CD-ROM MASTER PREPARATION CHECKLIST   Pub 4006
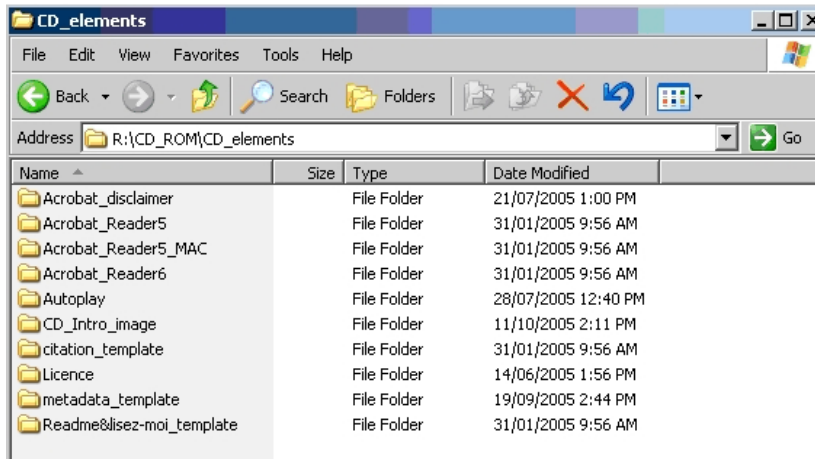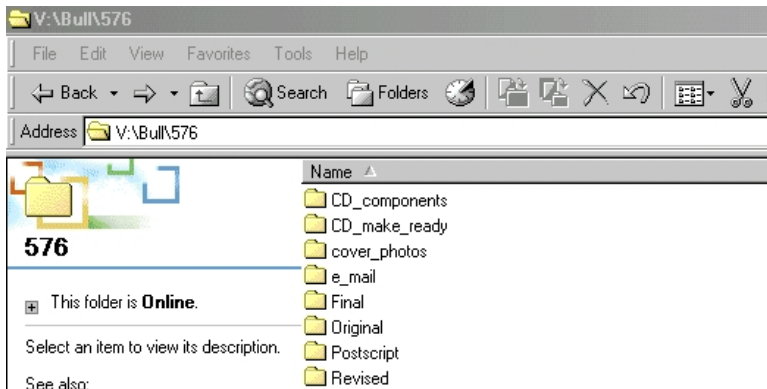
CD_TEMPLATES

All templates required to produce a final CD_ROM are found at:


DIRECTORY STRUCTURE

The following image shows the additional directories required for GSC publications with accompanying CD-ROMs. The **CD_components** and **CD_make_ready** directories are added to the main directory structure of the publication.

CD COMPONENTS DIRECTORY

This directory contains all the <u>final</u> files you have created which will be cut to CD to create the master for duplicating. The following files should be stored in the CD_components directory:
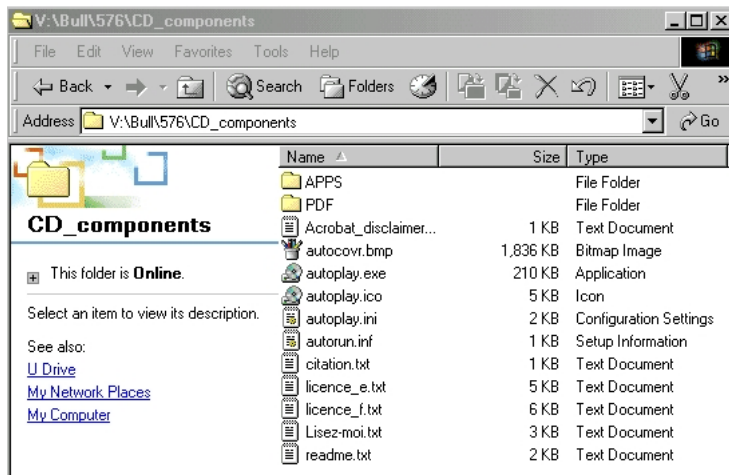
Description of files/directories in the CD components directory

APPS directory
This is where the installation files for Adobe Acrobat Reader for PC and MAC are stored, along with any other application which is being supplied to the client on the CD.

PDF directory
This directory contains all PDF files of the complete publication along with individual PDF files for all oversized items which accompany that publication (i.e. A-series maps and oversized figures).

Acrobat_disclaimer_e.txt
This file must be on all CDs, in English and French, if you are supplying the Adobe Acrobat reader installation files. This file does not require any updates.

Acrobat_disclaimer_f.txt
French version of "Acrobat_disclaimer_e.txt" file above.

autocovr.bmp
This is the final bitmap used for the autoplay image. All of the items used on this image are found in the CD_make_ready directory.

autoplay.exe
This is the executable file which launches the CD when it is put in a CD-ROM drive.

autoplay.ico
This is the icon which appears in the title block area at the top of the auto launch window.

autoplay.ini
This is the file in which you define the title of the publication which then appears in the Windows toolbar. The navigational buttons (size, colour, font) and the auto launch image are also defined in this file.

autorun.inf
This is the file that prompts the autoplay.exe file to execute.

citation.txt
A proper citation must accompany all GSC publications. This file will be updated for each publication.

licence_e.txt   This licence text must accompany all GSC publications on CD. No
                       changes required on this file.

licence_f.txt   French version of the "licence_e.txt" file above.

readme.txt   This is a brief description of what can be found on the CD.

lisez-moi.txt   French version of the "readme.txt" file above.

metadata.txt   Metadata is machine understandable information for the web.

Revision of files in the CD components directory

Retrieve templates from R:\CD_ROM\CD_elements directory as shown above
- Inside the CD_Components directory, create a directory called APPS
  - inside the APPS directory create a directory called PC and a directory called MAC
  - copy the application Adobe reader 6 into the PC directory
  - copy the application AdbeRdr60_enu_full.dmg into the MAC directory
- create a directory called PDF. All of the final .pdf files should be in this directory (e.g., GSC_Bxxx, amaps, any oversized items).
- Copy the following templates to the root of CD_components
  - recommended citation.txt, readme.txt, lisez-moi.txt metadata.txt, revise each template to reflect current publication as required (e.g., bulletin, miscellaneous report, etc.)

CD_MAKE_READY DIRECTORY

This directory contains all of the images and logos used to create the autoplay image and the CD label. The autoplay image should look similar to the printed book.

The following files should be stored in the CD_make_ready directory: These templates
are copied from R:\CD_ROM\CD_elements\
- CD_Intro_Image.psd
- gsccrest-col.eps
- nrcan_col_e.eps
- wordmark_col.eps
- bxxx_label.cdr
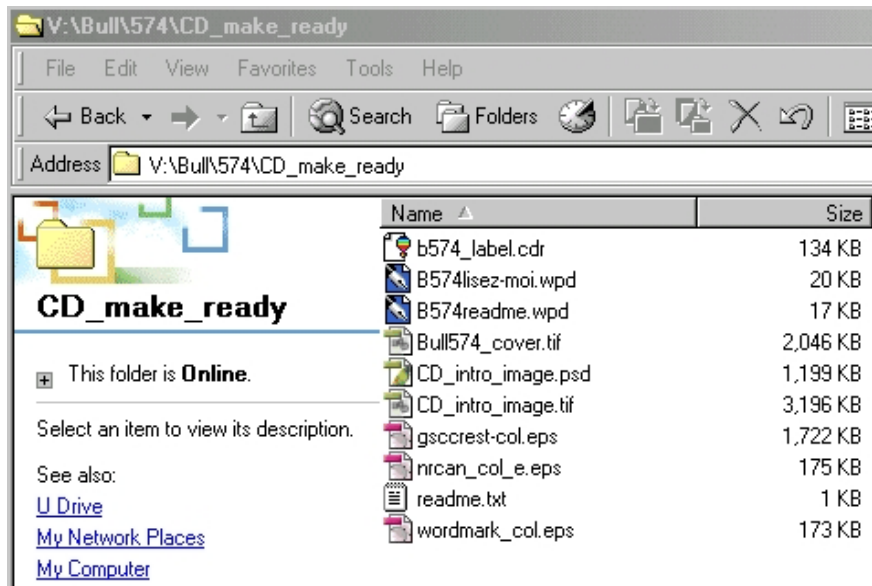
- Using Photoshop, open CD_Intro_Image.psd from the CD_elements directory
- Add cover image (72dpi). Select file, place in photoshop onto appropriate layer.
- Update series number, title, author(s), and date
- Save as .psd file (maintain file naming convention)
- Save as .tif file (maintain file naming convention)
- Import .tif file into CorelDraw and export as a Windows bitmap (.bmp) (maintain file naming convention)
- Copy this .bmp file into the CD_Components directory and rename to autocovr.bmp

From the CD_components directory open autoplay.ini file and make revisions, updating the title and series number.

Retrieving metadata from GEOSCAN

Open Internet Explorer and go to (http://geoscan.ess.nrcan.gc.ca/cgi-bin/starfinder/0?path=geoscanmetadata.txt&id=webuser&pass=&ok=ok). Select the kind of publication you are trying to retrieve metadata for from the GSC Publications list (e.g. Bulletin, Current Research, Memoir etc.). Save as metadata.txt right from browser into CD_Components directory. Update metadata file by filling in entries according to instructions in: W:\Meetings\Strategic_meeting\Offshoot meetings\Metadata\ new_metadata_list.doc. Save as metadata.txt in appropriate directory.

Compare your metadata.txt with Master Guide found at: W:\Meetings\Strategic_meeting\Offshoot meetings\Metadata\ metadata_update_guide.doc, making changes where appropriate.

CD-ROM components to Editorial

Once all templates have been revised, print files, check them, cut a CD, and send it all to Editorial for a final check.

PREPARE THE PDF FILES

Prepare PDF files using drivers and distillers as outlined in Pub 4014.

- Check to ensure that the following items have been completed:
- add bookmarks (heading weights 1 through 3, tables, appendices, illustrations)
- add bookmarks linking to oversized items in the PDF folder
- check bookmarks against table of contents
- verify bookmarks
- ensure all required blanks are in place to facilitate proper printing.

This final PDF is stored in the CD_components/PDF directory.

Note: The Adobe Catalogue tool must be used to enable search. See "Using Acrobat Catalogue Tool".

Using Links

All links should be set up to "open in existing window". This feature is set using the "Link tool" under "Specify Open Preferences". Verify all links. Add security to .pdfs to allow printing only.

CREATING THE CD

Copy all files from CD_Components directory into C:\CDMaster directory. Do not create a CD from a network drive.
- Launch the "Easy CD Creator"
- Browse to the directory where PDF files and other required components are stored
- Highlight all files and directories within the CDMaster directory and drag it down onto the CD creator "ADD" section
- A volume label must be used to name the CD. Highlight "volume label" and rename using the following naming convention:
  mr_34 (Miscellaneous Report 34)
  of_3325 (Open file 3325)
  b_544 (Bulletin 544)
  cr_200x
- Record to a CDR using the following Record CD Setup:
  – Test and Record
  – Track-At-Once
  – Finalize CD
  – Test "master" CD on PC and the MAC to ensure functionality

Using Acrobat Catalog Tool

The Acrobat Catalog tool is used to index all individual PDF files for proper searchability.

Note: Cataloguing and creating the Master CD must be done from the same location.

Go to PDF folder. (This is where Catalog will file a .log and .pdx file, and also create a folder with

the same name as you use to name your index. Inside that folder, catalogue will create 2 files (index1.idx and index.idx).

- Launch Adobe Acrobat
- Select "Advanced", "Catalog"
- "New Index"
- Index title – name your index (match content of the CD, for example CR200x, ensuring that the file name has no more than 8 characters)
- "Include These Directories", click "Add"
- Browse to PDF directory where your pdf files are stored (eg. CDMaster\PDF\). Click OK. A folder named the same as your index has now been created.
- Select "Build". Select "Save". The index is then created
- Click "Close".
  Test catalogue to ensure functionality.

At this point the CD process is halted and awaits final revision of the publication.

CD Packaging

- Using templates found at (R:\CD_ROM\templates\in_house_ondemand), edit labels, booklets and tray cards, saving a copy of each at: R:\CD_ROM\Bulletin\xxx
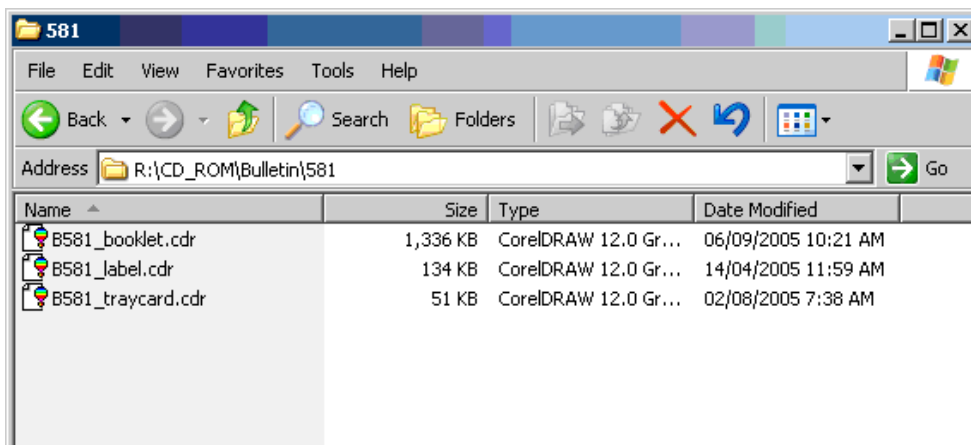
At this point the CD is ready to go to DDU Coordinator with page proofs for quality check. Include CD label, traycard and booklet for checking.

How to use the duplicator
- Turn on duplicator and select cancel when the Enter Network Password comes up.
- CD Dupe Pro automatically launches.
- Insert master CD in top slot, and insert (up to 7 CD's) in remaining slots.
- Select Job on tool bar and choose "Create Copy Job" and choose "OK" to next pop-up window.
- Highlight top CD (on left) and right click on it. Choose "Select as Copy Job Source".

- Right click on each of the next CD's and choose "Select for Recording".
- Click on red button on tool bar and when Recording and Timing Panel pops up, select "Go".
- CD's will pop out of duplicator when recording is complete.

Final preparation and distribution of CD's
- Number of copies required can be found at: Q:\Public\ESS Publishing Services\Size of edition.doc
- Make an extra master CD for external archive
- Using the CD Stomper, stick the label to the CD. As for the rest of the jewel case, bring the copies to distribution and they will assemble the booklet and tray card with the CD in the jewel case.
- Distribution will look after sending the appropriate packages to all sales outlets and viewing localities according to size of edition
- File the master CD in CD cabinet
- Send a master CD, along with the Corel Draw 9 files for the label, traycard and booklet to all sales outlets.

PREPARING PDF FILES FOR INFORMATION CIRCULAR

Make separate .pdf files of abstract, résumé, summary and sommaire for inclusion in the Monthly Information Circular. Place these files at R:\website\downloads\.Use naming structure (e.g., bxxx_abs, bxxx_res, bxxx_sum, bxxx_som).

PREPARING PDF FILES FOR GeoPub DOWNLOAD SITE

Create a .zip file of CD-ROM and place at R:\website\downloads using naming convention of (b_xxx.zip, etc., using all lower case letters) so that it can be put into our GeoPubs database.