

3L Reference:

Naming Documents Reference Sheet

Naming documents is one of the most important parts of the production process. PC's and ME's **MUST** remember to name the document they are working on at the beginning of each editing session in order to keep the most up-to-date version as the working document. After the PC or ME finishes each round of editing, the document should be placed in the proper author folder on the K:Drive.

The process is simple and most of it will be done for you when you rename the document, but it should be done each time nonetheless.

First is the author's name followed by an underscore: Vanderlaan_

Second is the Book number followed by an underscore: Vanderlaan_02_

Third is the title of the person editing the document (PC, ME, SME, EIC) followed by an underscore:

White_02_PC_

Fourth are the initials of the person editing the document followed by an underscore:

White_02_PC_AV_

Finally is the process that the person editing the document is completing (CC1, CC2, LXL1, LXL2, Proof):

White_02_PC_AV_LXL2.doc

Other documents should also be saved in the Author folder by the PC's, including the Source List: White_02_Source List.doc; Author Edits: White_02_Author Edits.doc; and the PC Memorandum to the 2L's: White_02_PCMemo.doc

END OF DOCUMENT

Document history:

Originated by Albert Vanderlaan

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