

Triage

Triage is assigned by the DD Coordinator as soon as the publication is submitted to ascertain the completeness of the package using “Digital Design Triage Form” (Pub 3002).

Establish the following:

- total number of text pages
- total number of text figures
- total number of tables
- total number of appendices
- total number of paleontological plates

Create the directory structure

- create the structure to house all digital files (see Toolbox for samples of structures by product). Rename all files using pre-established naming convention and file in appropriate directory.
- job # to be stamped on **all** components of the job.

Figure Analysis**Tables**

- all tables are formatted in MSWord:
 - 1.0 point rule under column headings
 - 0.5 point rule throughout the table
 - inside lines of table should be: 0.5 point rule with colour shading at 25% black
 - column headings are bold and centered for all tables
- tables to be stripped clean of all font types and replaced with Helvetica, 8 pt.
- subscript and superscript font should be set at Helvetica and 9 pt
- any symbols should be inserted into tables using the alt codes, then highlighted and choose the symbol Type 1 font.
- determine final publishing size for all tables reducing or enlarging as required.

Figures

- check all line weights and upgrade to a minimum of 0.36 pts
- check all geological patterns and replace if necessary with approved patterns found at Q:\public\desktop\patterns. All pattern changes should be approved by an editor.
- all grey shades should be checked and upgraded to a minimum of 15% black.
- review all use of colour to ensure the use of CMYK.
- globally replace all Truetype fonts with appropriate Type 1 fonts by turning off Truetype fonts in Adobe Type Manager Deluxe before opening the figure in graphics software package.
- check photo overlays for proper font usage and possible errors.
- determine final publishing size for all figures reducing or enlarging as required.
- all digital files for photos must be reviewed by Digital Imaging for quality and resolution check. Complete a “Request for Cartographic Services” form (Pub 3008), and submit form and digital files to Digital Imaging. Digital files should be copied to: R:\digital_imaging\IN\XXX. The xxx equals the series number.
 - all colour images are 300 dpi, CMYK (.tif or .jpg)
 - all monochrome images are 300 dpi, greyscale (.tif or .jpg)
 - cover image, 300 dpi, CMYK, 35.5 pica (w) x 23.5 pica (h) (.tif)
 - autolaunch image, 72 dpi, RGB, 24 pica (w) x 15 pica (h) (.tif)
- print out a copy of the completed Pub 3008 and each photo with final output sizes indicated on each printout, along with the job # stamped on each page.

- upon completion, Digital Imaging returns the final digital files of photos along with a copy of Pub 3008 indicating results. Digital files from Digital Imaging are placed at R:\digital_imaging\OUT\xxx. These files are then filed in their appropriate directories by DDU. See “Toolbox” for samples of directory structures.

Figures and tables are imported into a “test” Desktop Publication application file. Using appropriate driver, and distill job options (Pub 4014), create a PDF file, print, check, ensuring faithful reproduction of all patterns, grey shades, and line weights.

Complete the Digital Design Triage Form, print and add to the QAE file, save digital file to the root of the publication directory.

All components plus the QAE file are then forwarded to Editorial Coordinator to be assigned for Editorial triage.

Date

Job #