**Extracting *Prairie Light Review* pages in preparation for upload to the COD Digital Commons**

**Getting Started**

1. Obtain a PDF document containing the full *Prairie Light Review* issue on which you are working from the librarian in charge of the *Prairie Light Review* collection on the Digital Commons.
2. Obtain a print copy of the volume. *Prairie Light Review* issues from within the last three years are located in Periodicals. If a recently released issue is not there, it may be in the process of being cataloged. Older issues are located in the archives.
3. Confirm that all articles/matter from the print volume are present (with correctly numbered pages) in the PDF document.

**Extracting Pages**

1. Open the PDF document in Adobe Acrobat
2. Extract each section into a separate PDF document
	1. Determine the first and last page numbers of the section you plan to extract. Note: use the page numbers shown in the Adobe toolbar (see image), *not* those listed at the bottom of each PDF page.



* 1. Navigate to the first page of the section
	2. Click on the “extract page” button in the toolbar



Note: if the “extract page” icon is not in the toolbar, go to the “View” menu, then “Tools,” and click on “Pages.” In the tools pane that appears on the right, right click on “Extract” under the subheading “Manipulate Pages,” then click “Add to Quick Tools Toolbar.”

* 1. Enter the number of the first and last page of the section in the “Extract Pages” window that appears. Check the box next to “Delete pages after extracting,” and click “OK.”
	2. The extracted pages will appear in a separate window. In this window, go to the “File” menu, and click “Save.”
	3. Choose a folder location in which to save the document, and name the file according to the table below. Click “Save.” By default, the document will be saved as a PDF.

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| --- | --- | --- |
| **Section** | **File Name Convention** | **Sample File Name** |
| Front Cover | frontcover-[creator last name] | frontcover-dygdon |
| Title Page | [first page of section]-title | i-title |
| Editorial Team | [first page of section]-editorialteam | ii-editorialteam |
| Letter from the Editor | [first page of section]-letter | iii- letter |
| Submission Guidelines | [first page of section]-submission | iv-submission |
| Special Thanks | [first page of section]-specialthanks | vi-specialthanks |
| A Note About the Text | [first page of section]-note | vi-note |
| Table of Contents | [first page of section]-tableofcontents | vii-tableofcontents |
| Selection | [first page of section]-[author last name] | 1-thornsbury |
| Artwork | [first page of section]-[creator last name] | 22-burgan |
| Back Cover | backcover-[creator last name] |  |

\*Note: Some of the sections above do not appear in every issue of the *Prairie Light Review*

**Creating a Cover Page .png File**

This .png thumbnail image will be used on the issue’s home page in the Digital Commons.

1. While viewing the front cover in Adobe Acrobat, go to the “File” menu, and select “Take a Snapshot.”
2. Click anywhere on the image to take a snapshot of the entire page.
3. Paste the image into Paint (or another image editor)
4. While viewing the back cover in Adobe Acrobat, go to the “File” menu, and select “Take a Snapshot.”
5. Click anywhere on the image to take a snapshot of the entire page.
6. Paste the image into Paint beneath the front cover image, leaving white space between the two images.
7. Crop out any other white space that remains around the images.
8. Use the “Resize” tool to change the composite image dimensions to 202 pixels wide (maintain the aspect ratio) by approximately 640 pixels high. Take note of the height in pixels (you will need this when uploading the image)
9. Again, crop out any white space around the outside of the composite image (keep the white space that separates the two images).
10. From the “File” menu, select “Save As” then “.png”
11. Name the file issue\_art, and save it to the desired location.