[Title]

[Subtitle]

OTSI has provided editorial and production services for hundreds of books—possibly one that is on your bookshelf right now! We are pleased to offer a full range of publishing-related services.

# Management

**Project Management.** A dedicated professional is assigned to lead each project and works with you to establish the needs of your target audience. This person acts as a single point of contact, ensuring that the project scope and schedule are adhered to and maintaining timely communications between you and our production teams. We utilize a special formula-driven micro-schedule to track each project through every step of the process.

**Document Management.** We safely and efficiently handle huge numbers of files. We archive files throughout the life of a project, creating daily backups to ensure quick recovery from hazards such as power outages or hardware failures.

# Authoring

**Instructional Design.** We can help you design your training materials so that they provide an effective, performance-based, attractive package that can be implemented both in print and online.

**Content Creation.** Our authors provide consistent, quality training materials on a wide variety of subjects, such as business, communications, and computer applications. In addition, we can contract or work with external authors for coverage of additional subjects.

# Editorial and Production Services

## Editorial Services

**Copy Editing.** Our editorial team ensures that your training materials are organized, focused, and complete, and that they fit the needs of your audience. We correct any errors in spelling, grammar, punctuation, and referencing. All edits can be tracked for your approval. We ensure that your training materials conform to your corporate style guide. We maintain an up-to-date style sheet for each project, including but not limited to information about proper usage of terms and preferred styles of reference.

**Proofreading.** We proofread the product at various stages of production and before final release, identifying and resolving layout issues, including stacks, widows, graphic placement, and so on.

**Indexing.** We create an index appropriate to your content and of the length you specify. We can embed the codes for index entries, subentries, ranges, and cross-references in the project's electronic files for compilation by Word or InDesign; or we can create a non-embedded index by using specialized software. We review the index throughout the project to ensure that a clean index can be compiled across files. After the index for a print project is compiled, we edit it for length.

**Referencing.** For search engine enabled products, we ensure that your content contains appropriate reference terms.

## Book Production Services

**Book Design and Layout.** Our book production team can help you design the cover, graphic presentation, and interior look of the book. We convert files to the appropriate format, apply styles as necessary, place art, and create any necessary front and back matter. We work with you and your writers to resolve any outstanding content layout issues, and prepare interim files for review before final delivery.

**Production Proofing.** For printed products, we proof for layout and production values, including stacks, widows, graphic placement, and other elements that ensure the professional appearance of your publication.

## Graphics

**Graphic Creation.** Our graphic artists work with you to create or locate appropriate artwork for your training product, either to further define training concepts or to simply provide a pleasant look.

**Graphic Conversion and Processing.** We can convert graphics you already have to the appropriate medium for your chosen publication method, and process graphics (correct color, remove dithers, etc.) to ensure that they always look their best.

# Technical Services

**Data Preparation and Conversion.** Our team is proficient in all the tasks necessary to prepare and convert existing data from one format to another for publication. We evaluate the original file format, ensure that files are consistently formatted, convert styles and formats as needed, proof the results, and make any necessary final corrections to produce perfectly clean files ready for print or online publication.

**Quality Assurance.** We make every effort to ensure that all of our products, whether internal or external, meet our high standards.