

Basic Cenveo Instructions/Guidelines

~~Ten~~ *Eleven Easy Steps to Prevent Production Process Stress (PPS)*

Cenveo (as you, dear Reader, probably already know) is the production service that takes the *Fourth Genre* manuscripts and other material we submit and edits and typesets the content. The first thing to remember is that Cenveo is (for the most part) really flexible about timelines and making changes to proofs, and they usually respond quickly to questions and concerns. However, Cenveo's online workflow can sometimes be a pain to use, and authors may have issues or personal grievances about it as well. With that in mind, here is a basic breakdown of steps in the process and some (hopefully) helpful and useful recommendations.

1. **Authors will submit digital versions of their manuscripts** to us after receiving the production letter. They will also email us a **completed author checklist form** (with their address) and a **short author bio**. Authors are instructed to hand-mail a **signed author agreement** to the *Fourth Genre* office, but they may fax the document or email a scanned copy instead. Any of these formats is okay (see step 10), but you'll want to be sure to keep track of them (see step 2), as these latter two documents will be important later.
2. **Use an Excel document to record which authors have submitted each of these items.** On a second sheet in the same Excel document, **record the authors' addresses and other contact information** (just like what's done for logging manuscripts during submission periods).
3. After copyediting the manuscripts, **make the necessary changes to the digital copies and save these as separate files** (so that we have saved versions of both the original and the edited manuscripts). It's helpful to name the corrected version as the author's last name.
4. **Upload all digital, corrected manuscripts to Cenveo using FileZilla.** FileZilla is an application separate from Cenveo itself, but is used by us to submit content to the Cenveo people. **Other content—like the editor's note, author bios, author contact information, cover image, and scans of the author agreements—should also be submitted this way.** There should be a tutorial document on how to use FileZilla in the office that lists the user and password information needed to connect with the Cenveo server. If not, Kristin Nolt or another Cenveo editor could give you that information. Kristin's email is **kristin.nolt@cenveo.com**. (Sorry for having to say "Cenveo" so much.)
5. After documents are uploaded, Cenveo will copyedit and typeset them.

6. **Automated emails will be sent to authors saying that proofs of their work are available to review.** All editors will be CC'd on these emails, and they will most likely come in all at once, resulting in an explosion of messages in your inbox. After reading a few, it will be apparent that you can probably just delete them, but you may want to save them for the time being in a separate email folder (see note below). **Because Cenveo uses a workflow to review proofs, you will not need to do anything at this time.** *Fourth Genre* will receive an email after authors have reviewed and commented on their proofs, signaling that it is our turn to review the proofs.

*Note: If you would like to view the proofs as soon as they are available without waiting for the author to approve them, you can log into Cenveo's collaborative web proofing system as the author, using the email address and password provided in the email sent to author (which you may have filed away). However, it may be best to wait for an author to mark changes first before you look at them—you might have to do extra work if you proofread the document *before* you realize that an author may have proposed changes that would discount the sentence you spent so much time and effort fixing. (Although at this stage, hopefully all changes will be minor.)

7. Now the tough part: **Cenveo will send *Fourth Genre* editors emails saying that it is our turn to review the proofs** (one email for each piece—yes, it's annoying).
- Go the website provided in the email and use the email address and password listed to log in to collaborative web proofing.
 - You will see a screen that looks like this:

The screenshot shows the Cenveo Collaborative Web Proofing interface. At the top, it says "Cenveo. COLLABORATIVE WEB PROOFING" and "publisher services". Below that, there's a navigation bar with "Inbox Search" and "signed in as: genre4@msu.edu Logout Help". The main content area is titled "Inbox" and shows "My Proof Tasks (24)" and "My Proofs (0)". Below this is a table of proof tasks.

Manuscript Number	Art. Number	Title	Corr. Author	Review Started	Proof Type	Task Description	Viewed On	Notification Sent	Reminder Sent	Due Date
FG-anthorita	fgc-0002	Dark Matter		1/16/13 12:15:23 PM	Manuscript File	Proof	2/1/13 4:11:57 PM	1/17/13 3:52:38 PM	1/22/13 3:52:37 PM	1/19/13 3:52:37 PM
FG-bradley	fgc-0003	Graphic Memoirs Come of Age		1/16/13 12:50:21 PM	Manuscript File	Proof	1/29/13 1:54:02 PM	1/17/13 1:36:01 PM	1/22/13 1:36:00 PM	1/19/13 1:36:00 PM
FG-coonfido	fgc-0004	Collecting Files		1/16/13 12:59:14 PM	Manuscript File	Proof	1/29/13 2:01:42 PM	1/21/13 5:30:47 PM	1/28/13 5:30:46 PM	1/23/13 5:30:46 PM
FG-huber	fgc-0005	American Lives, Essays, and Memoirs		1/16/13 1:01:05 PM	Manuscript File	Proof	1/17/13 2:40:49 PM	1/22/13 2:40:48 PM	1/22/13 2:40:48 PM	1/19/13 2:40:48 PM
FG-lagardie	fgc-0006	The Rise and Fall of Travel Writing		1/16/13 1:07:23 PM	Manuscript File	Proof	1/29/13 1:59:30 PM	1/21/13 4:15:04 PM	1/28/13 4:15:03 PM	1/23/13 4:15:03 PM
FG-karnesht	fgc-0007	Three Ways of Looking at a Headstand		1/16/13 1:08:56 PM	Manuscript File	Proof	1/18/13 11:29:52 AM	1/23/13 11:29:51 AM	1/23/13 11:29:51 AM	1/20/13 11:29:51 AM
FG-karnesht	fgc-0008	Approaching the Headstand		1/16/13 1:21:58 PM	Manuscript File	Proof	1/18/13 3:32:11 PM	1/23/13 3:32:10 PM	1/23/13 3:32:10 PM	1/20/13 3:32:10 PM
FG-kellercole	fgc-0009	A Little Note		1/16/13 1:29:31 PM	Manuscript File	Proof	1/25/13 9:30:02 AM	1/21/13 4:18:17 PM	1/28/13 4:18:16 PM	1/23/13 4:18:16 PM
FG-lagardie	fgc-0010	Writing From The Body: Memoirs By Women		1/16/13 1:30:43 PM	Manuscript File	Proof	1/29/13 1:55:24 PM	1/21/13 3:38:36 PM	1/28/13 3:38:35 PM	1/23/13 3:38:35 PM
FG-leslie	fgc-0011	Talk		1/16/13 1:31:49 PM	Manuscript File	Proof	1/29/13 1:48:02 PM	1/19/13 12:47:01 PM	1/23/13 12:47:00 PM	1/20/13 12:47:00 PM
FG-naravan							1/28/13 1:36:22		1/28/13	1/20/13

Here is a list of all the proofs that are available to view. Proofs (referred to as tasks) will disappear after we publish and submit comments (see step 7-c.).

- c. **Follow the links to view the PDFs for each set of proofs.** *Make sure that you have the most recent version of Adobe Reader installed.* Firefox will probably be the best browser to use. If you have issues after installing the newest version of Adobe Reader, try downloading the newest version of Firefox as well. You will know everything is working correctly if *either* of the two following things happen:
- i. **The PDFs open in a new tab in your browser, and the Adobe Reader toolbar appears at the top.** From this window, you can use the commenting tools to make notes regarding changes you would like. A JavaScript box should also appear, featuring two buttons: “Publish Comments” and “Finalize.”

OR...

- ii. **A dialogue box prompts you to open the files directly in Adobe Reader.** You’ll use Adobe commenting tools in the same way you would for any PDF, and the JavaScript window should still show up. If a dialogue box pops up telling you that the program is trying to access the internet, just click “Allow.” This is just letting you know that the changes you make will be sent over the internet to Cenveo.

*Note: If you do not get either of these results and are having trouble getting to the proofs, you can also try a right click (CTRL click on a Mac) on the link to the PDF and choose “Save file as...” from the menu. This should allow you to save the PDF to your computer. (Cenveo has legal reasons for not letting you download the file easily if you view the PDF in a browser tab.)

This strategy may be helpful if an author is having trouble using the interface to open the proof; if you download the file yourself, you can send the PDF to the author directly, and they can respond via email. However, in this case, you will need to be able to log in as the *author* to download the proofs, and accept the proofs as the *author* before they will be sent to the *editor* as part of the workflow. (See step 6 and the subsequent note for more about logging in as the author.)

Also know that if the JavaScript window does not appear, you will not be able to submit any comments you make to the document. If you have technical difficulties, Cenveo will be able to provide more detailed troubleshooting instructions.

8. **After marking changes using the commenting tools, click “Publish Comments.”** **When all changes have been made and you are ready to send the proofs back to Cenveo, click “Finalize.”** Now the proofs for this essay will disappear as a task from your main workflow screen. When all tasks have disappeared, you should be all set!

*Note: The review essays and writer-as-reader pieces will likely be edited/approved by their respective editors, meaning those editors will take care of those tasks in the workflow. Sending them a reminder email about their responsibilities in this would be a good idea. If this is not the case, treat these proofs like those for the other essays.

9. **The author bios will likely be sent all together in one document to the authors for review as well.** The process for approving these proofs should work the same way.
10. **If you have not already done so, scan the author agreements and upload them to Cenveo via FileZilla.** The MSU Press will get the director’s signature for the agreements later on. The MSU Press prefers that authors physically sign the agreement and mail it back, but they have accepted digital signatures in the past will do so if need be.
11. **Celebrate, because at this point you’re finished using Cenveo’s collaborative web proofing for this issue!**

Again, specific questions not answered by this material can be directed to Cenveo. After some hands-on experience using the interface, it will be easier to answer questions from authors if Cenveo isn’t good at responding to them quickly or effectively. Best of luck building the new issue!