

## Project Name: Training Guide Training Guide

### Manuscript

#### Preparation

- Build template
- Create outline
- Create sample files

#### Written Manuscript Write chapters 1–4

- Write chapters 5–6
- Write chapters 7–8
- Write chapters 9–12

#### Captured Graphics

- Capture screenshots
- Draw illustrations

#### Revised Manuscript

- Review manuscript for technical accuracy
- Correct manuscript

### Laid-Out Training Guide

#### Edited Manuscript

- Initial edit
- Copy edit

#### Final Graphics

- Work on graphics
- Design book cover
- Prepare graphics
- Build cover files

## Laid-Out Training Guide

- Write cover copy
- Lay out content
- Proofread
- Review and markup proof files
- Create index
- Make corrections in production files

## Guide Available for Sale

### Publication Setup

- Research titles
- Determine pricing
- Set up accounts with printers and distributors
- Purchase ISBNs and barcodes
- Register copyright
- Identify printer file requirements

### Printer-Ready Files

- Produce final print-ready files
- Submit files to printers and distributors
- Correct files if necessary

### Sales Channels Set Up

- Create training guide entries with distributors

## Launched Website

### Plan

- Develop site requirements and features
- Choose hosting and theme
- Choose tools and add-ons for estore, downloads, and mailing list
- Purchase domain, hosting service, and tools

### Site Design

- Design architecture
- Design pages
- Design downloads

### Constructed Site

- Build pages
- Set up email
- Test
- Publish