
DOCUMENT CONTROL –DOCUMENT PROOFING PROCESS

TEC-P506

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This process outlines the steps and requirements for proofing documents submitted to the Web Design/Electronic Document Control Specialist in preparation for movement to print production.

The online version of this procedure is official; therefore, all printed versions are unofficial.

2.0 RESPONSIBILITY:

- 2.1 Web Design/Electronic Document Control Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

4.0 DEFINITIONS:

- 4.1 WD/EDCS -Web Design/Electronic Document Control Specialist

5.0 PROCEDURE:

- 5.1 Document Submission

- 5.1.1 Customer Submission to District Document Control Specialist (primary)

- 5.1.1.1 Customer will submit files to be proofed to the Web Design/Electronic Document Control Specialist via email attachment (less than 5mb), or deposit through a server dropbox (over 5mb) located on do.wsd.wednet.edu. Server dropbox access:

- a. Macintosh Access: Through the menu “Go/Connect to Server (command apple-k) do.wsd.wednet.edu, use the username dropbox with no password, select share Distaff, and then locate the Document_dropbox. This is a write only folder so you will be able to drop in documents, but not enter/navigate into it.
 - b. Windows Access: from the Start button go to run and type; <\\do.wsd.wednet.edu\distoff>, use the username ‘dropbox “with no password, and then locate the Document_dropbox . This is a write only folder so you will be able to drop in documents, but not enter/navigate into it.
 - c. Supported file types: Microsoft word, Excel, PowerPoint, Publisher and Adobe Acrobat, Photoshop, Illustrator, PageMAKER/InDesign. Any file format that is exportable to PDF will be accepted.

- 5.2 Consultation

- a. WD/EDCS consults with customer to determine necessary formatting changes. A window of 72 hours is allowed for these changes to be made.
 - b. Once the changes are made, an electronic PDF or hard copy of the document is returned to the customer for review and approval. Once approved, the document will be submitted for printing.

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6.0 ASSOCIATED DOCUMENTS:

6.1 N/A

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
25-SEP-07	A	Original Release
15-OCT-07	B	Electronic PDF added to 5.2.b

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