**PUBLISHING SERVICES SUB-DIVISION
CARTOGRAPHIC SERVICES SECTION**

**QUALITY ASSURANCE INSTRUCTIONS
CSS-07 Symbol Creation**

OWNER: **Vic Dohar**
APPROVED: **December 7, 2004**

1.0   PURPOSE

   1.1   The purpose of this document is to describe the activities performed during the creation of geological symbols for use on geological maps and page figures.

2.0   SCOPE

   2.1   The scope of this document is to provide the Digital Cartographers with a library of symbols for geological maps and page figures.

3.0   RESPONSIBILITIES

   3.1   The Cartographic Applications Specialist is responsible for having a working knowledge of this QAI.

   3.2   The Cartographic Applications Specialist is responsible for ensuring all necessary steps outlined in this QAI are adhered to and the product is released in a timely manner.

   3.3   The designated manager of this QAI is responsible for considering all DCRs and NCRs issued against this QAI, writing new instructions when necessary and informing end-users of the changes made.

   3.4   The Webmaster is responsible for updating the controlled version of this QAI on the Internet in a timely manner.

   3.5   ESSInfo Publishing Services employees and other users of this QAI are encouraged to provide feedback to the Quality Management Representative, Production Coordinator, and Head Publishing Services on its accuracy, completeness, simplicity, and usefulness by issuing a Document Change Request or Quality System Improvement Request.

4.0   INSTRUCTIONS

(All instructions apply to the Cartographic Applications Specialist unless stated otherwise)

4.1   Receive a completed Symbol Creation Form from the Digital Cartographer, which
        provides a draft and/or example of the requested symbol.

4.2   Create the symbol following the specifications outlined by the Digital Cartographer on the
        Symbol Creation Form.

4.3   Send the completed symbol and the Symbol Creation From to the Digital Cartographer
        for approval, either by the Digital Cartographer and/or the author.

4.4   If approval is not granted, make changes until the symbol is approved.

4.5   The Digital Cartographer approves the symbol by signing the Symbol Creation Form.

4.6   Include the new symbol in the latest version of the appropriate ArcInfo symbol set and in
        a TrueType font library.

4.7   The Digital Cartographer copies the necessary files to their workstation.

5.0   REFERENCES
- Symbol Creation Form
- Document Change Request (DCR)
- Quality System Improvement Request (NCR)