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:

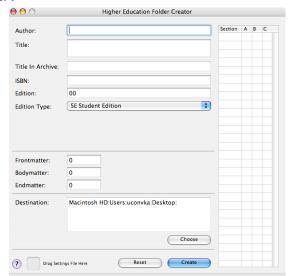
HSS 2007 013113499X UNGER

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:

GGS 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).



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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 stuffed for transfer.

Step 4: Email when file transfer is complete

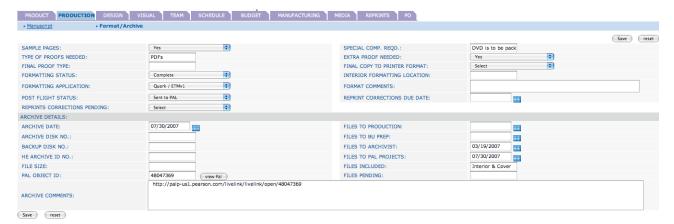
Upon successful file transfer, an email is sent by the In-House PM/Liaison to archiving@workflowdata.com to alert the archive vendor of the submission. Ask the vendor to confirm receipt.

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PHHE Production Procedures: 20a-Archive Submission: Supplement Titles (SD4)

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



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 Stufflt 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

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