

Preceded by: 19-Printer Proofs/Presswork (PM16)

20a-Archive Submission: Supplement/Ancillary Titles (SD4)

Followed by: 21-Project Close Out (PM18)

Why: *The In-House Project Manager/Liaison of the supplement is responsible for ensuring that the final supplement archive has been submitted. If a major compositor has been hired to produce the supplement, the In-House Project Manager/Liaison should direct the compositor to follow these archive submission guidelines.*

Who: *All Production Team Members, Compositors*

Skills Needed: *Ability to finalize files per standards, project management.*

Knowledge Base Needed: *Quark, PDF, Mac file directories, FTP*

TASK: Submitting Supplement Titles

NOTE: If an author/graduate student is hired as the compositor on a project, they must follow the submission guidelines as stated below. However their files may or may not run through the entire quality control process. This evaluation will be made on a case-by-case basis. If the author is unable to complete this submission process, the **In-House Project Manager (PM)/Liaison** must assist the author in final file submission.

Step 1: File Structure

The archive should be placed in a folder called:

BUSINES UNIT_CY_ISBN_AUTHOR

COMP = name of compositor | CY = copyright year | ISBN = ISBN 10 or 13

AUTHOR = Parent title lead author's last name

Example: Unger's "Instructor's Manual" (0131562134) as an HSS-based title for copyright 2007 would be:

HSS_2007_013113499X_UNGER

Compositors substitute their business name in place of the Pearson Business Unit name

Example: Unger's "Instructor's Manual" (0131562134) submitted by GGS for copyright 2007 would be:

GGG_2007_013113499X_UNGER

NOTE: The parent folder listed above is used for file submission to PHHE Archiving. All files contained therein **MUST** follow the HIP File Naming Guidelines and should be built using the Higher Ed FolderCreator application (mac only) provided by Pearson (as shown).

The screenshot shows the 'Higher Education Folder Creator' application window. It features several input fields for metadata: Author, Title, Title In Archive, ISBN, Edition (set to '00'), and Edition Type (set to 'SE Student Edition'). Below these are fields for Frontmatter, Bodymatter, and Endmatter, all set to '0'. The Destination field is set to 'Macintosh HD:Users:uconvka:Desktop'. A 'Choose' button is located below the destination field. At the bottom, there are buttons for '?', 'Drag Settings File Here', 'Reset', and 'Create'.

Step 2: PHHE Archive Submission Document

The author or **In-House PM/Liaison** completes the PHHE Archive Submission Document form and places it inside the top-level folder of the archive.

NOTE: If the archive submission addresses other editions as well (i.e.: instructor's edition) then an Archive Submission Form must be completed for each archive. If only partial assets are being submitted, with the balance being available from another edition/archive, this must be CLEARLY documented in the notes section of the Archive Submission form.

Step 3: FTP Submission

A specific FTP archive site has been created for submission.

FTP SERVER: pearsonftp.workflowdata.com

USER NAME: Contact archiving@workflowdata.com for your vendor user name

PASSWORD: Contact archiving@workflowdata.com for your vendor password

Files should be placed in the root folder of the account.

NOTE: All files should be stuffed for transfer.

Step 4: Email when file transfer is complete

Upon successful file transfer, an email is sent by the **In-House PM/Liaison** to archiving@workflowdata.com to alert the archive vendor of the submission.

Ask the vendor to confirm receipt.

Step 5: Update information in PIMS

The **In-House PM/Liaison** inputs the date the archive was placed on the FTP site in PIMS PRODUCTION >Format/Archive >Files to archivist

The screenshot shows a web-based form for updating production information. The navigation tabs at the top include PRODUCT, PRODUCTION (selected), DESIGN, VISUAL, TEAM, SCHEDULE, BUDGET, MANUFACTURING, MEDIA, REPRINTS, and PO. The current page is 'Format/Archive' under 'Manuscript'. The form is divided into several sections:

- SAMPLE PAGES:** Yes (dropdown)
- TYPE OF PROOFS NEEDED:** PDFs (text input)
- FINAL PROOF TYPE:** (text input)
- FORMATTING STATUS:** Complete (dropdown)
- FORMATTING APPLICATION:** Quark / ETMv1 (dropdown)
- POST FLIGHT STATUS:** Sent to PAL (dropdown)
- REPRINTS CORRECTIONS PENDING:** Select (dropdown)
- SPECIAL COMP. REQ.:** DVD is to be pack (dropdown)
- EXTRA PROOF NEEDED:** Yes (dropdown)
- FINAL COPY TO PRINTER FORMAT:** Select (dropdown)
- INTERIOR FORMATTING LOCATION:** (text input)
- FORMAT COMMENTS:** (text input)
- REPRINT CORRECTIONS DUE DATE:** (calendar icon)
- ARCHIVE DETAILS:**
 - ARCHIVE DATE:** 07/30/2007 (calendar icon)
 - ARCHIVE DISK NO.:** (text input)
 - BACKUP DISK NO.:** (text input)
 - HE ARCHIVE ID NO.:** (text input)
 - FILE SIZE:** (text input)
 - PAL OBJECT ID:** 48047369 (view Pal button)
- FILES TO PRODUCTION:** (calendar icon)
- FILES TO BU PREP:** (calendar icon)
- FILES TO ARCHIVIST:** 03/19/2007 (calendar icon)
- FILES TO PAL PROJECTS:** 07/30/2007 (calendar icon)
- FILES INCLUDED:** Interior & Cover (calendar icon)
- FILES PENDING:** (calendar icon)

The **ARCHIVE COMMENTS:** field contains the URL: <http://palp-us1.pearson.com/livelink/livelink/open/48047369>. 'Save' and 'reset' buttons are located at the bottom left and top right of the form.

NOTE: The **In-House PM/Liaison** should also type any additional notes necessary in PRODUCTION >Format/Archive >Comments.

NOTE: A compositor would have to contact the **In-House PM/Liaison** to complete this step.

Step 6: Alternative Delivery

SIT: If the **In-House PM/Liaison** has difficulty writing the files to FTP due to file naming issues, compress the files as a StuffIt archive (.sit) file and transfer.

DVD: If the archive is exceptionally large it can be physically shipped to the archive vendor as a last resort.

WDS
 Attn: Archive Dept
 659-K Lakeview Plaza Blvd
 Worthington OH 43085