For each section, read the *entire* instructions before you try to follow them. Knowing where you are going will help.

Make the Export Book

After an edition is published in print, we need to make changes to the InDesign documents to prepare them for export. Because this will make the InDesign documents look different from the print edition, we want to create a new, duplicate book, which will become the current working book.

N.B.: It is important that the XML Export Book should be created based on the Post-Publication Updates Book *only after* an audit of applied Paragraph and Character Styles has been completed and any necessary corrections have been made. This ensures that the Exports book is as up-to-date as possible and limits the amount of duplicated work done on one edition.

- ❖ Within the editor's folder, create a new folder called **XML Export Book**.
- ❖ Create a **copy of the newest version of the Front Matter** and save it in the new folder. The newest version of the Front Matter lives in the METS Exemplar Book folder in Creative Cloud.
- ❖ Within the Post-Publication Updates Book, create copies of all documents, excepting the Front Matter, 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 export book.
- ❖ 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 fresh front matter. Refer to "Adding new documents to a Book."
- ❖ Next, check if there are multiple text files within the edition, and if they have their own individual Explanatory Notes and Textual Notes documents.
  - ➢ If the Explanatory Notes and Textual Notes documents contain notes for multiple texts, we'll need to separate them out into individual documents.
    - ■ Create a new document and apply the proper parent pages.
    - ■ Copy and paste the pertinent notes into the new documents.
    - ■ If there are headnotes within the Notes documents, create a new, separate document for those too.
- ❖ Then, you will need to **make new, standalone documents for any content in the Front Matter**, naming and numbering them according to our File Naming Conventions.
  - ➢ In the new document, apply the correct parent page. Then, copy and paste the text from the Front Matter in the Post-Publication Updates Book.
    - ■ Dedication (if present)

- - Acknowledgments
  - Abbreviations List
  - Preface (if present)
- ❖ N.B.: We don't put any Glossary files online, so make sure that you don't copy these over into the Export book.
- ❖ After you've created all the new documents, go through and renumber the InDesign documents to match the order of the Book.
  - ➢ First place any relevant Front Matter
    - Dedication (if present)
    - Acknowledgments
    - Abbreviations List
    - Preface (if present)
  - ➢ Then the edition-level Introduction.
  - ➢ If there are individual Explanatory Notes and Textual Notes documents for texts, we will want to put them in the following order:
    - Text
    - Headnote
    - Explanatory Notes
    - Textual Notes
  - ➢ Take this moment to double check that File Naming Conventions are being applied correctly. Nothing is more of a pain than renaming all the documents, then having to go back and rename them all again.
- ❖ 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.