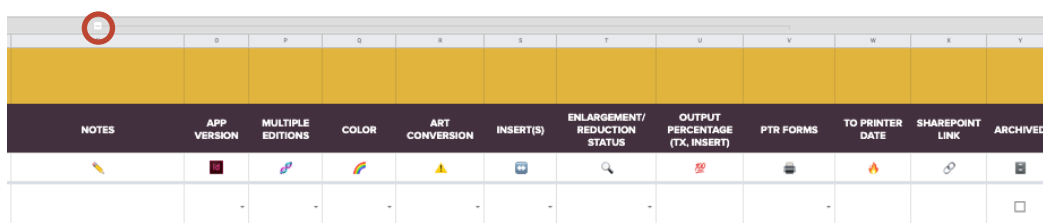


GOOGLE SHEET UPDATES

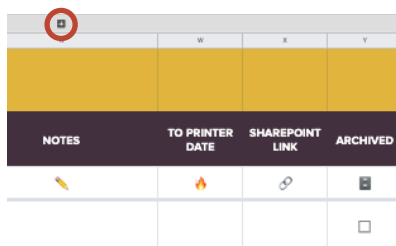
(Last revised: June 15, 2020)

Expand/Contract Views

You can now click the +/- symbols along the grey edge of the spreadsheet to expand or contract your view. **Because this is a shared document, this will change the view for everyone trying to view the document, so use sparingly.**

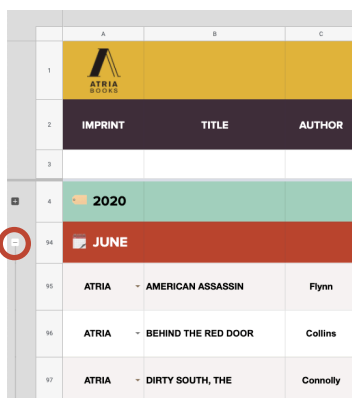


NOTES	APP VERSION	MULTIPLE EDITIONS	COLOR	ART CONVERSION	INSERT(S)	ENLARGEMENT/ REDUCTION STATUS	OUTPUT PERCENTAGE (TX, INSERT)	PTR FORMS	TO PRINTER DATE	SHAREPOINT LINK	ARCHIVED

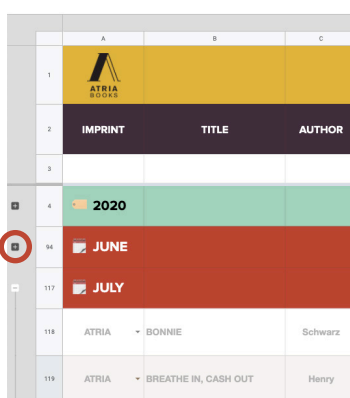


NOTES	TO PRINTER DATE	SHAREPOINT LINK	ARCHIVED

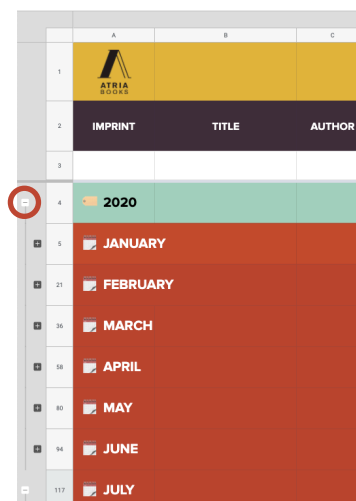
Each time we enter a new month, the assignments from the previous month can be minimized and grouped under the corresponding year.

















IMPRINT	TITLE	AUTHOR
2020		
JUNE		
ATRIA	AMERICAN ASSASSIN	Flynn
ATRIA	BEHIND THE RED DOOR	Collins
ATRIA	DIRTY SOUTH, THE	Connolly



IMPRINT	TITLE	AUTHOR
2020		
JUNE		
JULY		
ATRIA	BONNIE	Schwarz
ATRIA	BREATHE IN, CASH OUT	Henry



IMPRINT	TITLE	AUTHOR
2020		
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		

													
IMPRINT	TITLE	AUTHOR	TYPE	CMS	DESIGNER	DESKTOP	PAGE COUNT	CURRENT PASS	STATUS	DATE	SETTING COPY/FMS IN	MATERIALS TK	NOTES
													
 2020													
 JUNE													

New Fields

CMS: Check box if CMS is being used.

SETTING COPY/FMS IN: Check box if setting copy or fms has been received.








MATERIALS TK: List anything to come.












APP VERSION: Dropdown list specifying which InDesign version is being used.

MULTIPLE EDITIONS: Dropdown list indicating whether or not there are multiple editions.

COLOR: Dropdown list designating color settings.

ART CONVERSION: Dropdown list for tracking art conversion status.

CMS	SETTING COPY/FMS IN	MATERIALS TK	APP VERSION	MULTIPLE EDITIONS	COLOR	ART CONVERSION
						
<input type="checkbox"/>	<input type="checkbox"/>	Index, ATA				
<input type="checkbox"/>			<div> <div>CC 2020</div> <div>CC 2019</div> <div>CC 2018</div> <div>CC 2017</div> <div>CC 2015</div> <div>CC 2014</div> <div>CC</div> <div>CS6</div> <div>CS5.5</div> <div>CS5</div> <div>QUARK</div> </div>	<div> <div>YES</div> <div>NO</div> </div>	<div> <div>1/C</div> <div>2/C</div> <div>4/C</div> <div>1/C with 4/C insert(s)</div> <div>1/C with B/W insert(s)</div> </div>	<div> <div>NEEDS CONVERSION</div> <div>POSTED TO PREPRESS AND WAITING ON CONVERTED ART</div> <div>CONVERTED AND SET IN FILE</div> <div>N/A</div> </div>

APP VERSION	MULTIPLE EDITIONS	COLOR	ART CONVERSION	INSERT(S)	ENLARGEMENT/ REDUCTION STATUS	OUTPUT PERCENTAGE (TX, INSERT)	PTR FORMS	TO PRINTER DATE	SHAREPOINT LINK	ARCHIVED
										

New Fields (cont.)

INSERTS: Dropdown list specifying the number of inserts and their length.







ENLARGEMENT/REDUCTION STATUS: Dropdown for tracking enlargement/reduction status.














OUTPUT PERCENTAGE (TX, INSERT): Write in text and/or insert(s) output percentage.

PTR FORMS: Dropdown list for tracking printer form status.



TO PRINTER DATE: Select a date and it will appear in blue. The color will change to yellow when the printer date is two weeks away, orange when it's one week away, and red from it's due date onward.

SHAREPOINT LINK: Paste the link to the book's main folder on Sharepoint, which should always include the latest pass and zFOUL folder.

INSERT(S)	ENLARGEMENT/ REDUCTION STATUS	OUTPUT PERCENTAGE (TX, INSERT)	PTR FORMS	TO PRINTER DATE	SHAREPOINT LINK
<div>  </div> <div> <input type="text"/> </div> <div> NONE One 8pp Two 8pp Three 8pp Four 8pp One 16pp Two 16pp Three 16pp Four 16pp </div>	<div>  </div> <div> <input type="text"/> </div> <div> N/A STILL NEEDED ROUTED APPROVED </div>	<div>  </div> <div> TX 95% INSERT 95% </div>	<div>  </div> <div> <input type="text"/> </div> <div> STILL NEEDED IN PROGRESS (ON BIP) COMPLETED (POSTED TO BIP/BF) </div>	<div>  </div> <div> 6/12 6/16 6/23 6/30 </div>	<div>  </div> <div> https://cbs.sharepoint.com/:f/r/sites/AdultEditorialandProduction/S </div>

<div><div><div></div><div>ATRIA BOOKS</div></div></div>														
IMPRINT	TITLE	AUTHOR	TYPE	CMS	DESIGNER	DESKTOP	PAGE COUNT	CURRENT PASS	STATUS	DATE	SETTING COPY/ FMS IN	MATERIALS TK	NOTES	
														
 2020														
 JUNE														

Updated Fields

















CURRENT PASS	STATUS
	
1P	DUE
2P	ROUTED
3P	PENDING APPROVAL
4P	ON HOLD
5P	WAITING ON PROMPT TO POST
6P	POSTED TO PREPRESS
7P	POSTED TO INSITE
8P	APPROVED
9P	CANCELED
10P	
1PIP	
2PIP	
3PIP	
4PIP	
1PREV	
2PREV	
3PREV	
4PREV	
FINAL PDF	
PTR	
PTRv2	
PTRv3	

CURRENT PASS: Now includes 1P-10P, 1PIP-4PIP, 1PRev-4PRev, Final PDF, PTR-PTRv5, BLUES-BLUES5P

STATUS: Complete list of options now include DUE, ROUTED, PENDING APPROVAL, ON HOLD, WAITING ON PROMPT TO POST, POSTED TO PREPRESS, POSTED TO INSITE, APPROVED, and CANCELED.

Generate Email Drafts

Select the entire row for a book and click on the colophon in the upper left to generate an auto-populated email draft.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2	IMPRINT	TITLE	AUTHOR	CMS	DESIGNER	DESKTOP	PAGE COUNT	CURRENT PASS	STATUS	DATE	SETTING COPY/ PMS IN	MATERIALS TK	NOTES	APP VERSION	MULTIPLE EDITIONS	COLOR	
3																	
4	 2020																
5	 JUNE																
15	ATRIA	- AMERICAN ASSASSIN	Flynn	<input type="checkbox"/>	LR	LR	448 (F)	2P	ROUTED	6/11	<input type="checkbox"/>		Setting copy due 4/20 of Text reduction already on the DAM Use MTI-TP pages Text date to printer 7/18	-	-		
16	ATRIA	- BEHIND THE RED DOOR	Collins	<input type="checkbox"/>	KB	NHC	328 (F)	BLUES	APPROVED	6/4	<input type="checkbox"/>			-	-		
17	ATRIA	- DIRTY SOUTH, THE	Connolly	<input type="checkbox"/>	EP	AM	448 (F)	FINAL PDF	APPROVED	4/8	<input type="checkbox"/>		Waiting on prompt to post PDF to media, no update as of 5/22 (PM will provide new Text Printer date)	-	-		
18	ATRIA	- EVERYBODY (ELSE) IS PERFECT	Korn	<input type="checkbox"/>	KB	NHC	272 (F)	6P	APPROVED	4/21	<input type="checkbox"/>			-	-		
19	ATRIA	- EXPOSURE	Bloot	<input type="checkbox"/>	YT	YT	408 (F)	BLUES	APPROVED	5/19	<input type="checkbox"/>		Waiting for prompt to archive	-	-		
100	ATRIA	- FAMILY UPSTAIRS	Jewell	<input type="checkbox"/>	KB	KB	304 (F)	BLUES	APPROVED	4/18	<input type="checkbox"/>		Full files to printer Uploaded to LSC 4/8	-	-		
101	ATRIA	- FAMILY UPSTAIRS (B&N Press)	Jewell	<input type="checkbox"/>	KB	KB	304 (F)	BLUES	APPROVED	4/18	<input type="checkbox"/>		Full files to printer Uploaded to LSC 4/8	-	-		
102	ATRIA	- FAMILY UPSTAIRS (Target Press - Target signed Press)	Jewell	<input type="checkbox"/>	KB	KB	304 (F)	BLUES	APPROVED	4/18	<input type="checkbox"/>		Full files to printer Uploaded to LSC 4/8	-	-		

Select the text using your cursor, and copy the text using your keyboard (Ctrl/Command+C).

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1	<div>ATRIA</div>																					
2	IMPRINT	TITLE	AUTHOR	TYPE	CMS	DESIGNER	DESKTOP	PAGE COUNT	CURRENT PASS	STATUS	DATE	SETTING COPY/ PAGE IN	MATERIALS TK	NOTES	APP VERSION	MULTIPLE EDITIONS						
3																						
4	2020																					
5	JUNE																					
15	ATRIA	AMERICAN ASSASSIN	Flynn	CV-RE	<input type="checkbox"/>	LR	LR	448 (F)	2P	ROUTED	6/11	<input type="checkbox"/>										
16	ATRIA	BEHIND THE RED DOOR	Callins	M-O	<input type="checkbox"/>	KB	NHC	328 (F)	BLUES	APPROVED	6/4	<input type="checkbox"/>										
17	ATRIA	DIRTY SOUTH, THE	Connolly	M-O	<input type="checkbox"/>	EP	AM	448 (F)	FINAL PDF	APPROVED	4/8	<input type="checkbox"/>										
18	ATRIA	EVERYBODY (ELSE) IS PERFECT	Korn	M-O	<input type="checkbox"/>	KB	NHC	272 (F)	6P	APPROVED	4/21	<input type="checkbox"/>										
19	ATRIA	EXPOSURE	Bloot	CV-RE	<input type="checkbox"/>	YT	YT	408 (F)	BLUES	APPROVED	5/19	<input type="checkbox"/>										
100	ATRIA	FAMILY UPSTAIRS	Jewell	CV-RE	<input type="checkbox"/>	KB	KB	304 (F)	BLUES	APPROVED	4/18	<input type="checkbox"/>										
101	ATRIA	FAMILY UPSTAIRS (B&N Press)	Jewell	CV-RE	<input type="checkbox"/>	KB	KB	304 (F)	BLUES	APPROVED	4/18	<input type="checkbox"/>										
102	ATRIA	FAMILY UPSTAIRS (Target Press) Target signed Press	Jewell	CV-RE	<input type="checkbox"/>	KB	KB	304 (F)	BLUES	APPROVED	4/18	<input type="checkbox"/>										

Hi all,

6P files have been placed on BIP/Sharepoint.

Link here:

File name:

Page count: 272 (F)

Multiple editions included:

Art conversion notes:

Additional Notes:

Ok