

22a-Media Catalog Resource Distribution (ME8a)

Why: Upload protocols and procedures for online product to the catalog page/instructor resource center.

Who: Media Project Manager, Advanced Media Project Manager (if required), Media Editorial, and/or Acquisitions Editorial

Skills Needed: Time management, budget and communication skills, knowledge of standard and advanced media product types and specifications.

Knowledge Base Needed: Microsoft Office (Word, Excel, PowerPoint), PIMS, Adobe Acrobat, PAL Projects, QuarkXPress, HTML/XML, Acrobat, Toast/CD Mastering, Photoshop, Illustrator, JPEG conversion protocols

TASK: Catalog Upload Request for Editorial or Production

Editorial or production personnel must complete the following form:

<http://phheproduction.pearsoned.com/media/html/uploads.html>

Please review the section “Preparing Files for Upload,” within the PDF linked to the form:

http://phheproduction.pearsoned.com/media/pdfs/CRD_Upload_Instructions.pdf

For those in Editorial performing their own uploads, please continue with your standard practice. However, should you wish Production to assist you in this process, please follow the form’s guidelines.

The requests will automatically be sent to the appropriate Media Project Manager for fulfillment and inventory management notification.

If you should have any questions regarding this process, please contact the following Media Project Managers by discipline:

- Karen Bretz (karen_bretz@prenhall.com) – Careers
- Rebecca Norsic (rebecca_norsic@prenhall.com) – Education
- Danielle Leone (*via e-mail only* danielle_leone@prenhall.com) – All other disciplines