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

**QUALITY ASSURANCE INSTRUCTIONS
Pub 12   Digital Preparation**

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1. PURPOSE

1.1   The purpose of this document is to describe the activities involved in the preparation of digital files required to produce high quality 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 create high quality final digital 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 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   Text files are received from Scientific Editor with all changes and modifications incorporated. Using Digital Preparation Checklist (Pub 4001), all digital files (figures and text) are reviewed and modifications are made as required to bring files up to publication standard.

4.2   An initial page layout is completed using desktop publishing software. These files are then postscripted and distilled to PDF for quality check.

4.3.   After Author review all files are updated as required. At this point the final digital files are prepared. Final files are those that are sent out to a Service Provider for offset printing, or used on the web and/or a CD-ROM. Different products require different settings when postscripting and distilling (see Final Digital Preparation Checklist (Pub 4014)). Ensure proper printer drivers are used, and proper distilling job options are used for each product.

4.4.   PDF files are created using multiple distiller options to obtain the optimum quality while maintaining file sizes suitable for use on the internet.

4.4   Final files (either PRN or PDF) are copied to Zip media for outside Service Provider. As required PDF files are used to compile a CD-ROM and/or are copied to a server and made ready for viewing on the internet.

5. REFERENCES

Digital Preparation Checklist (Pub 4001)
Final Digital Preparation Checklist (Pub 4014)

Forms
Publication Production Control Form (Pub 3001)
Document Change Request (DCR) (Carto 2001)
Quality System Improvement Request (QSI) (Carto 2002)