

Archive Submission

North America Higher Education

Rights & Permissions | Product Asset Management



Contents

NA Archive Submission	3
Overview.....	3
Step 1 – Prepare files for submission.....	3
Checklists.....	5
Book Checklist.....	5
eBook Checklist.....	6
eText 2.0 Checklist	6
PXE Checklist	6
Other Checklist.....	6
Step 2 – Submit files via Alfresco	7
System Access.....	7
Archive Submission.....	8
Step 3 – Send notification to the PAM team.....	10
Help	11
Asset Management	11
Product Asset Management (PAM)	11
Asset Management Data Hub (AMDH).....	11
Asset Management Correction Team	11
Digital Asset Management (DAM).....	11

NA Archive Submission

Overview

All Lines of Business are responsible for ensuring their products are archived and their intellectual property is protected. Therefore, when a product has reached the end of its development lifecycle and has been published, or gone live, content used in the creation process should be gathered into a final archive package and submitted to Rights & Permissions, Product Asset Management (PAM) team for curation into Alfresco.

Final archive files must be submitted to the PAM team in a 21-day window (no more than fifteen business days) following the files-to-printer (printed products) or go-live date (digital products).

If you are submitting content for the Instructor Resource Catalog (IRC) please refer to the [NA Catalog Resource Submission Guide](#).

There are three steps in the process of submitting content to the PAM team:

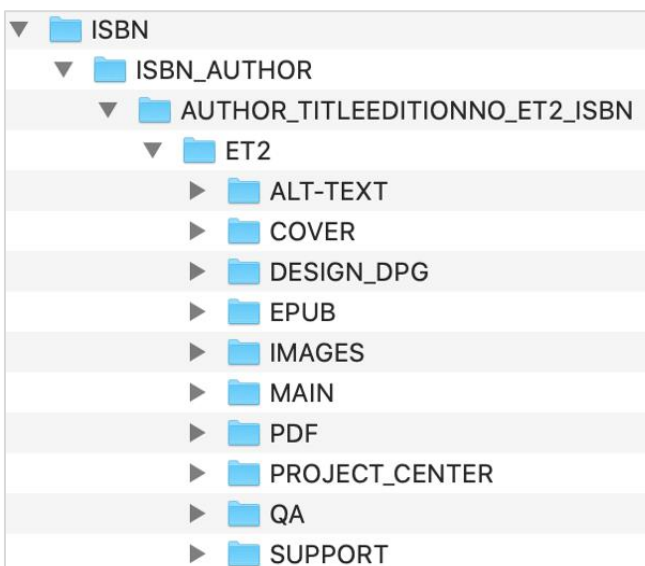
1. Prepare files for submission
2. Submit files via Alfresco
3. Send notification to the PAM team

Step 1 – Prepare files for submission

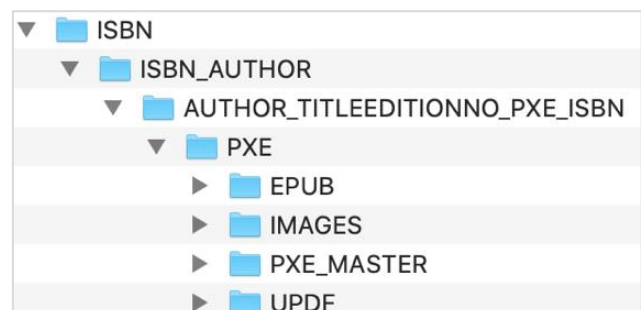
Content Creators are responsible for gathering all the content used in the creation process into a final archive package, including all asset types required to rebuild, correct or version the product, i.e., source files, assets, and output file types.

For eText 2.0 and PXE products please continue to use the existing structures.

eText 2.0 products



PXE products



For the products stated below, please refer to the [Global File Naming and Folder Structure Standards](#) for information on preparing your files for archiving. This also includes an online [Archive Folder Creator Tool](#) to support you with the process.

- Book - textbook, or eBook where there is no print equivalent / PCL
- Supplements
- eBooks - uPDF & ePub
- Other - print type products

It is now **mandatory** to supply, where they exist, layered or in-process files e.g., unflattened Photoshop and Illustrator files used to build the final assets, and un-embedded accessibility files e.g., ALT-TEXT.

The [Archive Folder Creator Tool](#) will create 'Layered Artworks and Images', with sequential COMMON, CVR, F, M and Z sub-folders, and 'ALT-TEXT' folders to store these files under the Support folder.

Note: for layered artworks and images that appear multiple times throughout a product, you should only supply a single copy of these files in the COMMON folder.

In addition, please refer to the [Asset Management website](#) for information on:

- Fonts and the Pearson Font Policy.
- Pre-press creation guidelines including configuration for your computer and certification.
- Author Support
- File and folder naming standards, including an online [Archive Folder Creator Tool](#).
- Product Asset Management - Archiving and Fulfilment
- Digital Asset Management - Asset Library and Asset Licensing Portal (ALP)
- Corrections

Checklists

The following checklists provide details of the assets that should be supplied, by product type, when submitting content for archiving.

Book Checklist

Assets that must be included with a book submission e.g., textbook, or eBook where there is no print equivalent. Core Content (Pearson Custom Library (PCL) /Collections Set):

Interior

- Final application files (e.g., InDesign, Quark, FrameMaker, Word, LaTeX).
- Artwork and/or images.
- Font list (actual fonts used must NOT be submitted).
- Output files*
 - Print product (PDFs - low- and high-resolution sets).
 - eBook product (uPDF, ePub, font cover jpg).
 - PDFs for Core Content / PCL (scrubbed and unscrubbed).
 - Online only content (PDFs NOT for manufacture) depending on project.
- Support files (Sample pages, color palette, design template, hotspot spreadsheets, editorial style sheet, art/photo log etc.).
- Layered or in-process files used to build the final artwork and image assets (Photoshop, Illustrator etc.).
- Un-embedded accessibility files (Alt-Text etc.).
- PXID support files (XSLT transformation file, xml, html).
- Math support files (e.g., supersets and metrics).
- Metadata for Core content / PCL (Excel, Word, PDF Checklist).
- Other (please advise).

Cover

- Final application files (e.g., InDesign).
- Artwork and/or images.
- Font list (actual fonts used must NOT be submitted).
- Output files*
 - Print product (PDFs - low- and high-resolution sets).
 - eBook product (uPDF, ePub, font cover jpg).
 - PDFs for Core Content / PCL (scrubbed and unscrubbed).
- Support files (Sample pages, color palette, design template, etc.).
- Inserts, inside cover files, tab sets and endpapers not included with an interior archive submission.
- Layered or in-process files used to build the final artwork and image assets (Photoshop, Illustrator etc.).
- Un-embedded accessibility files, including Alt-Text.
- Other (please advise).

* **Note:** depending on the final output of the book, i.e., printed book or eBook, please select the relevant final output option.

Partial archive submissions

Some divisions produce abridged volumes (e.g., Volume I, Volume II, Volume A, Volume B, Volume C etc.) where the frontmatter and/or backmatter varies from volume to volume but the rest of the content is common. For these titles, we recommend that you submit a full archive of the ISBN that contains all common content (e.g., Combined Edition) and partial archives (just the unique frontmatter and cover) for each ISBN with a unique frontmatter and/or backmatter.

When you submit a partial archive, you must also advise the ISBN or PPID where the balance of the material can be found.

eBook Checklist

Assets that must be included with an eBook that has its own unique identifier and where the full set of source files can be found under the print book archive:

- Output file (uPDF, ePub).
- Front cover image (JPGs).
- Other (please advise).

eText 2.0 Checklist

- ALT text sets (Word or Excel).
- Front cover image (JPGs).
- Design (Word or Excel).
- Final ePub3.
- Images.
- PDFs.
- Project Center (Word or Excel).
- QA (Word, Content QA outline for Cypress, CITE accessibility QA outline, CITE eText QA outline).
- Other (please advise).

PXE Checklist

- Final ePub.
- Images.
- PXE Master XHTML files.
- Reference uPDF.
- Other (please advise).

Other Checklist

Assets that must be included with other types of archive submission e.g., Access Cards, Posters, Supplements etc.

- Final application files (e.g., InDesign, HTML, source code, raw audio).
- Artwork and/or images.

- ❑ Layered or in-process files used to build the final artwork and image assets (Photoshop, Illustrator etc.).
- ❑ Un-embedded accessibility files, including Alt-Text.
- ❑ Font list (actual fonts used must NOT be submitted).
- ❑ Output files (e.g., PDFs, compressed audio, compiled executable, ePub3, uPDF, etc.).
- ❑ Support files (sample pages, design template, art/photo log, audio scripts, etc.)
- ❑ Other (please advise).

Step 2 – Submit files via Alfresco

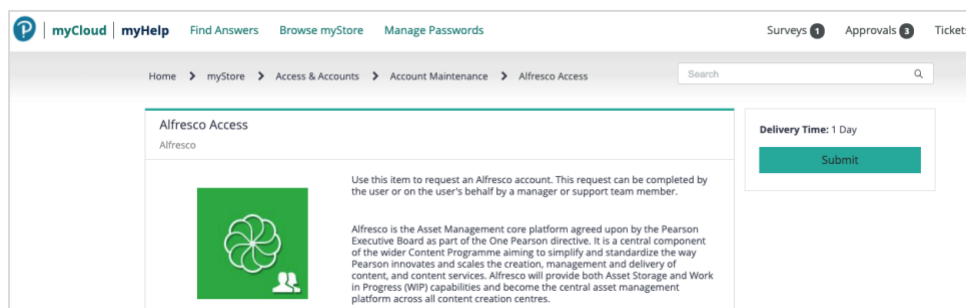
System Access

All archive submissions must be submitted to the PAM team via the Alfresco system. Before you can submit your archive files, there are some system access dependencies that must be in place first:

1. You must have a Pearson account (username and password).
2. You must have access to [Alfresco Global WIP](#) repository.
3. You must have access to the Alfresco [NA Archive Submission](#) site.

If you are a vendor who does not have a Pearson account, please complete the [Onboarding Request Form for Vendors and Suppliers](#) to request access. Contact Vijay.Kataria@pearson.com if you have questions about the process.

If you do not have access to Alfresco, please submit a myStore request. Click on **Browse myStore** and input Alfresco in the Search field, select **Alfresco Access**, click **Request**.



An online form with prepopulated fields will be presented. Complete the form and input the following text into the **business justification** field:

Please give me access to the Global WIP Alfresco repository (<https://globalwip.cms.pearson.com/>) as I need to submit archives to the Product Asset Management team.

Submit the request and you will receive an email with a reference number. The Alfresco team will create your account and email you when it is ready.

Finally, you will need to have access to the [NA Archive Submission](#) site. Please contact the PAM team at PAM.NorthAmerica@pearson.com to request access.

Archive Submission

Once you have all the necessary access, there are two options to submit your final product archives to the PAM team:

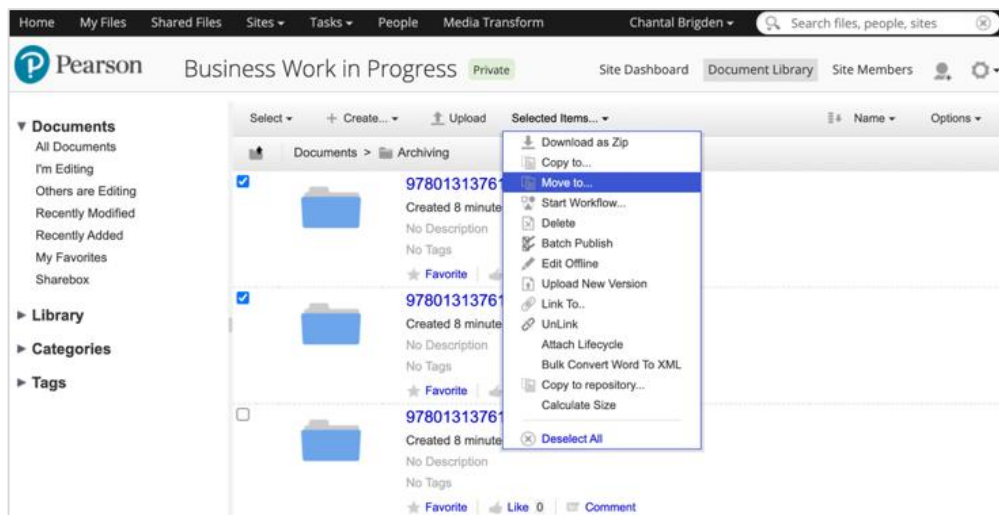
1. **Move** archive/s to the NA Archive Submission site.
2. **Upload** archive/s to the NA Archive Submission site.

Submitters have historically been required to zip their archive submissions; however, this is no longer necessary, and content should be submitted unzipped.

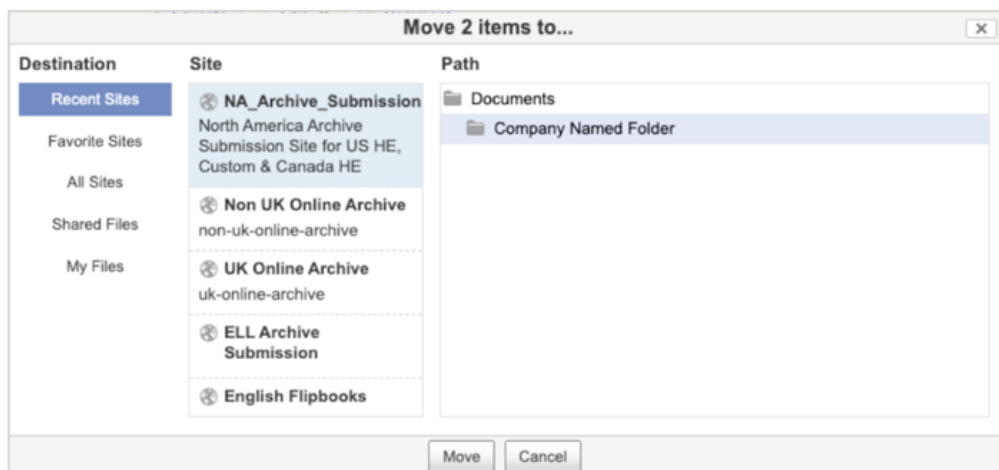
Option 1 – Move archive/s to the NA Archive Submission site

You can move your archive/s to the **NA Archive Submission** site from another Alfresco site. This is the preferred method; a move action will be fast and practical.

1. Log into the Alfresco Global WIP environment and navigate to where the archive/s for submission are stored. **Note:** make sure the top-level folder for each product is just an ISBN-13 or Pearson Product Identifier (PPID) named folder.
2. Click on the **checkbox** to the left of each archive you are submitting.
3. From the **Selected Items** menu select **Move to**.



4. Locate the **NA Archive Submission** site and click on it. **Note:** you may need to choose "All Sites" rather than "Recent Sites" to find the site.



5. Choose your **Company Named Folder** as the path to move the archive/s, select **Move**. **Note:** do not try to move the archive/s to the root "Documents" location as you will not be able to.
6. Once your archive/s have finished moving, you should see an on-screen **Successfully Moved items** message. If there is a lot of content, the move may take a while and, in that case, you will receive an e-mail confirming the move is complete.
7. Finally, navigate to your **Company Named Folder** to confirm the submission.

Option 2 - Upload archive/s to an Archive Submission site

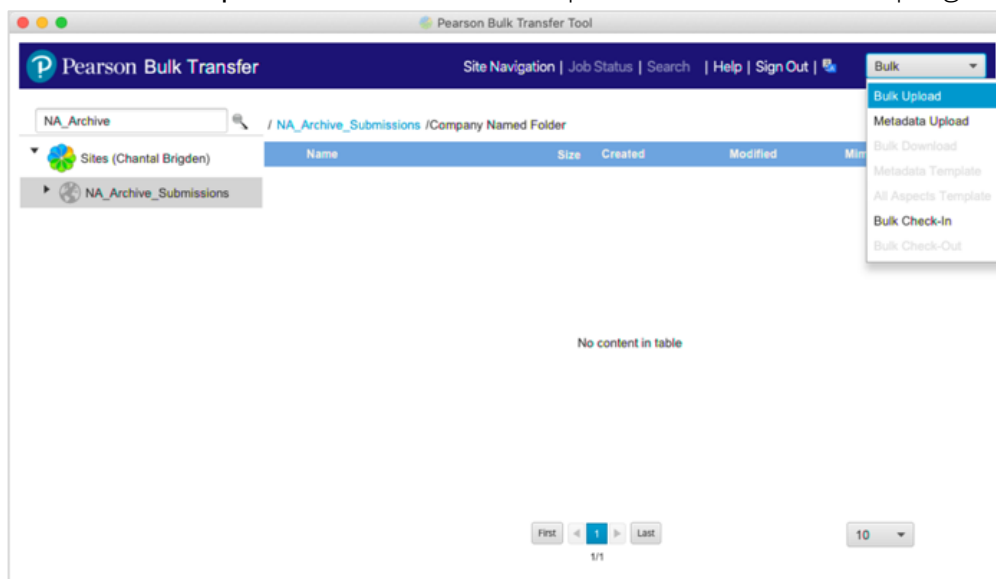


Pearson Bulk Transfer Tool

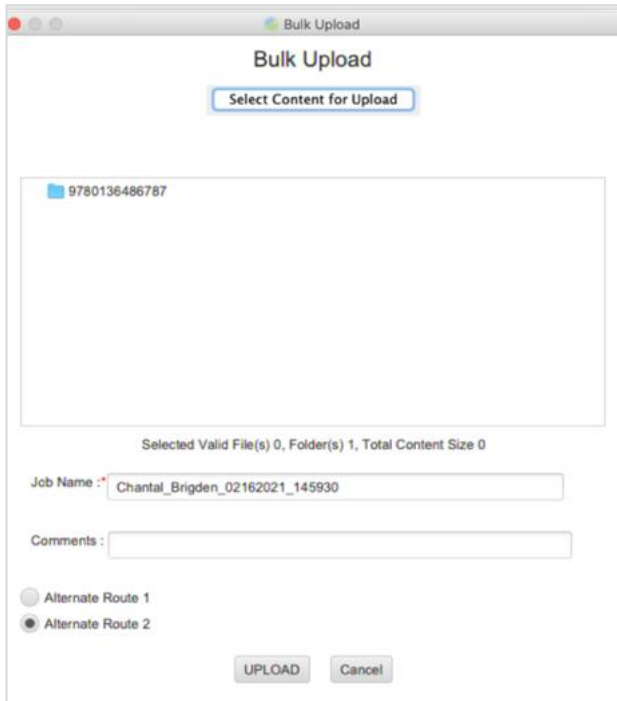
You can use the **Pearson Bulk Transfer Tool** to upload your archive/s to the **NA Archive Submission** site. This is the best way to submit products that are stored on local computers and have not been built in an Alfresco work-in-progress site.

The Pearson Bulk Transfer tool can be [downloaded from this location](#), please refer to this [information on how to install and use the tool](#).

1. Launch the Pearson Bulk Transfer Tool. **Note:** if it is the first time, or it has been a while since it was last used, the tool may update itself and require you to restart it.
2. Select **Global WIP** as the Environment, click **Proceed**.
3. Log in and authenticate your account, you are presented with the Pearson Bulk Transfer Tool application.
4. From the Sites list on the left side of the tool's interface, navigate, and click on the **NA Archive Submission** site.
5. Navigate to your **Company Named Folder**, double click to load its contents, confirm your selection via the breadcrumb trail. **Note:** Be sure to do this since you cannot upload archive submissions in the root folder of the archive submission site.
6. Choose **Bulk Upload** from the Bulk drop-down menu in the top right.



7. Drag each archive you are submitting to the upload window or choose **Select Content for Upload** and navigate to where the content is stored, click Upload. **Note:** make sure the top-level folder for each product is just an ISBN-13 or Pearson Product Identifier (PPID) named folder.



8. Once the upload completes, you should receive an upload confirmation e-mail.
9. Finally, log into Alfresco Global WIP and navigate to your **Company Named Folder** to confirm your submission.

Step 3 – Send notification to the PAM team

Once you have submitted your archive files, notify the PAM team by completing an [NA Higher Education Archive Submission Form](#) which contains all the information the PAM team require to start the archive process.

The PAM team will perform pre-archive checks and tasks on the product before they complete the archive process. If they find any issues, they will contact the Content Creator to resolve them.

To complete the archive process, the content will be moved from the submission site into an Archive site, an archive lifecycle state will be applied, and an archive record will be created in Asset Management Data Hub (AMDH).

Help

Asset Management

Visit the [Asset Management Website](#) for job aids and information on:

- Fonts and the Pearson Font Policy.
- Pre-press creation guidelines including configuration for your computer and certification.
- Author Support.
- File and folder naming standards, including an online Archive Folder Creator Tool.
- Product Asset Management (PAM) Archiving and Fulfilment.
- Digital Asset Management (DAM) Asset Library and Asset Licensing Portal (ALP).
- Corrections.

Product Asset Management (PAM)

For support and information about archiving or content requests, please contact the PAM team:

- Australian products - PAM.Australia@pearson.com
- Asia* and Indian products - PAM.India@pearson.com
- North American products - PAM.NorthAmerica@pearson.com
- The United Kingdom, Global and Italian products - PAM@pearson.com

**Singapore, Malaysia, Indonesia, Japan, Myanmar, Philippines, South Korea, Thailand, Vietnam*

To place content requests for Asia*, Australia, North America, and United Kingdom products, please refer to the following user guides:

- [The Non-Audit Content Request Guide](#)
- [The Rights Audit Content Request Guide](#)
- [The Custom P&L \(Profit & Loss\) to Custom Manufacturing Request Guide](#)

Asset Management Data Hub (AMDH)

Visit myStore to [request AMDH access](#) or raise a [myHelp ticket](#) for additional support.

Asset Management Correction Team

For support and information about corrections, please refer to the [Correction Request Submission Guide](#) or contact the relevant Correction Manager:

- Laura.Ross@pearson.com - Higher Education (US, UK, and Australia) / English Language Learning / Schools (UK, Global, and Australia)
- Jim.Linehan@pearson.com - Higher Education eText 2.0 / REVEL (NA and Canada) / Schools (Canada)

Digital Asset Management (DAM)

For information about Asset Library or the Asset Licensing Portal (ALP), please contact the DAM team at assetlibrarysupport@pearson.com.