Preceded by 17-Final Pass Pages (PM13)

18-Files Released to Printer (PM14)

Followed by: 19-Printer Proofs/Presswork (PM15)

Why: A careful review of all components before going to press will ensure that everything goes smoothly during printing and binding.
Who: Prentice Hall Project Manager/Liaison, Full-Service Vendor Project Manager.
Skills Needed: Familiarity with ftp; StuffIt/WinZip.
Knowledge Base Needed: Microsoft Word, Adobe Acrobat, StuffIt, WinZip

TASK: Final Files

Step 1: As chapters are finalized, In-House Project Manager (PM)/Liaison reviews PDFs. In-House PM/Liaison should check for paging errors, continuity errors, and verify that the book is cohesive, attractive, and meets all quality standards.

Step 2: Once all sections are completed, In-House PM/Liaison creates press layout instructions for the IP. The press layout should include all the information provided to the IP CSR during testing as well as a list of the files provided, their page numbers, and their filenames in the order they are to be bound together.

Step 3: Compositor posts final files to the IP ftp site. If IRC/PIE frontmatter is posted to the same ftp, care should be taken to ensure that the correct ISBNs are used in the filenames and IP is notified of their purpose.

Step 4: Compositor notifies IP CSR that the files have been posted. In-House PM/Liaison and **Operation Specialist (OS),** should be cc'd on this notification.

Step 5: Fine Art titles require a color/quality proof approval process and press check which are outside the norm and decided by **Senior Managing Editor (SME)** and **OPS**.

TASK: Printer Follow Up

Step 1: In-House PM/Liaison reviews AV log and ensures that all records are updated and accurate.

Step 2: In-House PM/Liaison notifies Art Editor (ArtEd)/Audio Visual Project Manager (AVPM) that production is completed.

Step 3: ArtEd/AVPM requests removal of AV log from extranet after archiving.

Step 4: In-House PM/Liaison completes Rights Notice and Permissions Log, if needed. (SEE: Permission Plan (PM8)).

Step 5: If textbook included a CD, PM completes "CD Copyright Form."