

**Digital Preparation**

- All Final authorized changes are made to the Ventura file.
- Print PDF for a quality check
- To DD coordinator for final check. Changes will be made if required.
- Create PDF specific to the designated output required. For instructions on CD-ROM preparation, see (Pub 4006 – CD-ROM Master Preparation Checklist).
- Generate metadata.
- Create postscript (.prn) files from desktop publishing application
- Ensure the use of appropriate printer driver before starting to produce PDF files.
  - On Demand publications - Xerox Docutech 135 PS2 v2010-5
  - Traditional Offset publications - Linotronic 330 V 3.3 J
  - On Demand publications (CD-ROM + Current Research) - Adobe PDF (direct PDF output, no postscript file required).
- Distill the postscript file using appropriate Adobe Acrobat Distiller job options
  - On Demand publications (paper) - CR\_DOCU.joboptions
  - Traditional Offset publications - Page proofs.joboptions
  - On Demand publications (CD-ROM + Current Research) - Web\_CD\_high.joboptions (direct PDF output, no postscript file required).
- Print the resulting PDF and perform quality check

 **Print Specifications and Cost Estimate**

- Prepare detailed printing specifications using Pub 3015 choosing applicable items based on the type of product.
- Forward specifications to three Service Providers (see Toolbox item List of Service Providers) for cost estimates.
- Cost estimates received from Service Providers are analyzed and the lowest bidder is awarded the job.
- A purchase order request (Pub 4007) is completed and forwarded to Assistant to Subdivision Head for tracking and approval.
- Update DDU expense file found at: W:\DDU\DDU\_Expenditures\DDU\_exp.xls
- Upon receipt of approval the job will move forward
- Forward all required components to Service Provider
  - Package up all required digital files for intended output (e.g., offset, on-demand, CD-ROM) (cut a media CD), a laser print copy of the publication, and the printing specifications. Contact service provider for pick-up. A copy of the print specs form (Pub 3015), is sent by e-mail to the Head of Bookstore and a cc. to Storeperson so that they will know the expected delivery date of product.

 **Dual stream production (book + CD or just a stand alone CD with packaging)**

- Prepare postscript and .pdf files using appropriate driver and job options for final output
- Prepare CD as per instructions in Pub 4006.
- Prepare CD packaging as per instructions in Pub 4006.

- ❑ **Quality Control**
  - Proofs received from Service Provider.
  - They are reviewed for accuracy, quality reproduction of photos, line drawings and text using Pub 4015.
  - Any required changes/modifications are indicated on the Service Provider's approval slip, it is signed and returned to Service Provider. Service Provider affects required changes and supplies a second proof for approval. If proofs do not require changes, the approval slip is signed and returned to Service Provider.
  
- ❑ **Delivery and Official Release**
  - DD Coordinator receives 2 copies of the final printed product from Supplier for review prior to authorizing delivery.
  - Requested quantities of product are delivered (Supplier forwards specified copies as per instructions Pub 3015 to GSC Regional Offices).
  - Total number received and date received is forwarded to DD coordinator.
  - Update the Publication Tracking Database
  
- ❑ **Paperwork**
  - Assemble copies of the following and attach to QAE file:

Purchase requisition	3 quotes (prices)
Size of edition	print specifications
  
- ❑ **Archiving**
  - Make sure there is a final of each illustration (figures, tables, appendices) in the Final directory.
  - There should be a revised copy of each illustration (figures, tables, appendices) in its original format (i.e. .ai, .cdr, etc.) in the Revised directory
  - Delete Original folder
  - e-mail all editors, Editorial Coordinator, DDU Coordinator, and request that they put all e-mail for the particular job you are archiving on W:\Publications/Bulletins/xxx/email. Specify a deadline date.
  - Once all e-mail have been received, archive job to CD.
  - In CorelDraw, open v:/00Miscellaneous\_stuff/cd\_archive\_booklet
  - Change to the next CD number
  - Replace Bulletin number, authors, title on booklet face
  - Enter into the tracking database date archived and CD number
  - Place CD in proper numerical order in CD cabinet