

## Get Organized...

#### How to Successfully Organize Your Supplied Files

One of the challenges our clients face is organizing their speakers' digital files and accounting for all papers or presentations. Our experience indicates that if our clients do not organize their files before sending them to us, it leads to missing (or inaccurate) files later. Having to track down missing or inaccurate files at the last minute is not only inconvenient for you and Omnipress... it is one of our largest causes of production delays, which leads to increased costs.

### Step 1 Finalize your Table of Contents/Program

- Do this electronically.
- You may even want to include missing papers. Especially, if you are expecting late submissions.

### Step 2 Print your Table of Contents, then indicate the final sequence order

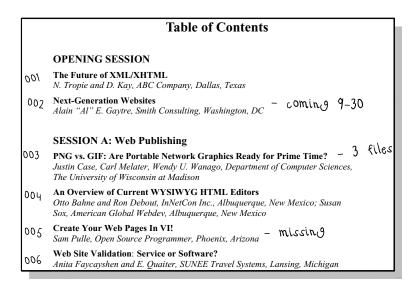
- Actually <u>write</u> a sequence number (001, 002, 003, etc.) next to each title, even if files are missing. You may need to account for them later.
- Indicate missing papers or jot notes in the margin.
- If more than one file for paper, indicate the sequence order for these multiple files.
- If you have more than 100 papers, use 001, 002, etc.
- MS-Excel also facilitates organization.

# Step 3 Rename the digital files to correspond to your Table of Contents

- The F2 key allows you to quickly rename files. Ask your project coordinator how!
- Place files in appropriate directories. Include special directories for:
  - Book cover or CD-ROM artwork.
  - Table of Contents and front matter.
  - Divider Pages.
  - Author index and end matter.
- If you're using sub-directories, sequence these too.

#### Step 4 Provide your printed Table of Contents

- > Send this with files or fax it to us.
- We will use this as our "quality assurance" guide when preparing your files for final print, CD-ROM or online production.
- If you are using MS-Excel, send us that file.



Size	Туре
323 KB	Adobe Acrobat Docum
38 KB	Microsoft PowerPoint R
126 KB	Adobe Acrobat Docum
11 KB	Microsoft Word Docum
400 KB	Adobe Acrobat Docum
51 KB	Microsoft Word Docum
	323 KB 38 KB 126 KB 11 KB 400 KB

Name A	Size	Туре
Cover		File Folder
a _Dividers		File Folder
a_TOC+Frontal		File Folder
and 01_Opening Session		File Folder
a 02_Session A		File Folder
a 03_Session B		File Folder