

DB#: _____ Title: _____

PRE-BUILD CHECKLIST

Name: _____ Date: _____

- ☐ 1. Special instructions (to be followed exactly).
- ☐ 2. Correct book title.
- ☐ 3. Author.
- ☐ 4. DB #.
- ☐ 5. Copyright.
- ☐ 6. Read by _____.
- ☐ 7. This book contains _____ pages. (Check # of pages.)
- ☐ 8. Approximate reading time. (within 15 minutes)
/sd/ _____h_____m
- ☐ 9. Verify navigation instructions.
- ☐ 10. "Library of Congress Annotation." (To be read word-for-word. Notify supervisor for new PAR.)
- ☐ 11. "From the book jacket..."
- ☐ 12. "About the author..."
- ☐ 13. "Another book/other books by..."
- ☐ 14. Ded, TOC, Intro, Preface, Forward, Ack, etc. (In the order they appear in the print edition.)
- ☐ 15. Reader's note(s) for captions, notes, maps, etc...
- ☐ 16. Verify that all files are between 88 and 92 minutes
- ☐ 17. Trim ends of wav files for seamless transition.
- ☐ 19. Check all files for appropriate levels
- ☐ 20. Verify closing information (title, author's name and spelling, publisher information, etc.)

BUILDING DTB CHECKLIST

- ☐ 1. Create new folder in Production using DB #
- ☐ 2. Open Hindenburg & save "session" into the new folder
- ☐ 3. Import OPF and fill out remaining metadata
- ☐ 4. Set default styles corresponding to navigation
- ☐ 5. Import all wav files
- ☐ 6. Set navigable headings, notes (etc), and side breaks
- ☐ 7. Fill out text-labels to match book in manuscript view
- ☐ 8. Set non-default class attributes
- ☐ 9. Export as NLS DTB to DB # folder in production

POST-BUILD CHECKLIST

- ☐ 1. View statistics for total time _____ h _____ m. (round to nearest minute) total minutes _____
- ☐ 2. Open DTB validation toolkit
- ☐ 3. DB folder files size _____ (round up to MB)
- ☐ 4. Total number of files _____
- ☐ 5. Select NCX file for human error/spell check
- ☐ 6. Total number of nav points _____ (smil#np in NCX)
- ☐ 7. Run validation

BOOK LOOK CHECKLIST

Name: _____ Date: _____

- ☐ 1. Verify opening from title through navigation
- ☐ 2. Confirm match of audio-headings and spelling of text-labels with book.
- ☐ 3. Confirm every audio-heading has appropriate end point (does not continue on in stop mode).
- ☐ 4. Check class attributes (using attributes sheet).
- ☐ 5. Verify closing navigation point is title and author. Listen to close through end for accuracy.
- ☐ 6. Check meta data for accuracy
- ☐ 7. Verify total time on PAR matches DTB total time by viewing statistics (rounded to nearest minute)
- ☐ 8. Check the math on time conversion to hrs/mins
- ☐ 9. Verify narrator on PAR is correct and in the format
Last name, First name

PROOFREADER'S CLOSEOUT

- ☐ 1. Send PAR by e-mail to PAR Group
- ☐ 2. Copy in workdata and add full book title to folder
- ☐ 3. Copy file from Production to Mastering folder
- ☐ 4. Enter finished book in mastering spreadsheet
- ☐ 5. Deliver book to mastering areas (+ PARx2 & Val)
- ☐ 6. Scan paperwork and save to "Filing Cabinet"
- ☐ 7. File book copy in closet and paperwork in cabinet
- ☐ 8. Pray to the NLS gods not to see it again

COMMENTS/CORRECTIONS: WRITE ON BACK