

Preceded by: 26-Next Edition Preparation (PM22)

26a-Requesting an Archive (SD5)

Why: Legacy archives often need to be accessed to assist in development of future titles.

Who: All Production Team Members, Compositors, Full Service Vendors

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

Knowledge Base Needed: PDF, Mac file directories, FTP

TASK: Obtaining PHHE Product Archives via Pearson Systems

Step 1: In PIMS, the archive history of the title is informative and will assist in the request by providing:

- A direct link to the archive in our asset management system, PAL-Projects.
- Information regarding any physical media the PHHE Product Archive has on file for the title.
- Valuable notes (i.e.: cite that some of the content is on file with another archive).

PIMS PRODUCTION >Format/Archive

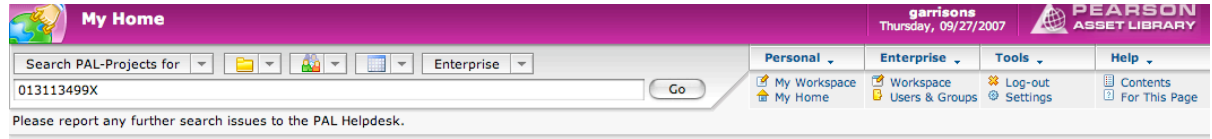
The screenshot displays the 'Format/Archive' section of the PIMS PRODUCTION system. It features a navigation bar with tabs for PRODUCT, PRODUCTION, DESIGN, VISUAL, TEAM, SCHEDULE, BUDGET, MANUFACTURING, MEDIA, REPRINTS, and PO. The main content area is divided into several sections:

- SAMPLE PAGES:** Set to 'Yes'.
- TYPE OF PROOFS NEEDED:** Set to 'PDFs'.
- FINAL PROOF TYPE:** Empty field.
- FORMATTING STATUS:** Set to 'Complete'.
- FORMATTING APPLICATION:** Set to 'Quark / ETMv1'.
- POST FLIGHT STATUS:** Set to 'Sent to PAL'.
- REPRINTS CORRECTIONS PENDING:** Set to 'Select'.
- SPECIAL COMP. REQ.:** Set to 'DVD is to be pack'.
- EXTRA PROOF NEEDED:** Set to 'Yes'.
- FINAL COPY TO PRINTER FORMAT:** Set to 'Select'.
- INTERIOR FORMATTING LOCATION:** Empty field.
- FORMAT COMMENTS:** Empty text area.
- REPRINT CORRECTIONS DUE DATE:** Empty date field.
- ARCHIVE DETAILS:**
 - ARCHIVE DATE:** 07/30/2007
 - ARCHIVE DISK NO.:** Empty field
 - BACKUP DISK NO.:** Empty field
 - HE ARCHIVE ID NO.:** Empty field
 - FILE SIZE:** Empty field
 - PAL OBJECT ID:** 48047369 (with a 'view Pal' button)
- FILES TO PRODUCTION:** Empty field
- FILES TO BU PREP:** Empty field
- FILES TO ARCHIVIST:** 03/19/2007
- FILES TO PAL PROJECTS:** 07/30/2007
- FILES INCLUDED:** Interior & Cover
- FILES PENDING:** Empty field
- ARCHIVE COMMENTS:** <http://palp-us1.pearson.com/livelink/livelink/open/48047369>

Archive Disk No: For many older titles, you may see CD or DVD numbers referenced here (i.e. DVD 10,872). Submitting a PHHE File Request Form will prompt the Product Archive to place the content in PAL-Project

Files to PAL Projects: Archive was captured in PAL-Projects and a helpful link has been provided in the comments

Step 2: If PIMS did not provide a link to the archive in PAL-Projects, check the PAL-Projects system using the PAL-Projects search engine.



Search Box: Input your ISBN-10 or ISBN-13 in search box at the top.

Folder Section: Ask PAL-Projects to just search for “Folders” with the drop-down menu indicated by a folder icon.

Search Area: Ensure that you are searching the “Enterprise” with this drop-down menu labeled Enterprise. You do not want to search the “Recycle Bin” or “From Here” (unless you are already in a business unit area where the title should be found).

Go Button: Hit the “Go” button to search for assets in PAL Projects.

Once you have found the archive in PAL-Projects you will want to reference the PAL-Projects user manual for details on the techniques you can employ to download the archive. The “Bulk Fulfillment” procedure is the recommended technique.

TASK: Obtaining PHHE Product Archives via Archive Dept

If you did not find the files, after checking both PIMS and PAL-Projects, then submit an archive request to the PHHE Product Archive. You can do this with the following web form:

Internal Requests:

http://phheproduction.pearsoned.com/archiving/archive_form.html

External Requests:

http://www.phheproduction.com/archiving/archive_form.cfm

If the PHHE Product Archive has an archive, it will be promptly placed in PAL-Projects (1 to 2 days) and a web link will be provided to the requester. If the archive you need is **not** on file with the PHHE Product Archive, the Product Archive staff will contact the original compositor or production members of the original product team to see if any assets can be obtained.