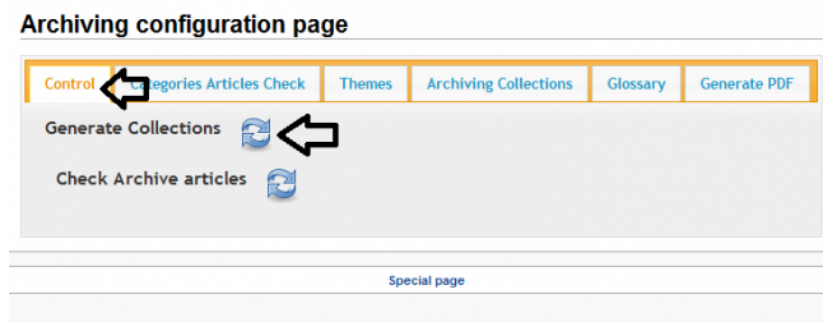- Vol. 3 **Business and trade statistics** – 1818 pages!!!

  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

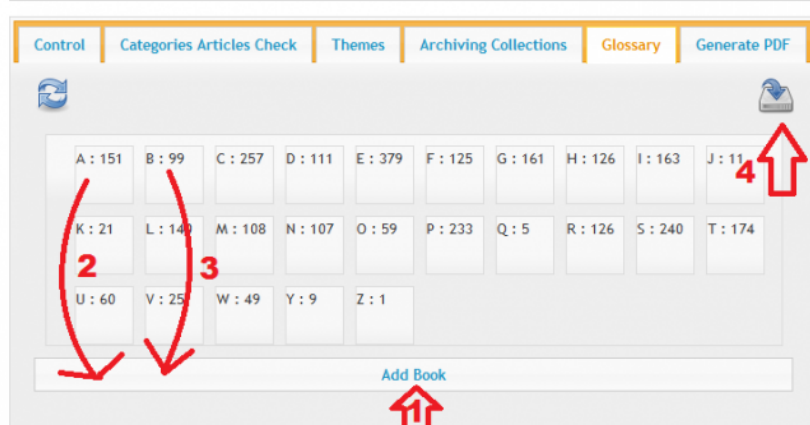- check whether all units having statistical articles are included

- generate the collections



- create books for Glossary

- Vol. 5 **Glossary A − E**

- Vol. 6 **Glossary F − N**

- Vol. 7 **Glossary O − Z**



- 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



- remove the non-validated terms from Glossary

- check ToC

- check tables+figures

- no ' or + in the graphs titles

- html tables – use noprint 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 .