

## IMAGE CHECK

**Image Checks:** Editor submits KACE ticket for image check.

- **Medical Image or Photograph:**
  - Check image quality (If unusable let editor know so they can request new art from author).
  - Change color mode to greyscale or CMYK.
  - Improve quality & size for print.
- **Illustration Basic:** Graphs & Charts
  - Redraw graphs and charts in Illustrator using C+K colors (make document color mode is CMYK).
- **Illustration Advanced:** Medical, Diagrams...
  - Search our database for something that you can start with (if applicable).
  - Update or create new illustrations in Illustrator with C+K colors (new advanced illustrations should be requested early (~3 months) to give sufficient time to draw).

## READY FOR LAYOUT

**Ready for Layout (1ST Flow):** Editor submits KACE ticket when article is ready for layout.

- Download Word Doc from Pubs Sharepoint.
- Open Journal Template: JRNL19\_Template-eXstyles.indt
- For the *first* article of that issue: update folio information on PR master pages (month, year, volume, number) > Save As a template in your journals folder with the updated folio (to save time for following layouts). For all following articles use new template so you don't need to update the folio every time.
- Drag the correct Master Pages to the Document Pages (i.e. DR Start & DR additional page).
- Unlock the "Title" text box from master (**Command+Shift+Click**). *Just on first page.*
- Highlight all text (all text boxes are linked) and hit **Command+D** to place object. In dialog box select "show options" to make sure the styles will be mapped to most current eXtyle map.
- To flow to next page, load cursor with overflow text, **Shift+Click** second page where first column should be. This will automatically flow the rest of the text into additional pages based on that current master page.
- Once Word doc is placed in InDesign:
  - **Step 1: Command+F** (Find and change) select "1 eXtyle Serif Superscript" from drop down query and "Change All."
  - **Step 2:** Find and change: select "2 eXtyle Paragraph Italic" from drop down query and "Change All."
  - **Step 3:** Find and change: select "3 eXtyle Figure Bold" from drop down query and "Change All."
  - **Step 4:** Select all copy, **Right Click** and select "Clear All Overrides."
- Create tables and boxes by dragging templates from the ASRT Journals CC Library, copy text from word doc tables for easiest flows (*NOTE: if there are paragraph returns within a cell in the word doc, that paragraph return will copy as a hard return in InDesign, try and delete them before copying into InDesign*)
- Place Figures, Boxes, Tables and Figure Text in proper places (usually after the reference in the copy).
- DRS: For quizzes, drag down Quiz Start master page and Quiz Additional Page. Load cursor and manually flow into Quiz Start (*don't Shift+Click*). You can **Shift+Click** on Quiz Additional Page. *Do not* format quiz, this will happen in final flow.
- For now, please ignore widows, orphans, double hyphens etc.
- Save and Package file in the "eXtyle Working Files" folder. (Include eMag PDF)
- Print out copy. Write "1st Flow" with date and initials. Upload PDF to sharepoint Pub Site corresponding folder.

**2nd & 3rd Flows:** Editor will revise SharePoint Word doc and inform designer when dropping off marked-up hard copy.

- Re-download Word Doc ("copy" link in Monday).
- Open file from 1st Flow (packaged version in eXtyle Working Files).
- Highlight all copy and hit **Command+D** to place object, select new Word file.
- Once Word doc is placed in InDesign follow same steps as 1st Flow:
  - **Step 1: Command+F** (Find and change) select "1 eXtyle Serif Superscript" from drop down query and "Change All."
  - **Step 2:** Find and change: select "2 eXtyle Paragraph Italic" from drop down query and "Change All."
  - **Step 3:** Find and change: select "3 eXtyle Figure Bold" from drop down query and "Change All."
  - **Step 4:** Select all copy, **Right Click** and select "Clear All Overrides."
- Manually make changes to figures, figure text, boxes and tables, copy & paste if necessary.
- Ignore widows, orphans, double hyphens etc.
- Print out copy, write "2nd Flow" etc. and save out eMag PDF (overwrite pdf in the folder).
- Upload new PDF to sharepoint.

**Final Flow:** Editor revised SharePoint Word doc and informs designer that this will be the last flow.

- Follow same instructions as 2nd Flow.
- Fix all orphans, widows, double-hyphens, reference breaks.
- Double check placement of tables, boxes and figures to correspond with text.
- Find and replace mathematical symbols with preset queries (<=>+)=).

## PRODUCTION

**Create Imposition:** This step should be complete *before* final page proofs. Use ePica software to input data.

- Create Covers, Front Section and Classified files (Wait to package Cover, Front and Classified files until final art has been received for ADs).
- Input all data into ePica to create the ordered journal (see ePica instructions).
- **AD Placement:** Place "Placeholder" ADs from preliminary runsheet. (Size and Color are final, no changes accepted after this point) Pay attention to "special placement requests."
- Move packaged article folders from eXtyle Working Files to "Final To Ship Files" > Page Files"
- Organize and correct page numbers in all InDesign Files based on imposition layout.
- Save out a new PDF of each article with final changes and correct page numbers for final page proofs.
- Compile a single PDF book for each version by using Acrobat.

**Print Final Page Proofs:** Main and targeted editions printed in full and distributed to editors by **noon**.

- Print 1, 1-Sided Main and Target Version(s) (This will be the master version(s) that will get consolidated edits marked for fixing).
- Print 3, 2-sided copies for individual editors (easy to do with compiled the single PDFs).
- Print 1 copy of each DR for CE Reviewers.
- Upload most recent DR PDFs & CE Column Quizzes to sharepoint.

**Send PDF Answer Sheets to Caso:** 1 Week before Ship Date get approval on answersheets, then upload PDFs to CASO ftp site.

- Save PDF of each answer sheet eMag settings. Naming ex: "RADT19\_MA\_ANS-01.pdf"
- FileZilla > Host:ftpaz.caso.com Username: **asrtec** Password: **Yyd#88YZpJu!jTd** Port: 22 > Quickconnect
- Place DR AnswerSheet PDFs in Folder "To Caso>Test"

**Place Internal and External ADs:**

- Receive final runsheet from Corporate Relations, download all art files, convert into Greyscale or CMYK (no spot colors).
- Put temporary page numbers on ADs.
- Once all ads are placed, Package Cover, Front and Classified files (to keep ad files with the indesign files).
- Send proofs to CR and Marketing for them to approve.
- If you don't have artwork yet, simply put placeholder text saying which ad is to be on that page.
- Upload External Ad Proofs as single page PDFs and House Ads Proofs as one compiled PDF to GDT Proofs > Corporate Relations Proofs > Corresponding Journal Folder
- Get written "Approval" from both Marketing and CR.

**Edit Final Page Proofs:** Changes are made on a page by page basis, any changes made at this point will also have to be made in the Word Doc (when we quit Highwire).

- Make changes, print the single pages that have been corrected. (Editor will check changes by replacing marked up pages with the new printed pages)
- This can go back and forth a few times until all changes have been made.

### ePica Software

- Open ePica and login (personal usernames are sent from LSC)
- "Create a New Job"
- Select "Planned Publication" > Name Job: Ex. RADT/Mar-Apr/2017 > Select Title > Move the issue over to the "issues chosen" side > Binding Properties: Starting folio # is first page number > 2C: K+Cyan > Select Current paper schedule > Finish

### BookMap Tab

- Input all advertisements (make sure to select "house, display or classified" for mailing costs)
- Input all editorial content including; Covers, Staff Page, Postal Page, TOCs & Author Guide. Make sure to select categorize each editorial page correctly from dropdown. Staff page and postal page are "standard" pages. All pages will be 2C initially so you must individually change the 4C pages to 4C.

### Bookbuilder

- 4 pg cover
- 8 pg Body form (1st form for RADT)
- 32, 24, 16, 8 page forms to fill the rest. (32 and 16 are most cost efficient)
- Split forms if needed for RADT Targets:
  - Right Click on form > Split > Name (Initial Run =MAIN, Split Run= CT and/or MAMMO) > Select pages that split and name either MAIN or CT or MAMMO (Note: you can "split form again" for 3 targets, just make sure pages have the corresponding folio sooo Mammo should be COV1(B), and CT = COV1(C)).
- Spine files should also be labled A or B for RADT. If needed, double click the cover form > Cover Details > Manually type in (A) or (B) after BB in that text field.
- **Find Spine Width:** Double click the cover form > Cover Details > Backbone Width: XX pts, Change InDesign Spine to match: Use "Page Tool" to select the individual BB page > Change width in top menu bar to match ePica. Manually center spine text.

### BookMap (again)

- Click and drag pages to correct positions (use stamp tool for multiple pages)
- For targeted editions use dropdown to to that view.
- Update pages that should be 4c by right clicking the page "Change Placement Colors"

### Add Ons

- **Procover:** Procovers/wraps > select > OK > "Tip" insertion > **trim size: 7.75x10.375"** > Next > Finish
- **Pre-printed bellyband:** Furnished > Furnished > Next > Select > Next > 2 Pages, Form type: Bellyband > Next > **form Trim size: 18x6"** > Next > Next > Next > Hold Remaining (usually) > Finish > OK
- **Outsert:** Standard > Saddle > 4 pg protective cover > outsert > Next > Finish > 0

**Select Paper:** Right click each form>"get Paper"

- Covers = pubgloss 92
- Internal Pages = pubgloss 82
- ProCover = 7pt HID BRC
- Bellyband = pubgloss 88

### Submit Job

- Communication > Submit Job > "Proceed as is"

**Book is Approved by Editors:** All changes have been checked and the book is approved!

- Upload all final PDFs to sharepoint by the Ship Date (On ship date alert Julie and Jason M that the final pdfs are up for them!).

**To Printer:** Once all pages/ads are approved begin prepping files for the printer.

- Open InDesign and start up Zevrix, Output Factory.
- Edit the following Settings: Output Location, choose the PubPress\_PDFs in your "Final To Ship Files" folder and File Naming (ex RADT\_XXX(section), RTT\_XXX, RTT\_XXX-XXX)
- Drag and drop the indesign files to the bottom section. You can do as many as you want just make sure the naming convention applies to all the files (Ex. RADT targeted versions need an (A) or (B) or (C) at the end of the name for the 2nd DR (or columns that are only running in one edition). So "RADT\_112(A).pdf")
- Check PDFs that have color images or illustrations to confirm they are ONLY K+C or CMKY. (To get rid of spot colors or make images grayscale the easiest way is to edit it in Adobe Acrobat with: Print Production > Convert Colors > Color Type: Any Spot or Any CMYK > Conversion Profile: Grey Gamma 2.0 or US Web Coated (SWOP) V2 or do it back in the inDesign File.
- Check Illustrations to make sure they are 2-color with Adobe Acrobat: Print Production > Output Preview > Turn off Cyan and Black to check that nothing is showing up in 4C (Besides trim marks).
- Upload Files to LSC FTP site | [sftp://sftp-ljplant.lsc.com](ftp://sftp-ljplant.lsc.com) | Username: **arst** | Pswd: **@Rt!812!** | Port: # 22 (if needed) > RADT or RTT > corresponding folder > SimonXpress (Just drag and drop all the individual PDFs straight to the folder).

### Simon Xpress

- Open Simon Xpress in browser.
- <http://simonxpress.pubpress.com/dalimnetapps/logonFrame.cfm?urlBase=aces%2Ecfm&queryString=rand%3D0%2E334553327144>  
Username: **scanner** | Pswd: **techno**
- Make sure your issue is ready. Select "title" from dropdown, then if necessary select "Issue" (Versions are for RADT, Default = Main, Version 2 = Target)
- Open Cyberduck > Pubpress FTP site Username: **arst** | PSWD: **art812** > RADT > Mar-Apr > SimonXpress > Drag PDF files here.
- Pages will start to fill in online. Refresh the page with the Eye icon if taking too long for files to show up.
- Double click the page to see a preview (Use this view to "Approve" or "Page on Correction")

### Approval

- Check first and last word on each page with your master copy printout
- Check color in margin (make sure its correct)
- Check page numbers
- Make sure all temporary page numbers are off ADs
- Hit "Approve"

### Page on Correction

- -To make changes, select "Page on Correction" then re upload that single page to the FTP. It will take 5-30 min for the change to show up.
  - NOTE: Some color issues never correct. If a page is supposed to be 2-C and its showing 4-C (and you can't find any 4C on the page at all) Just make a note of that and email our Rep that you had an issue at the same time you tell her the rest of the pages are all approved. (ie. Pages 244, 234(B), and 300 are showing as 4-color when they should be 2-color, will you please check this for me?) If we don't warn our Rep ahead of time she may charge us \$161/ page... having the question in writing is key. Email Sample: "Hi XXXXX, There were two pages that showed as 4C when they should be 2C or K only, could you please double check them? Page XXX – should be 2C, Page XXX – should be K only. Other than that all the pages have been approved!"

### Approved

- Once all pages have been approved, all thumbnails of the pages should be outlined in green.
- Email our rep at PubPress telling her pages have been approved, and let her know if you had any problems with color on the pages (see above).

**Web PDF:** Pages have been sent to the printer, start compiling Web PDF by copying all final PDF files into the "eMag PDF" folder.

- Open Adobe Acrobat > File > Create > Combine Files into a Single PDF.
- Drag files into the window and organize based on page number.
- Change page numbers (Called "Page Labels") to reflect page numbers on document. (Name Covers pages COV1-COV4)
- Create Bookmarks for: Contents, Peer Reviews, Directed Readings, Columns, Individual Articles. Name them with the article's title (If you have the title selected with the pen tool when you create the bookmark it will automatically put that in the bookmark's title) For columns: "BACKSCATTER: What's Inside" etc.
- Stylize "Contents, Peer Reviews, Directed Readings, Columns" as bold, all caps and blue (or for Therapist, the color of the cover).
- Nest individual articles under corresponding groups.
- On TOC create links to the corresponding pages, so when clicked it will jump to that page in the book.
- Create links to websites for House Ads ONLY.
- Create Links to expanded content within articles.
- Create Links to DR Quiz pages.
- After main version is done, follow with targeted versions. Duplicate the main version. Select pages to replace, right click and choose pdf of CT or Mammo DRs.
- Update links if needed.
- Double check that all links work.
- Once complete, send path-link of compiled PDFs to Jason M.

### Other Web Graphics:

- Create Store Icons (/Volumes/gdt/Publications/Journals/Journal Documents/Post Production Files/JRNL\_IC\_Cover.psd) Right click on the Cover art "Relink to file" and choose new art (it will change out all of the cover graphics linked)
  - Cover Icon
  - Dr Quiz Icon
  - DR Icon
  - Email Cover Graphic

### Email when ready

- Email the following people when ready: JMontano@ASRT.ORG, KZehr@ASRT.ORG, ARider@ASRT.ORG, HPolyard@ASRT.ORG, JDassler@ASRT.ORG, sfawver@asrt.org, JHinds@ASRT.ORG, SMoseley@ASRT.ORG
  - Hi All,
  - Store/Email Graphics are up here: <LINK TO FOLDER>
  - Final DRs are uploaded to Sharepoint:
  - <LINK TO ALL PDFs>
  - CE Column Quizes:
  - <LINK TO ALL PDFs>
  - Jason, Web PDFs are on the server: <LINK TO SERVER PDF>
  - Thanks!

**Highwire:** Copy all Web PDF files and rename "RADT\_90\_1\_XXX-XXX" (Fill out volume year, issue # and page numbers)

- Delete all ads and Answersheets from PDFs.
- Create a Cover and TOC that are a *compilation* of **all editions** .
- Prepare Images: Open PDFs in Photoshop 300 DPI RGB. Select pages that have *images, boxes and tables* in popup window.
  - Flatten background, Crop to just image (no figure caption).
  - Save out as a .TIFF
  - Name "RADT\_90\_1\_XXX\_figX\_C.tiff" (Journal, Volume #, Issue #, Page #, fig1 or table2 or box3 etc., **C**=Color **GS**=Greyscale).
- Copy the "Go.xml and covercaption.html" files from previous issue. Open in *Text Edit* and edit the Volume Year and Issue Number, for the covercaption copy and paste the current cover caption.
- Zip files into "radtech\_90\_1\_PDFs.zip"(PDFs), "radtechs\_90\_4\_peripherals.zip (covercaption html file), radtech\_90\_1\_Images.zip (all .TIFF images).
- Upload 3 zipped files files to FTP Site Username: **hwxsrt** PSWD: **g10wing** into a new folder named for the issue (EX: radtech\_iss\_90\_1).
- After zipped files are uploaded, change folder and zip file info to "777" (CMD+I).
- Upload the Go.xml file (change it's info to 777).
- Once all uploaded to go Highwire Website and submit a Customer Request ticket, fill out form. Journal: **radtech** PEID: **radtech\_iss\_90\_1**

**EBSCO:** Make a copy all Highwire PDF files and rename "RADT0119\_XXX-XXX" and place in Ebsco folder.

- Include PDFs of the Front Cover and TOC (compiled versions with no Ads).
- Zip files into "RADT\_SeptOct\_2019"
- Upload to FTP site Username: **ftp809** PSWD: **cOgi4waq**
- Done!