

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 write 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.

Table of Contents	
OPENING SESSION	
001	The Future of XML/XHTML <i>N. Tropie and D. Kay, ABC Company, Dallas, Texas</i>
002	Next-Generation Websites <i>Alain "Al" E. Gaytre, Smith Consulting, Washington, DC</i> - coming 9-30
SESSION A: Web Publishing	
003	PNG vs. GIF: Are Portable Network Graphics Ready for Prime Time? - 3 files <i>Justin Case, Carl Melater, Wendy U. Wanago, Department of Computer Sciences, The University of Wisconsin at Madison</i>
004	An Overview of Current WYSIWYG HTML Editors <i>Otto Bahne and Ron Debout, InNetCon Inc., Albuquerque, New Mexico; Susan Sox, American Global Webdev, Albuquerque, New Mexico</i>
005	Create Your Web Pages In VI! <i>Sam Pulle, Open Source Programmer, Phoenix, Arizona</i> - missing
006	Web Site Validation: Service or Software? <i>Anita Faycayshen and E. Quaiter, SUNEE Travel Systems, Lansing, Michigan</i>

Name	Size	Type
001 tropie paper.pdf	323 KB	Adobe Acrobat Document
003a Case presentation Sept.ppt	38 KB	Microsoft PowerPoint Presentation
003b Melater.pdf	126 KB	Adobe Acrobat Document
003c Wanago.doc	11 KB	Microsoft Word Document
004 An Overview of Current WYSIWYG.pdf	400 KB	Adobe Acrobat Document
006 Faycayshen, Quaiter SUNEE.doc	51 KB	Microsoft Word Document

Name	Size	Type
_Cover		File Folder
_Dividers		File Folder
_TOC+Frontal		File Folder
01_Opening Session		File Folder
02_Session A		File Folder
03_Session B		File Folder