



Excellence  
Delivered.

# Pre-Edit Process Overview





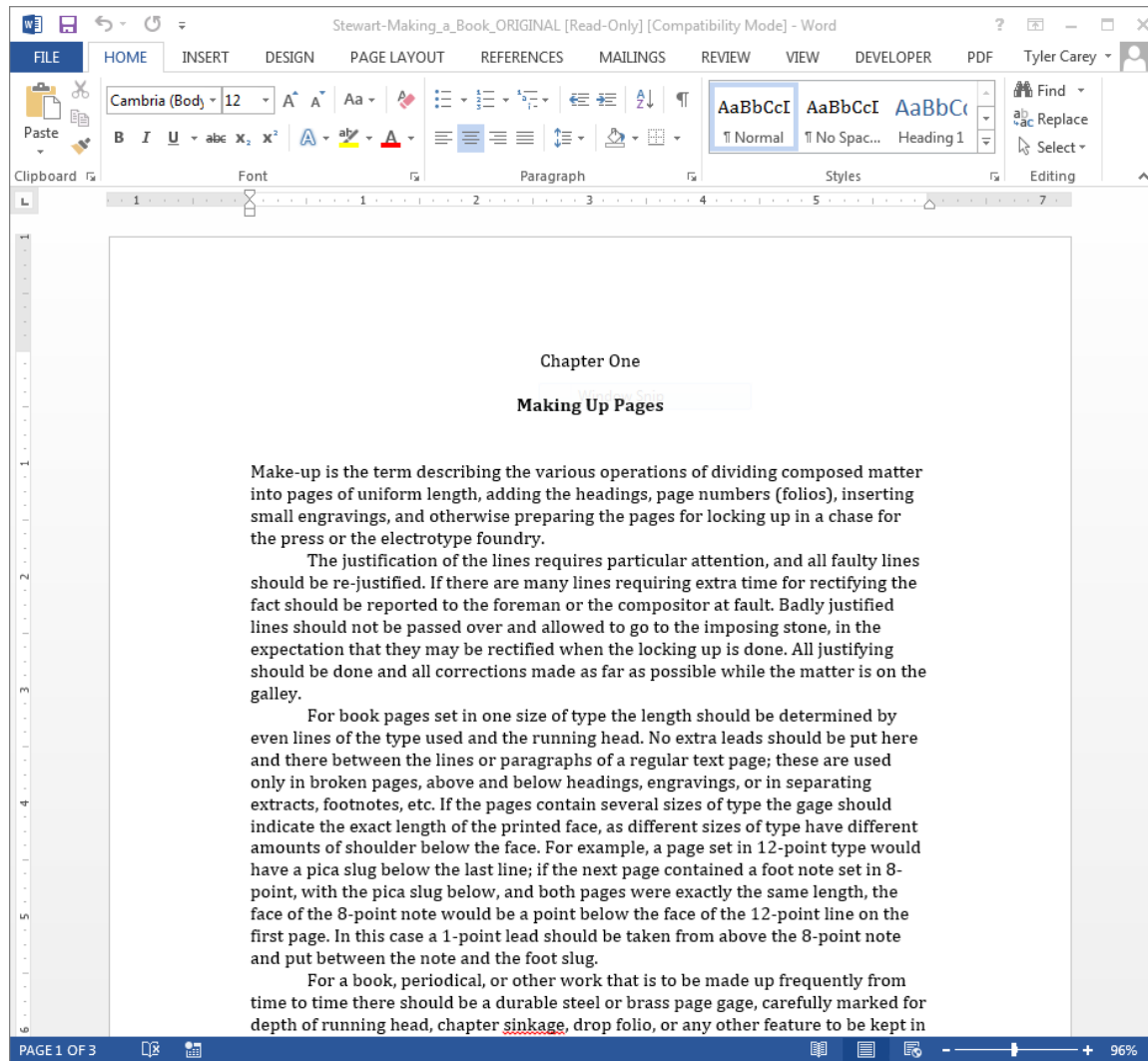
**Westchester has the expertise publishers rely on.**

**On the following pages, you'll see first hand how we help publishers incorporate Pre-Edit services into their production workflow.**



**Westchester**  
Publishing Services

# Author's Original Manuscript in Microsoft Word



# With Westchester's Pre-Edit Tags Applied (Word Styles allows further edits by Copy Editor)



The screenshot shows a Microsoft Word document titled "Stewart-Making\_a\_Book\_Pre-Edited.docx". The document is displayed in the "Home" tab, with the "Font" and "Paragraph" groups visible. The "Styles" pane on the right shows several styles, including "Bibliography...", "Caption", and "Text". The document content is as follows:

Chapter: Number (CN) **Chapter One**

Chapter: Title (CT) **Making Up Pages**

Text: Chapter Opener (CO) Make-up is the term describing the various operations of dividing composed matter into pages of uniform length, adding the headings, page numbers (folios), inserting small engravings, and otherwise preparing the pages for locking up in a chase for the press or the electrotype foundry.

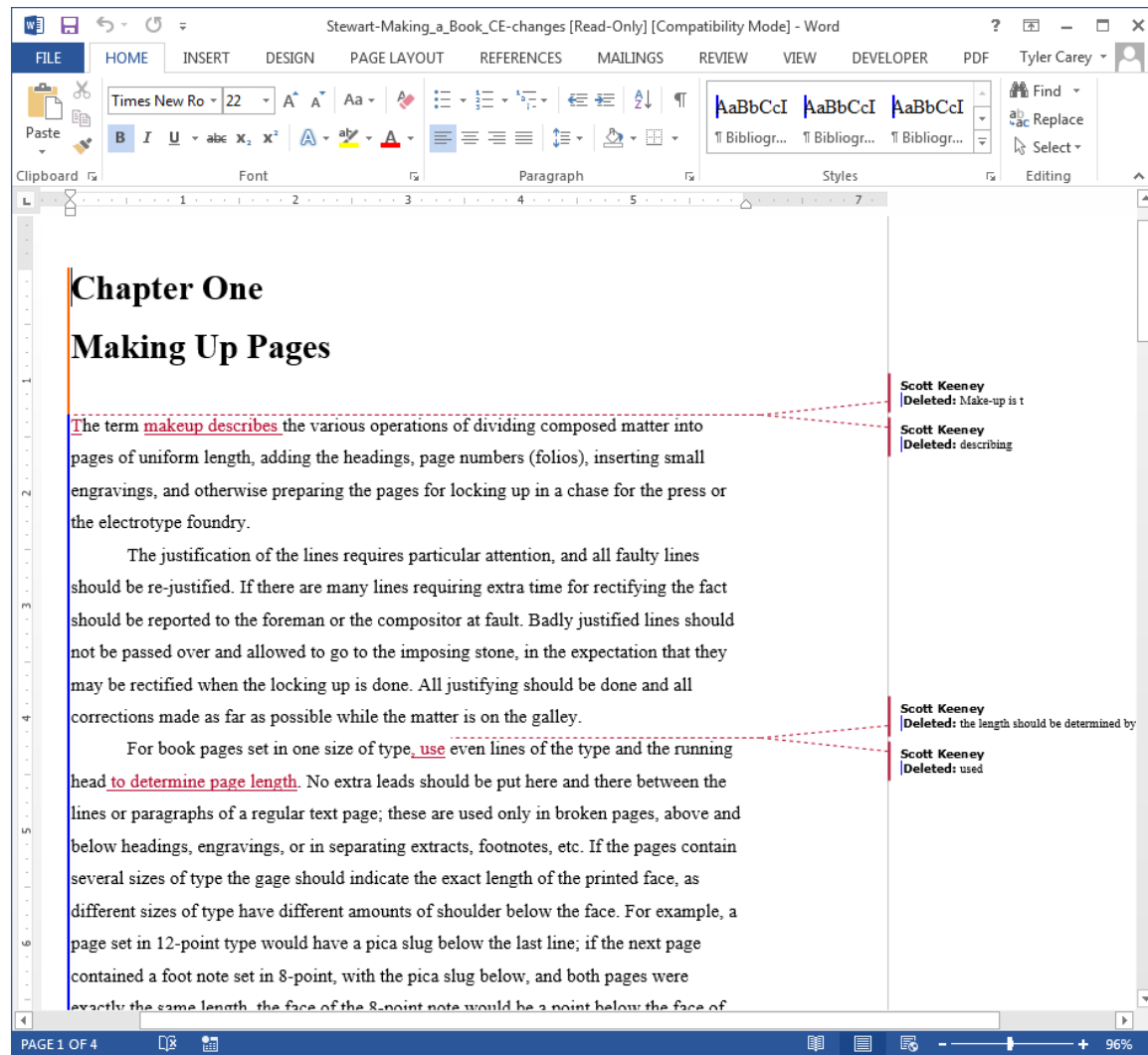
Text (TX) The justification of the lines requires particular attention, and all faulty lines should be re-justified. If there are many lines requiring extra time for rectifying the fact should be reported to the foreman or the compositor at fault. Badly justified lines should not be passed over and allowed to go to the imposing stone, in the expectation that they may be rectified when the locking up is done. All justifying should be done and all corrections made as far as possible while the matter is on the galley.

Text (TX) For book pages set in one size of type the length should be determined by even lines of the type used and the running head. No extra leads should be put here and there between the lines or paragraphs of a regular text page; these are used only in broken pages, above and below headings, engravings, or in separating extracts, footnotes, etc. If the pages contain several sizes of type the gage should indicate the exact length of the printed face, as different sizes of type have different amounts of shoulder below the face. For example, a page set in 12-point type would have a pica slug below the last line; if the next page contained a foot note set in 8-point, with the pica slug below, and both pages were exactly the same length, the face of the 8-point note would be a point below the face of the 12-point line on the first page. In this case a 1-point lead should be taken from above the 8-point note and put between the note and the foot slug.

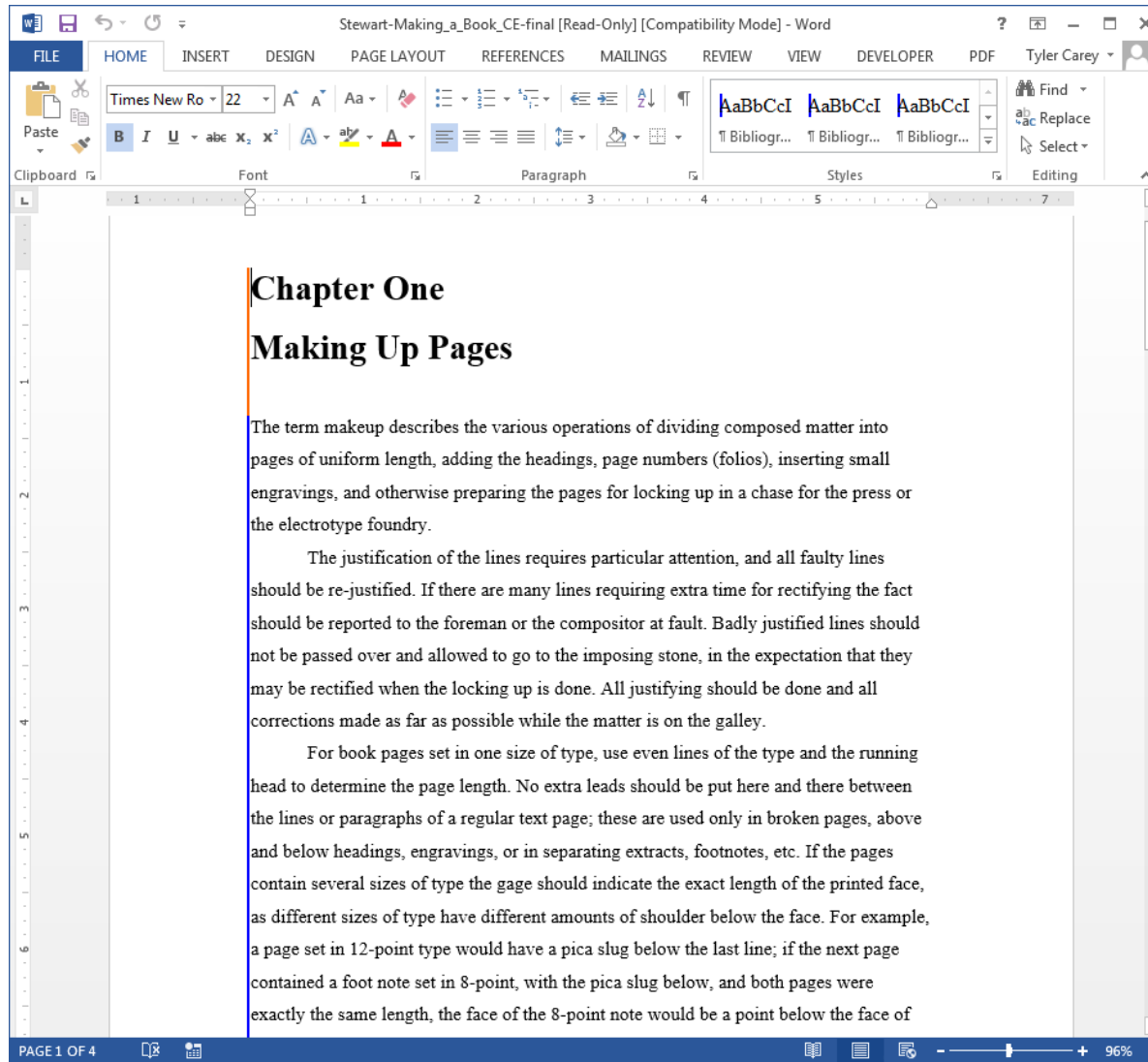
Text (TX) For a book, periodical, or other work that is to be made up frequently from time to



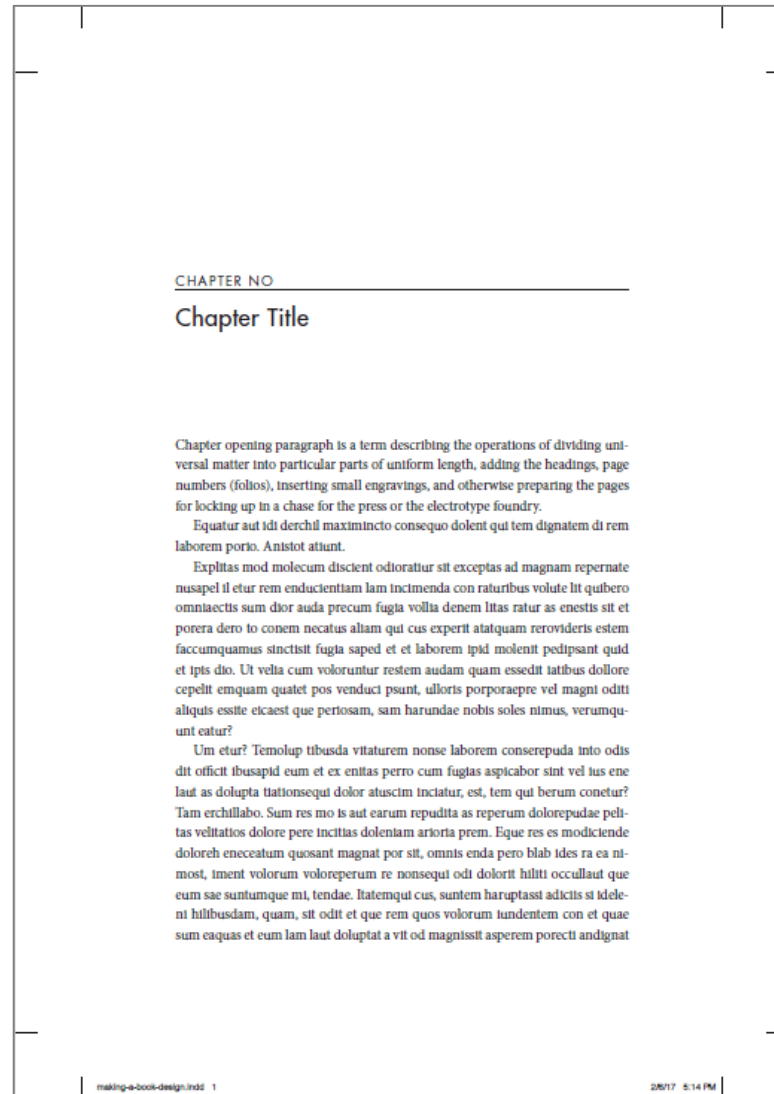
# Manuscript with Changes Made by the Copy Editor



# Manuscript with Edits Finalized, Ready for Composition



# Design Supplied, Adapted, or Created





# Manuscript Prepped for Composition



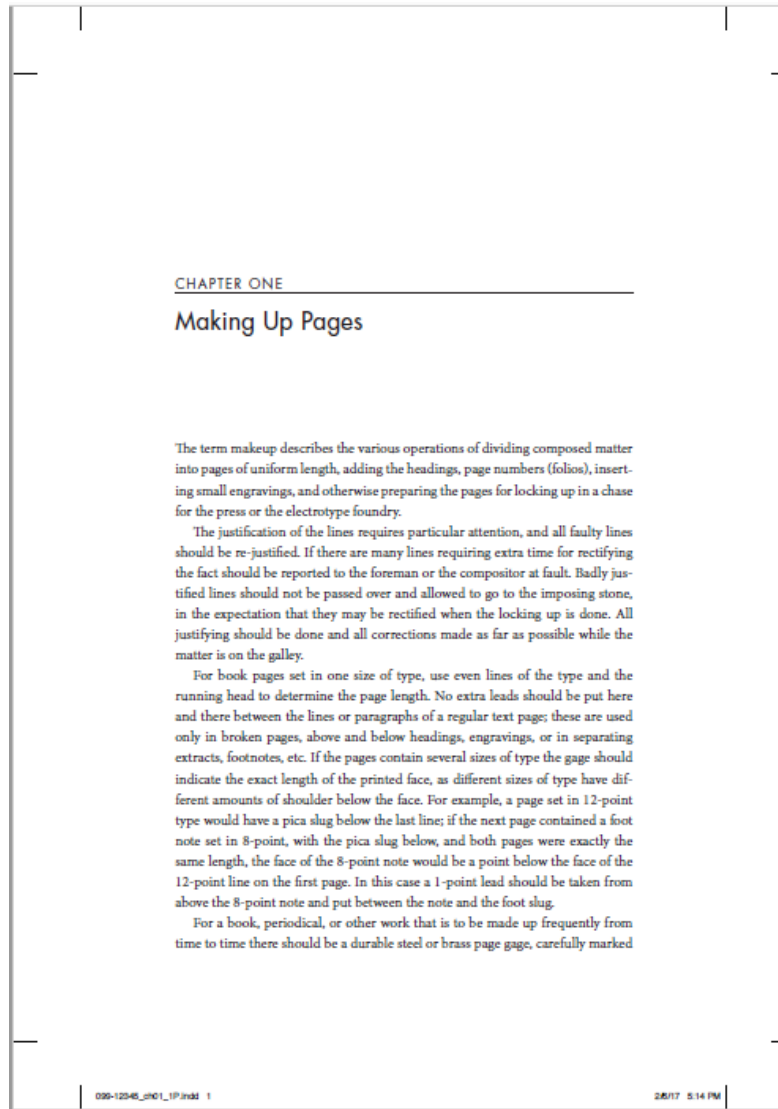
/Users/wps-imacsk/Desktop/making-a-bo.le/Stewart-Making\_a\_Book\_CE-final.txt Page 1 of 3  
Saved: 2/6/17, 3:46:25 PM Printed For: WPS-imacSK

```
1 @CN:Chapter One
2 @CT:Making Up Pages
3 @CO:The term makeup describes the various operations of dividing composed
  <\h>matter into pages of uniform length, adding the headings, page numbers
  (folios), inserting small engravings, and other<\h>wise preparing the pages for
  locking up in a chase for the press or the electrotype foundry.
4 @TX:The justification of the lines requires par<\h>tic<\h>ular attention, and
  all faulty lines should be re<\h>justified. If <\h>there are many lines requiring
  extra time for rectifying the fact should be reported to the foreman or the
  compositor at fault. Badly justified lines should not be passed over and allowed
  to go to the imposing stone, in the expectation that they may be rectified when
  the locking up is done. All justifying should be done and all corrections made as
  far as pos<\h>sible while the <\h>matter is on the galley.
5 @TX:For book pages set in one size of type, use even lines of the type and the
  <\h>running head to determine the page length. No extra leads should be put
  <\h>here and <\h>there between the lines or paragraphs of a regular text page;
  <\h>these are used only in broken pages, above and below headings, engravings, or
  in separating extracts, footnotes, <\h>etc. If the pages contain several sizes of
  type the gage should indicate the exact length of the printed face, as
  dif<\h>fer<\h>ent sizes of type have dif<\h>fer<\h>ent amounts of shoulder below
  the face. For example, a page set in 12-<\h>point type would have a pica slug
  below the last line; if the next page contained a foot note set in 8-<\h>point,
  with the pica slug below, and both pages <\h>were exactly the same length, the
  face of the 8-<\h>point note would be a point below the face of the 12-<\h>point
  line on the first page. In this case a 1-<\h>point lead should be taken from above
  the 8-<\h>point note and put between the note and the foot slug.
6 @TX:For a book, periodical, or other work that is to be made up frequently from
  time to time <\h>there should be a durable steel or brass page gage, carefully
  marked for depth of <\h>running head, chapter sinkage, drop folio, or any other
  feature to be kept in uniform position.
7 @TX:Galley<@fn_ref>1<@sp> <\h>matter to be made up into pages of a uniform number
  of lines should be first marked off with slips of card or slugs at the places
  where the <\h>matter breaks into pages. This is done with the page gage, making
  allowance for <\h>running heads and other features not yet in the <\h>matter. If
  the division comes badly at some places a change of a line more or less at some
  preceding page and a shifting of the dividing place <\h>will eliminate the awkward
  break. It may happen in the first casting off that a sub-<\h>head comes at the
  bottom of a page, or the last short line of a paragraph comes at the top of a
  page, or the pages divide in the <\h>middle of a short <\h>table. <\h>These
  objectionable divisions may usually be overcome by a change in the starting at the
  first page, taking a line or two from the second page, and so on to the third and
  succeeding pages; or, on the other hand, adding a line or two to the succeeding
  page. Sometimes an extra line may be made by over-<\h>running two or three lines
  at the end of a paragraph; or, if a line less is desirable, a short line at the
  end of a paragraph may be saved by a <\h>little thinner spacing of a few preceding
  lines.
8 @TX:A few moments spent in casting off the <\h>matter on two or three galleys
```





# First Pass Pages, Multiple QC Checks Provided at Each Pass



# Corrections using Publisher's Preferred Processes (Mark Up, Comments, etc.)



Tools 099-12345\_ch01\_1P-publisher-cx.pdf Scott

1 / 4 125%

ment Sticky Note Highlight Underline Strikethrough

CHAPTER ONE

## Making Up Pages

The term makeup describes the various operations of c into pages of uniform length, adding the headings, pagin small engravings, and otherwise preparing the page for the press or the electrotype foundry. A

The justification of the lines requires particular atte should be re-justified. If there are many lines requiring the fact should be reported to the foreman or the comp tified lines should not be passed over and allowed to ; in the expectation that they may be rectified when th justifying should be done and all corrections made as matter is on the galley.

For book pages set in one size of type, use even running head to determine the page length. No extra and there between the lines or paragraphs of a regular only in broken pages, above and below headings, eng extracts, footnotes, etc. If the pages contain several siz indicate the exact length of the printed face, as differe ferent amounts of shoulder below the face. For exam type would have a pica slug below the last line; if the n note set in 8-point, with the pica slug below, and bot same length, the face of the 8-point note would be a p 12-point line on the first page. In this case a 1-point l above the 8-point note and put between the note and t

For a book, periodical, or other work that is to be time to time there should be a durable steel or brass pa

Search Comments...

1 Comment

Page 1

wps-imacsk

Pencil

2/21/17 4:10 PM

wps-imacsk

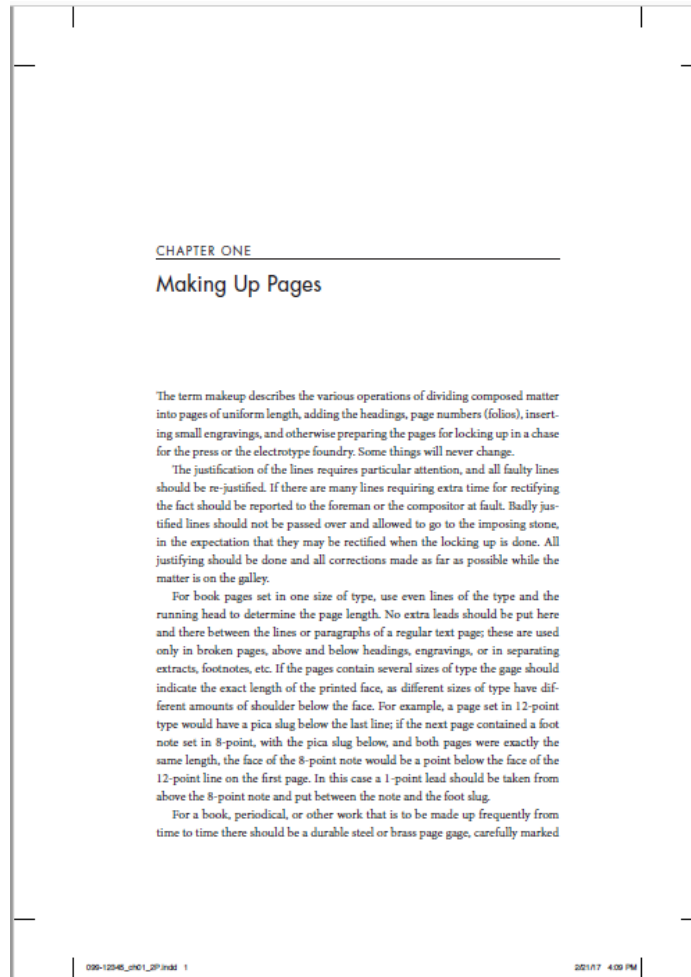
Insert text: Some things will never change.

2/21/17 4:10 PM

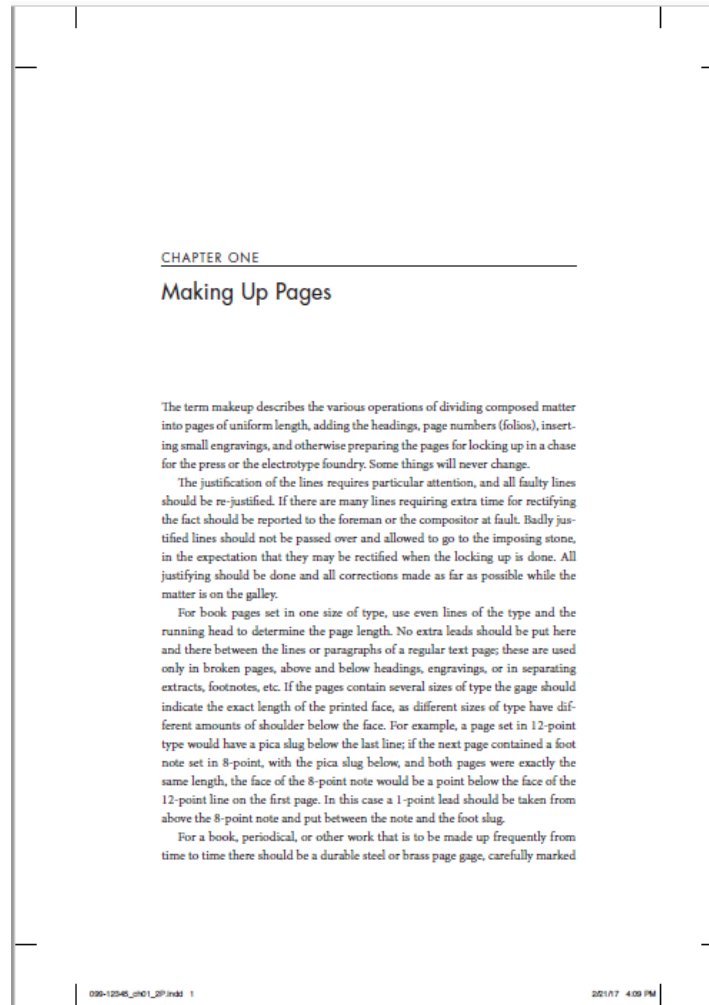


# Second Pass Pages

(further revisions as required, QC Checks applied again)



# Final PDF – Created to Printer or Publisher Specs



ePDFs Created  
for Digital  
Distribution to  
Custom  
Specifications



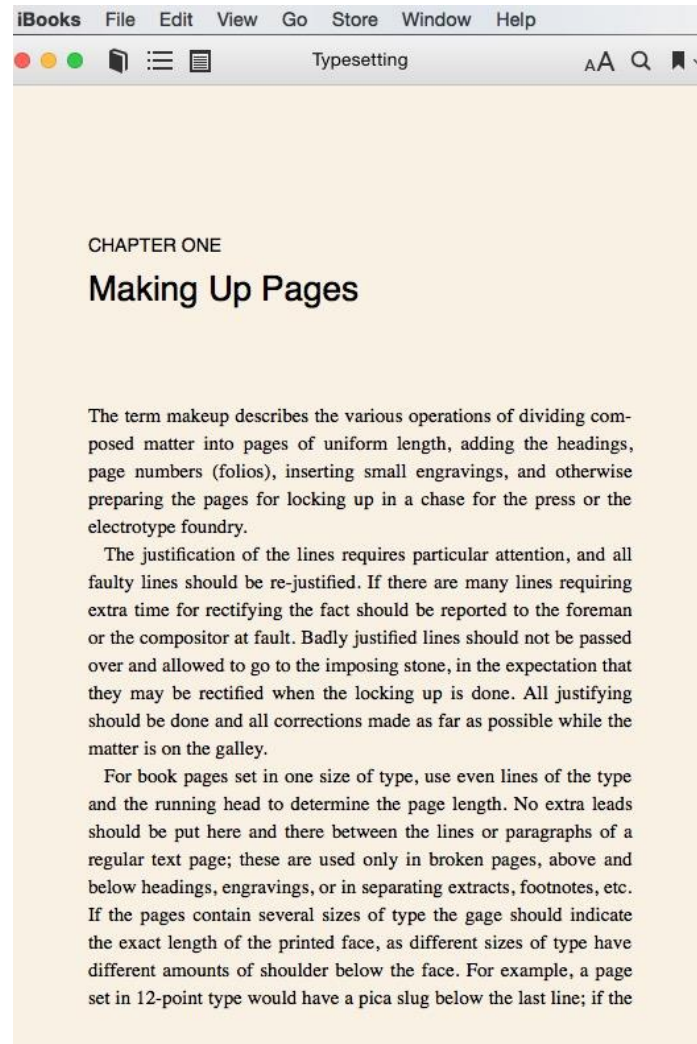
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# ePub3 Version (backward compatibility for epub2, index linking, embedded video)



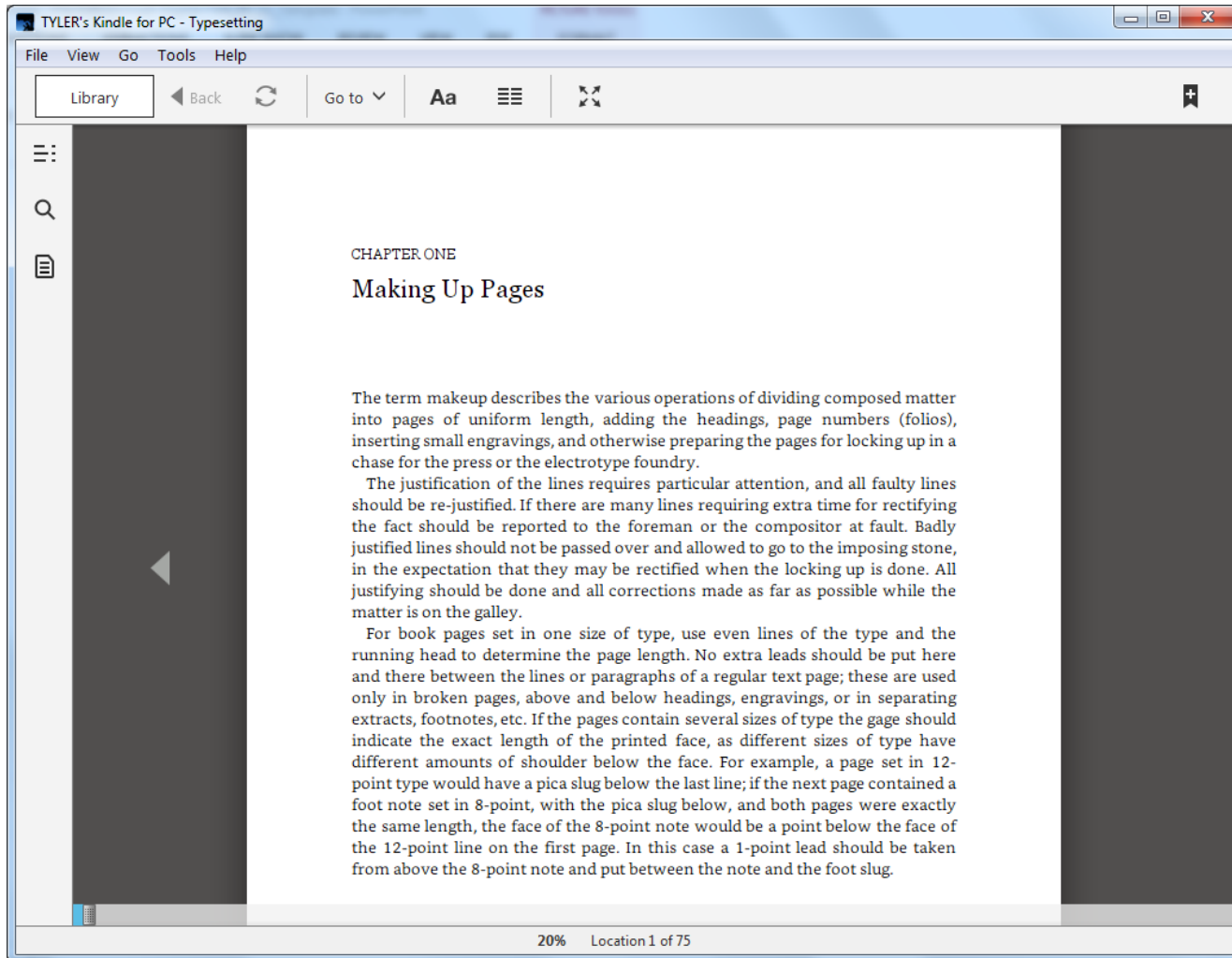
One ePub  
that works  
across  
devices:

iBooks  
Nook  
Kobo  
Google  
Play



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Publishing Services

# Kindle Version (KF8, Kindle Kids, Kindle Comics)





# Fixed Layout Files Also Available

(children's books, graphic novels, and other illustrated content)



and went through the wood to the baker's. She bought a loaf of brown bread and five currant buns.



## Pre-Edit Templates



We are able to effectively conduct the Pre-Edit process using your existing template, or can work with you to develop a template which meets your specific requirements.

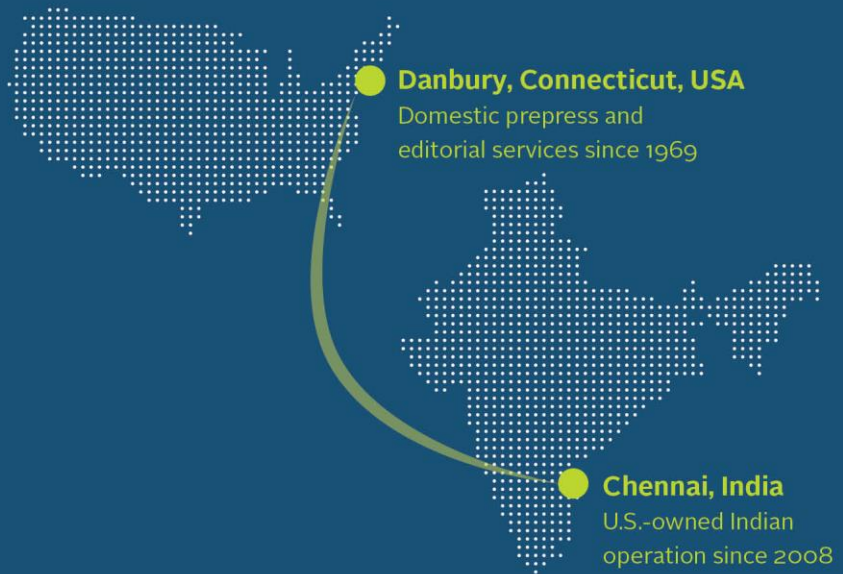
The above example uses the Westchester Publishing Services template.

View this [diagram](#) to learn more about Westchester's full service and electronic workflows.



# About Westchester Publishing Services:

- We are a U.S. employee-owned company
- Our world headquarters is located in Danbury, Connecticut
- Our overseas composition operation is in Chennai, India
- We recently added an office located in Noida, India, focused on Editorial and Project Management Services
- We leverage the strengths of all of our facilities to create efficiencies across our entire operation





[Visit Westchester's website](#) to learn more about our services, or contact Tyler M. Carey, Director of Business Development at: +1 203-658-6581 or [tyler.carey@westchesterpubsvcs.com](mailto:tyler.carey@westchesterpubsvcs.com) to schedule a conversation about your publications program.



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