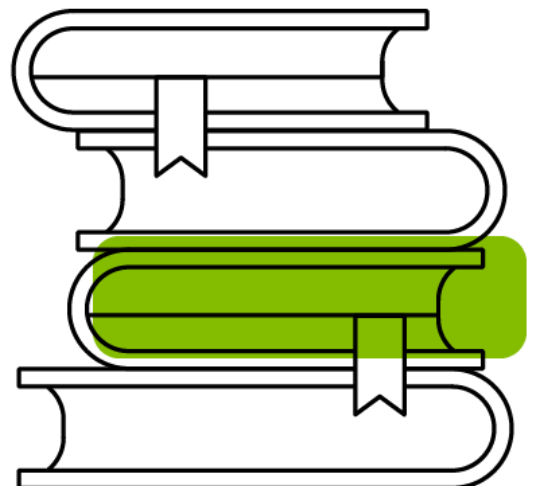


Sample Chapter Submission

Higher Education

Product Asset Management



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Sample Chapter Submission

Overview

For certain products, Sample Chapters, the Preface, or both are made available on [Pearson.com](https://www.pearson.com) as a downloadable secure PDF for Instructors.

To make a Sample Chapter available for a product, a PDF file is submitted to the Product Asset Management (PAM) team, who are responsible for uploading the file into Product Data Hub (PDH), which makes it available on the [Pearson.com](https://www.pearson.com) website.

Sample Chapters will be provided by a **Download a sample** button, which becomes available if a PDF has been uploaded to PDH. There is no limit to the number of samples or full-text requests that are made.

The screenshot displays the product page for 'Marketing Communications, 9th edition' on the Pearson website. On the left is the book cover, which features a blue background with a green ice cream cone and a small black swan. The text on the cover includes 'ninth edition', 'MARKETING COMMUNICATIONS', 'fame, influencers and agility', and the authors 'CHRIS FILL' and 'SARAH TURNBULL'. To the right of the cover, the title 'Marketing Communications, 9th edition' is prominently displayed, followed by publication details: 'Published by Pearson (January 12th 2023) - Copyright © 2023' and 'Chris Fill Director of Fillassociates. | Sarah Turnbull University of Portsmouth'. Below this, a comparison table shows the eTextbook price at £35.83 and the Print price at £56.99. The eTextbook section lists features like 'Easy-to-use search and navigation', 'Add notes and highlights', and 'Search by keyword or page'. The Print section lists 'A print text (hardcover or paperback)' and 'Free shipping'. Both sections have a 'View options' button. At the bottom of the page, there are navigation links for 'Title overview', 'Digital features', 'Table of contents', 'Instructor resources', and 'Author bios'. A 'Download a sample' button is highlighted in a dark grey box, with a 'Request a copy' button next to it.

Preparing the Sample Chapter

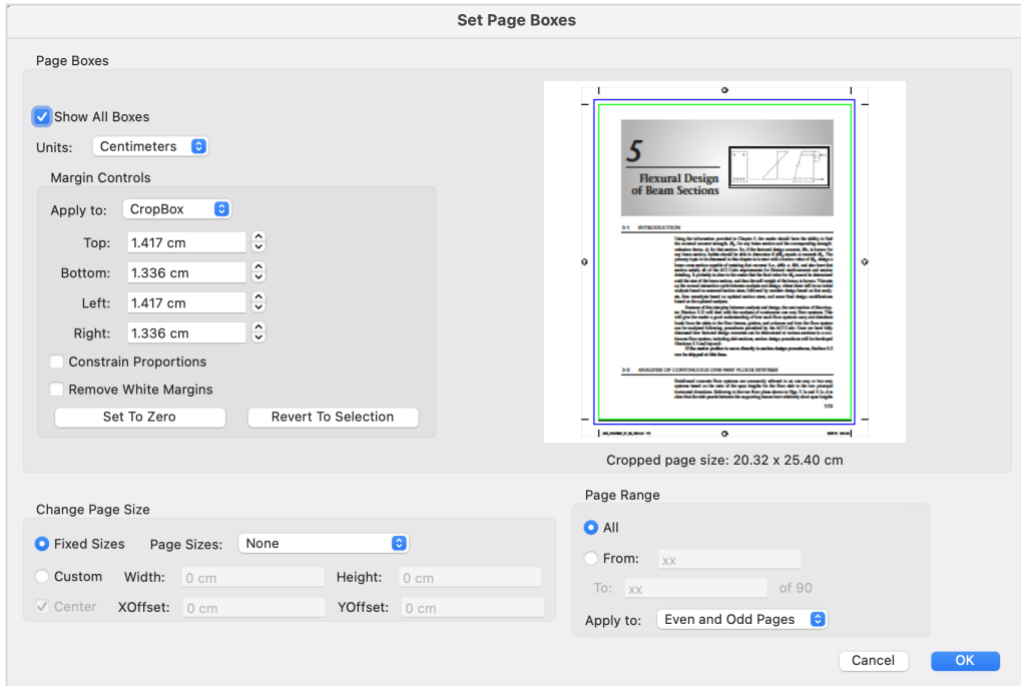
Information that must be followed when preparing your Sample Chapter file:

- Only 1 file can be loaded to this attribute on PDH.
 - Sample Chapter - A PDF of a business-selected chapter/s only.
 - Preface - A PDF of the Preface only.
 - Preface & Sample Chapter - A single combined PDF of the Preface and business-selected chapter/s.
- The Sample Chapter should be loaded against the BOOK product.
 - US - Rental
 - Canada, UK, Australia and Asia - if no BOOK exists, then it should be loaded against the Parent item.
- All Sample Chapter files should have a watermark and security features enabled.
- All Sample Chapter files should be named ISBN13_Sample.pdf.
- All Sample Chapter files must be under 100Mb in size.

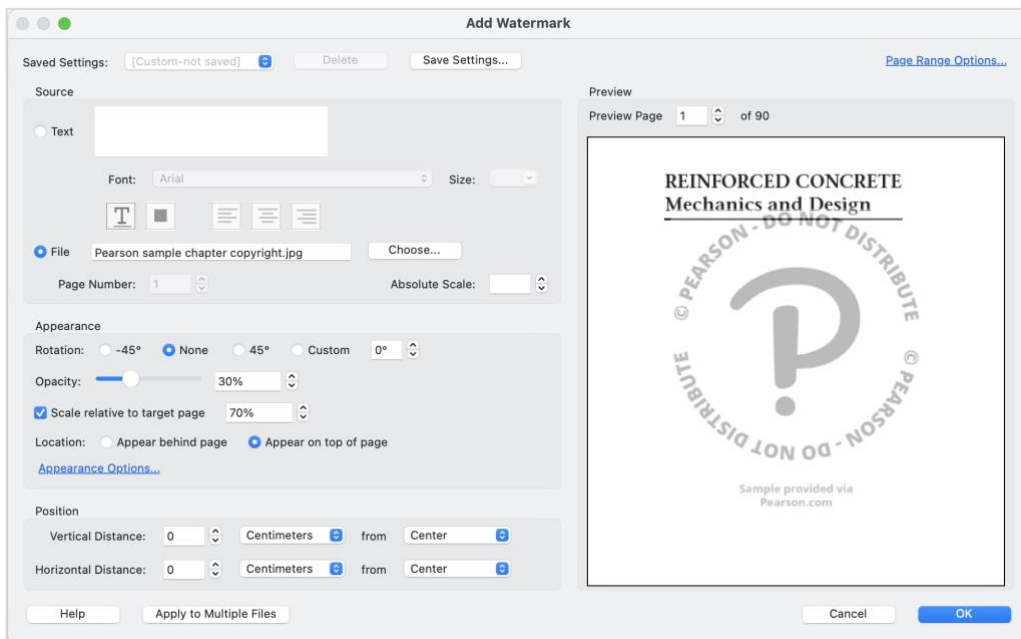
Creating the Sample Chapter PDF

The following process uses **Adobe Acrobat Pro** to create the PDF.

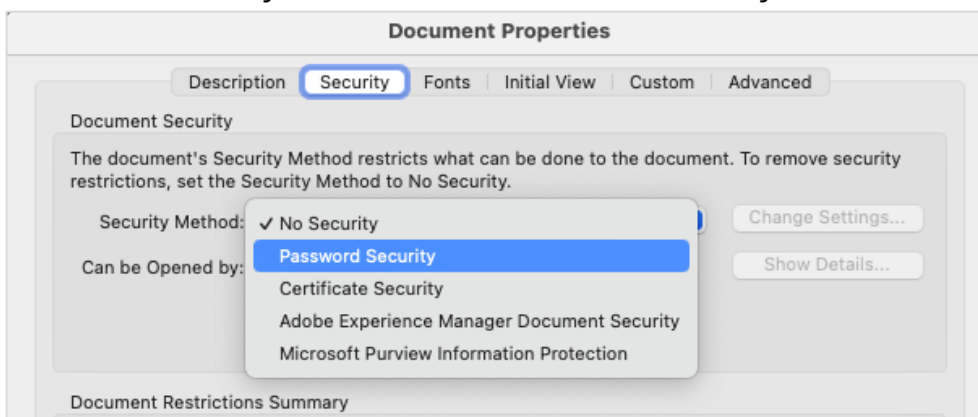
1. [Download the watermark file](#) and save it on your computer.
2. From **Acrobat Pro**, combine the files, e.g. preface and chapter 5.
3. If you are using print PDFs or other PDFs that have crop marks, crop the pages to remove them.
 - a. From the **Edit PDF** menu select **Crop Pages**.
 - b. Draw a box using the crop marks as a guide. The **Set Page Boxes** window will display.



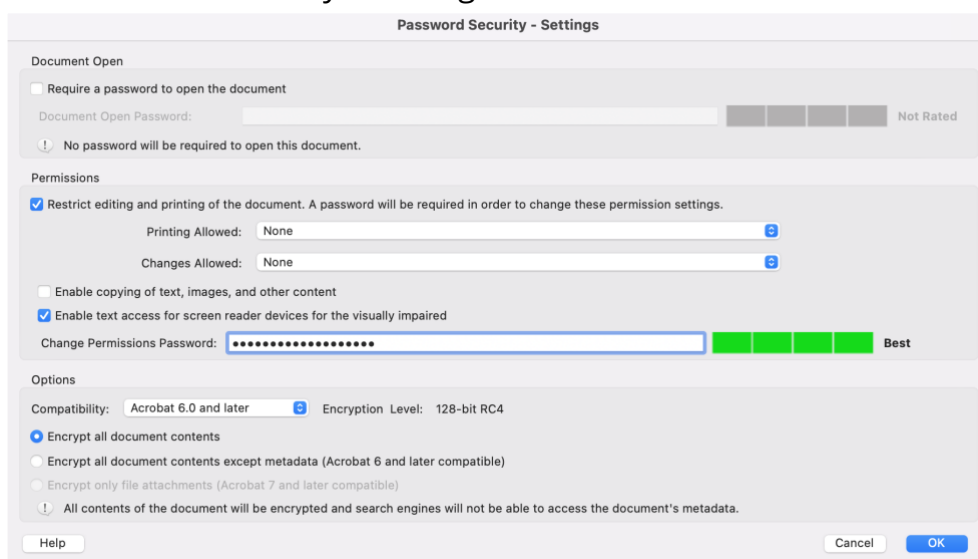
- c. Under **Page Range**, select **All** and click **OK** and the page/s will be cropped.
4. To add the watermark:
 - a. From the **Edit PDF** menu select **Watermark**, click **Add**.
 - b. The **Add Watermark** window will display:



- c. Under **Source**, select **File** and navigate to where you have saved the watermark file.
 - d. Under **Appearance**, select the **Opacity to 30%**, set the size to **70%**
 - e. Under **Position**, make sure **Center** is selected, click **OK**.
 - i. **Note:** You may have to adjust the size depending on the products page size.
 - f. The watermark will be added.
 - i. **Note:** depending on the number of pages, it may take a while to complete the action.
5. To set the security features
- a. From the **File** menu click **Properties**, select the **Security** tab.
 - b. Under the **Security Method** select **Password Security**.

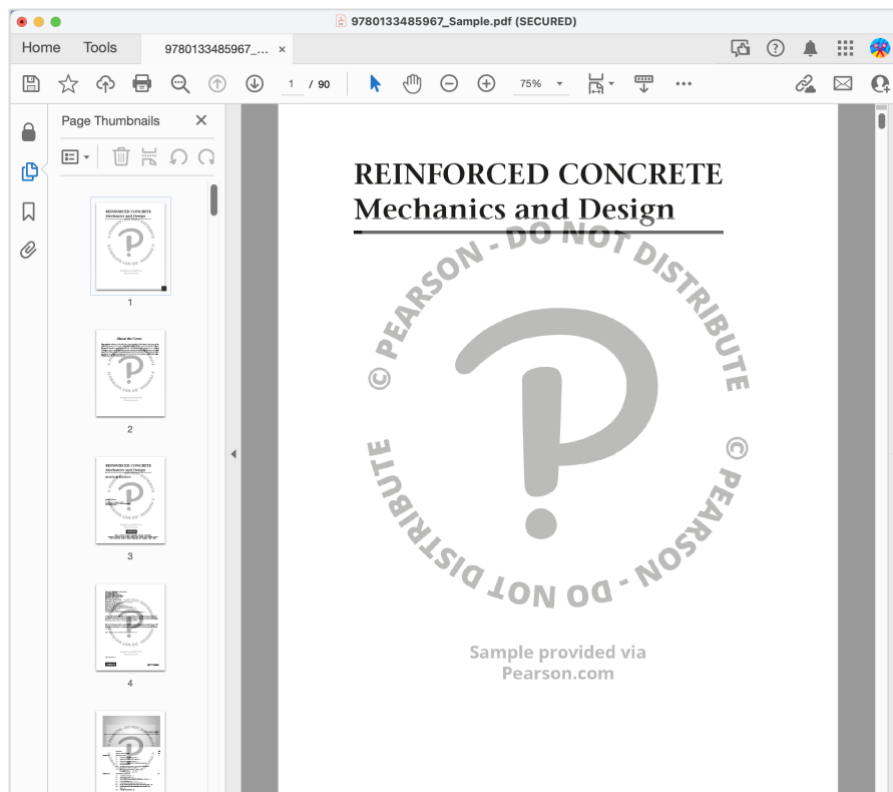


- c. The **Password Security – Settings** window will launch.



- d. Please **do not** select the **Require a password to open the document** checkbox.
- e. Under **Permissions**, click **Restrict editing and printing of the document. A pas...**
- f. Under **Printing and Changes Allowed**, select **None**.
- g. Set a strong **Change Permissions Password** (make a note of it as you will need to supply it to the PAM team on the submission form)
- h. Under **Options**, set the **Compatibility to Acrobat 6.0 and later**, select **OK**.
- i. Click **OK** at the **All Adobe products enforce...** and **Security settings...** messages. You will be prompted to enter the security password again
 - i. **Note:** you can click on **Do not show this message again**
- j. At the **Document Properties** window click **OK**.

6. To save the file.
 - a. From the **File** menu select **Reduce File Size** and save the file using the products ISBN13 and the word Sample e.g., **9780133485967_Sample.pdf**.
 - i. **Note:** if you open the saved file, Acrobat will automatically add the word (SECURED) next to the file name.



7. Confirm your final file is under 100Mb in size.

Product already archived

If you need to create a Sample Chapter on a product that has already been archived, [submit a content request](#) via Asset Management Data Hub (AMDH). Select the following options on the content request form:

End use	Creation of Marketing / Sales materials
End use format	Digital
Material required	Text selection/features (specify when prompted) Add details, e.g. preface and chapter 5
File formats required (*conversion / cost possible)	PDF – Watermarked & Secure
Additional request requirements	Sample Chapter for PDH upload
Delivery method	Customer specific, please advise details in 'Additional delivery instructions' field
Additional delivery instructions	PDH upload

The PAM team will locate the files, create the Sample Chapter PDF, and upload it to PDH.

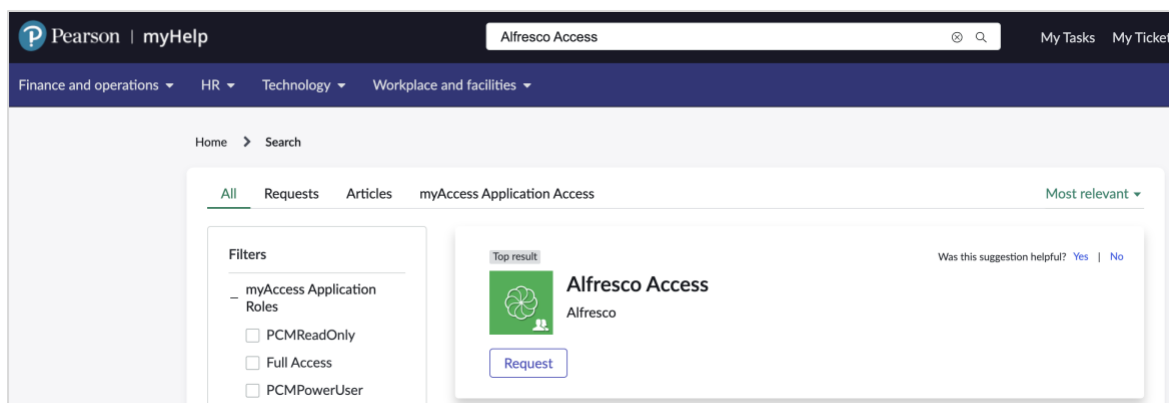
System Access

All Sample Chapters must be submitted to the PAM team via Alfresco. Before you can submit your files, there are 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 an 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 myAccess Application Access request. From myHelp, input Alfresco Access into the **How can we help?** search field, select **Request** against the returned **Alfresco Access** result.



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 a regional Archive Submission site, contact the PAM team (details in the Help section) who will provide you will access:

- [NA Archive Submission](#)
- [UK HE Archive Submission](#)
- [Australia HE Archive Submission](#)
- [ASIA Archive Submission](#)
- [Vendor Archive Submission](#) (Vendors working on Asia, Australia & UK product only)

Submission Process

Once you have created your Sample Chapters to spec and have all the necessary access, you can either move or upload your file/s to the PAM team:

Option 1 – Move Sample Chapters to an Archive Submission site

You can move your Sample Chapters to an **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 WIP environment and navigate to where the Sample Chapter file/s are stored.
2. Click **More** and select **Move to**, locate the Archive Submission site, and click on it.
3. Navigate to the **Sample Chapter folder** as the path to move the file/s, select **Move**.
4. Once the file/s has finished moving, you should see an on-screen Successfully Moved items message.

Option 2 - Upload Sample Chapters to an Archive Submission site

1. You can upload your Sample Chapter file/s to an Archive Submission site.
2. Log into the Alfresco WIP environment and navigate to the Archive Submission site.
3. Navigate to the **Sample Chapter folder** as the path to upload the file/s.
4. Either **drag and drop** the file/s into the folder or select **Upload** and navigate to where the file/s are stored on your computer.

Send notification to the PAM team

Once you have submitted the Sample Chapter/s, notify the PAM team by completing the [Sample Chapter Submission Form](#)

Following Submission

Your Sample Chapter/s will be posted to PDH in 4 working days. The PAM team are responsible for checking the product is live and available on [Pearson.com](#). If there are any issues, they will contact the relevant team to resolve them.

Archiving Sample Chapter/s

Once the Sample Chapter/s are posted successfully to PDH and available on Pearson.com, the PAM team will archive the PDF under the support folder of the parent product's archive.

Requesting Sample Chapter/s from the Archive

If a Sample Chapter has been archived, [submit a content request](#) via 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, India, 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)

[Request AMDH access](#) via myAccess, or raise a [myHelp ticket](#) for additional support.

Correction Team

For support and information about corrections, please refer to the [Correction Request Submission Guide](#). Please refer to the [AMDH Contact Us](#) page for contact information.

Digital Asset Management (DAM)

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