

Once an edition has been published, the edition should be saved as is, with no further corrections added to it. Instead, create a new, duplicate book, which will become the current working book.

- ❖ Within the editor's folder, create a new folder called "Post-Publication Updates Book."
- ❖ Create a copy of the newest version of the Front Matter and save it in the new folder.
- ❖ Create copies of all the documents, excepting the front matter, from the published book and save them in the new folder.
- ❖ Create a new Book within the new folder. Name it following our File Naming Conventions. Make sure to specify that it is the updates book.
  - Ex: McShane-Destruction-Updates
- ❖ Create a Corrections Log Word Doc in the new folder. Create a copy from the template in the METS Exemplar Book folder in Creative Cloud.
- ❖ Go into the Book and add the newest version of the Front Matter. Add in the front matter-specific information for the book:
  - Title page information
  - Dedication (if present)
  - Acknowledgments
  - Abbreviations List
  - Preface (if present)
- ❖ Add all of the documents, in the correct order and sync to the new front matter. Refer to "Adding new documents to a Book."
  - Make sure to update the Corrections Log as you build the book.
  - N.B.: syncing to the Front Matter means that there are no specific titles on the First Page Parent Pages. This is fine for the time being, since keywords of the titles of texts/etc will be found in the file name. If these files need to be resubmitted for another run of printing, we will go through and update the titles on the Parent Pages before sending them off to MIP again.

Updates or corrections that should be added:

- ❖ Corrections noted by the volume editor post-publication
- ❖ Corrections noted by METS staff post-publication
- ❖ Any updates to METS guidelines, Parent Pages, Paragraph Styles, or Character Styles.

Any corrections must be entered, in detail, in the Corrections Log.

This will ensure that we have updated copies ready for a second run of printing while also retaining the original print edition.