

**PUBLISHING SERVICES SUBDIVISION  
SCIENTIFIC AND TECHNICAL EDITING  
AND DIGITAL DESIGN (STEDD)**

**QUALITY ASSURANCE INSTRUCTIONS  
Pub 10 Digital Design Triage**

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APPROVED: October 18, 2002**

**1. PURPOSE**

1.1 The purpose of this document is to describe the activities required to produce final high quality digital files (tables, figures, photos) suitable for importing into desktop publishing software application. The final product being a geoscience publication which will be made available for sale and distribution in either single or multiple output media.

**2. SCOPE**

2.1 The scope of this document is to provide the staff of Digital Design (DD) with appropriate instructions to analyze, revise and produce quality digital files in a timely manner to be incorporated with scientifically edited text files.

**3. RESPONSIBILITIES**

3.1 DD employees are responsible for having a working knowledge of this Quality Assurance Instruction (QAI) and to supply changes or enhancements when necessary by issuing a Document Change Request (DCR). A non-conformance report (NCR) or an observation may be issued using a Quality System Improvement Request (QSI).

3.2 The designated manager of this Quality Assurance Instruction (QAI) is responsible for considering all DCRs and NCRs issued against this QAI and for writing new instructions when necessary.

3.3 The Quality Council is responsible for resolving DCRs or NCRs that cannot be otherwise resolved or are in dispute between the designated manager and the originator of the DCR or NCR.

3.4 The Webmaster is responsible for updating the controlled version of this QAI on the Intranet in a timely manner and to notify users that a change has been made.

3.5 The Quality Management Representative is responsible for managing and assuring follow-up to any DCR or NCR related to this QAI.

3.6 DD employees and other users of this QAI are encouraged to provide feedback to the Quality Management representative, Head of Publishing Services, Digital Design Coordinator, and Editing Coordinator on its accuracy, completeness, simplicity and usefulness.

## **4. INSTRUCTIONS**

### **4.1 PRELIMINARY ANALYSIS**

- 4.1.1 Document the components which have been submitted. This process will assess the completeness of the manuscript.
- 4.1.2 Create standard directory structure to house initial digital files as well as all subsequent versions produced during production.
- 4.1.3 All digital files for text, tables, and figures are renamed to conform to the pre-established naming convention.

### **4.2 FIGURE ANALYSIS**

- 4.2.1 All digital figures are reviewed and updated to conform to minimum publications standards as outlined in Triage and Figure Analysis Checklist (Pub 4005)
- 4.2.2 All fonts are replaced with Postscript (Type1) fonts to avoid future problems when digital files are sent to outside Service Providers for final production.
- 4.2.3 All figures are sized appropriately to maximize the use of space, but without sacrificing clarity and quality.
- 4.2.4 All tables are also re-formatted to conform to standards as outlined in Pub 4005.
- 4.2.5 Digital files for photos are forwarded to Cartography for resolution and quality check. They are reduced or enlarged as indicated by Digital Design Coordinator and returned to DD.
- 4.2.6 All updated digital files are filed in appropriate directory.

### **4.3 FINAL REPORT**

- 4.3.1 Ensure the Digital Design Triage form (Pub 3002) is completed and signed.
- 4.3.2 Add form to Quality Assurance Evidence (QAE) file and forward to Editorial Coordinator to be assigned for Editorial Triage.

## **5. REFERENCES**

Triage and Figure Analysis Checklist (Pub 4005)

### **Forms**

Publication Production Control Form (Pub 3001)

Digital Design Triage Form (Pub 3002)

Document Change Request (DCR) (Carto 2001)

Quality System Improvement Request (QSI) (Carto 2002)