

Wiley Custom Select

PDF File Deliverable Preparation Guidelines

Version 3.2

Document History

Version	Date	Author	Comments
0.1	Nov 22, 2008	Geeti Granger	Draft
0.2	Nov 30, 2008	Geeti Granger	Draft
1.0	Dec 7, 2008	Geeti Granger	Ready for use when processing initial batches
1.1	Jun 21, 2009	Geeti Granger	Update notes on covers, filename list and type values
1.1.1	June 23, 2009	Geeti Granger	Comment added to Press-optimized PDF section; "No file" entry for chapter and part added to filename list; small amendments made to chapter and part descriptions
1.1.2	July 20, 2009	Geeti Granger	Changed filename for glossary and added comment about maintaining filenames for resupplies.
1.1.3	September 11, 2009	Geeti Granger	Reworded details for appendices. Added details about presentation of frontmatter files, the half-title and the Wiley Bicentennial-Knowledge for Generations / WileyPlus statement
2.0	June 7, 2011	Iam Williams	Adjusted overall guidelines to current specifications. Added screenshots of ZIP archives and Adobe file processing specs. Added detail around PDF file processing. Provided links to catalog-entry schema, a sample file, and an Excel based tool for creating XML.
2.1	June 9, 2011	Iam Williams	Added additional file prep considerations. Adjusted required cover image versions
3.0	August 30, 2013	Elle Wagner and Alexander Lektorsky	Adjusted overall guidelines to reflect current package specifications.
3.1	April 11, 2014	Elle Wagner and Alexander Lektorsky	Adjusted overall guidelines to reflect current package specifications.
3.2	November 2018	Charlie Hamlyn	Updated, mention of DART replaced with BPA
3.3	February 2019	Charlie Hamlyn	Addition of upload instructions. Addition of links for sample files.

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1 Introduction

This document describes the requirements for preparing the data and file deliverables for content loaded in to the Wiley Custom Select System. Each title loaded requires a .zip archive containing all of the artifacts specified in this document.

2 Package Components

The .zip archive is named with the 13digit ISBN of the titles and the four categories of files that will comprise the archive are as follows:

1. Press Optimized PDF files for each content unit of the book [folder name: pdf]
2. Cover images [folder name: covers]
3. Title metadata [folder name: metadata]

2.1 Press-optimized PDFs

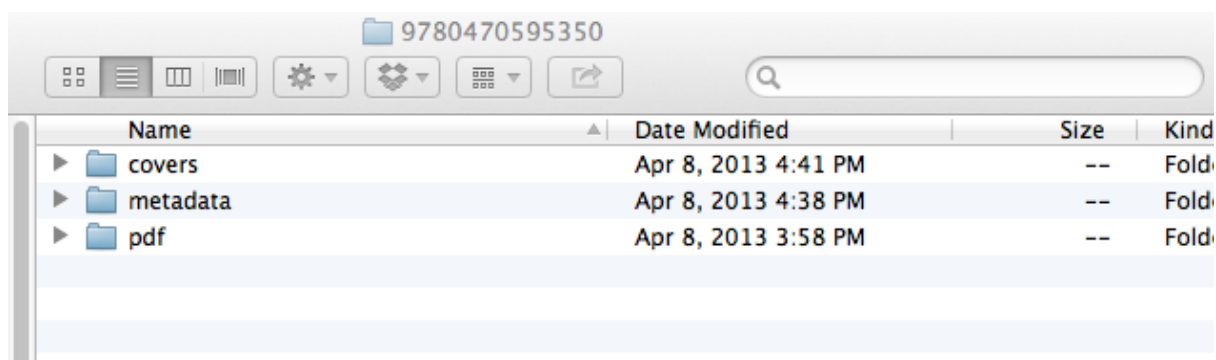
The PDF files should follow the BPA Filenaming Convention but this is not a strict requirement. As long as the file names match the file reference in the catalog-entry, the project will import with no issues. An amended subset of the filenames from the BPA documentation is included in this document (see [BPA Filenaming Convention – Subset for Wiley Custom Select Deliverables](#))

The full BPA content specification, if required, is available in the Wiley Archive Content Specification:: <http://vendors.wiley.com/bpa/bcs.html>

The Press-optimized (or print ready) PDFs go directly in the PDF folder of the package that will be zipped and delivered to Custom Select.

Press-optimized File Preparation

- There should be 1 file for each content unit in the book.
- All printer and crop marks should be removed.
- The final page size should be normalized to 8.5 x 11. Slight reducing and enlarging of the content is acceptable.
- Fonts must be embedded
- Landscape pages rotated portrait



Below are some additional things to be aware of when creating the final PDF file structure of the the package to be uploaded to WCS.

Although the presentation within Custom Select will be inconsistent from title to title it has been agreed that frontmatter files should be processed as delivered. There is no need to extract content into separate files to achieve consistency.

If the half-title is in a separate file do not include this in the TOC or the deliverable.

If the Wiley Bicentennial-Knowledge for Generations / WileyPlus statement is in a separate file do not include this in the TOC or the deliverable.

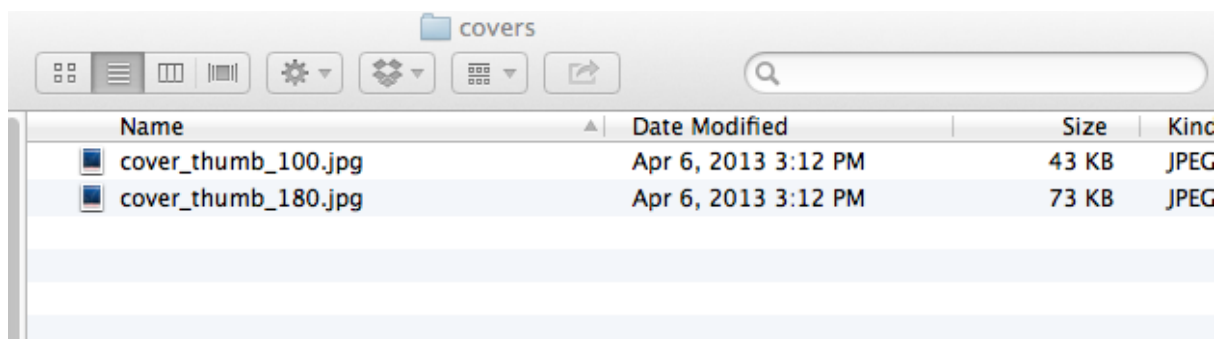
If a chapter PDF file contains a Part page it is recommended that this should be moved to a new PDF file and labelled as a Part, e.g., p**.pdf. and represented accordingly in the table-of-contents portion of the catalog entry XML metadata file.

Sometimes supplements need to be included as part of the final deliverable but they are not represented in the TOC and they have separate files from the other content units of the book. In this rare case it is recommended that you create additional TOC references to the supplements OR combine the supplement PDF with another logical content unit PDF from the book and forego the TOC entry.

2.2 Cover Images

Custom Select requires the cover image to be loaded in JPG format. The naming convention is exactly the same for all titles.

1. cover_thumb_100.jpg = cover image at 100 pixel width resolution
2. cover_thumb_180.jpg = cover image at 180 pixel width resolution



2.3 Metadata (catalog-entry.xml)

A metadata file, which complies with the catalog schema, is required for each publication. It should be named: catalog-entry.xml and placed within a folder called: metadata.

2.3.1 Metadata Catalog-Entry Structure

The XML schema and a sample catalog-entry file can be found [at this location](#).

3 ZIP Archive Directory structure

A deliverable should contain all of the directories and files specified below. The root folder labeled with ISBN13 should be zipped into an archive that is labeled with ISBN13. E.g. 9780471555555.zip

Directory	Sub-directory name	Sub-sub-directory name	Notes
9780471555555			13 digit ISBN for the deliverables, with no hyphens or spaces. If the ISBN directory includes X as the check digit the directory name should contain the uppercase letter X. There may be more than one ISBN for a publication; the 13-digit ISBN for the printed version should be used.
	pdf		All press-optimized PDF files of the publication
	covers		2 cover JPGs at 100 and 180 pixel width.
	metadata		catalog-entry.xml

3.1 Sample deliverable structure

```
97804715551214
  pdf
    ffirs.pdf
    ftoc.pdf
    fpref.pdf
    flast.pdf
    c01.pdf
    c02.pdf
    c03.pdf
    bindex.pdf

  covers
    cover_thumb_100.jpg
    cover_thumb_180.jpg

  metadata
    catalog-entry.xml
```

A sample WCS package is available [at this location](#).

3.2 Introduction

General guidelines:

- Case matters! File and directory names must be lowercase with the exception of the ISBN directory when it contains the check-digit X; the X should be uppercase.
- The extension must reflect the format of the content.
- File and directory names should only contain standard alphanumeric characters, and must never contain spaces.
- File and directory names must not contain characters that are prohibited in the DOS and UNIX operating systems, which include, but are not necessarily limited to @, &, %, /, |, \, [,], (,).

4 Upload Instructions

- Upload the packages to WCS:
 - Log in to WCS with your Single Sign On <<http://customselect.wiley.com/loginlcl>>
 - Click the “Admin tab”
 - Click the “Library tab”
 - Click the “Upload PDF Package button”
 - Click “Browse” to upload the desired title from your recently converted batch of packages
 - Click “Upload Files”
 - Wait for the title to upload. This may take several minutes. If a screen appears that asks if you would like to overwrite a previous title with the same ISBN#, click YES.
 - If an upload error occurs, you will need to troubleshoot.
- QA
 - Copy and paste the ISBN# into the search engine and click “SEARCH”
 - Click on the title
 - Make sure that the cover appears
 - Make sure all the chapters display a preview (this may take up to 15 minutes to process, after uploading)

5 Filenames for PDF Files plus standard TYPE values

The following list of filenames includes the generic names and names already in the system, together with the new (recently agreed) standard TYPE value and the default value for content that appears in many titles, and a description of the content that should be in the file.

NOTE: When resupplying sets of files please maintain the filenames submitted in the original delivery.

BPA File Names	NEW WCS TYPE VALUE	TITLE - Default values for common content; otherwise take title from PDF file or TOC	Description
babbrv	bm_abbreviations	Abbreviations	Abbreviations
back	bm_acknowledgments	Acknowledgments	Acknowledgments (in backmatter)
bacron	bm_acronyms	Acronyms	Acronyms
badvert	bm_advertising		Advertising
bafter	bm_after		Afterword
bans	bm_answers		Answers
bansw	bm_answers		Answers
bansw <i>nn</i>	bm_answers		Answers
bapp	bm_appendix		Appendix label (with letter) to be generated
	bm_appendix_no_letter		To be used if there is only 1 appendix file; Appendix label (WITHOUT letter) to be generated
bapp	bm_allappendices	Appendices	To be used when all appendices are in 1 file Label Appendices to be generated

BPA File Names	NEW WCS TYPE VALUE	TITLE - Default values for common content; otherwise take title from PDF file or TOC	Description
bappnn	bm_appendix		Appendix label (with letter) to be generated
	bm_appendix_no_letter		To be used if there is only 1 appendix file; Appendix label (WITHOUT letter) to be generated
bappa	bm_appendix		Appendix label (with letter) to be generated
	bm_appendix_no_letter		To be used if there is only 1 appendix file; Appendix label (WITHOUT letter) to be generated
bauthno	bm_author_note		Author's note
bbiblio	bm_bibliography	Bibliography	Bibliography
bcard	bm_card_page		Card page (Other Books by...)
bcardpl	bm_card_plate		Cardplate
bchrono	bm_chronology		Chronology
bcolrpl	bm_color_plate		Color plate
bcontrib	bm_list_of_contributors		List of contributors
bcredit	bm_credits	Credits	Credits
bedboard	bm_editorial_board		Editorial board
bednote	bm_editor_note		Editor's note
bend	bm_endpaper		Endpapers
bendorse	bm_endorsement		Endorsements
bendpapernn	bm_endpaper		Endpapers
	study_aid		This is a special case where this backmatter filename has been used for a file that should be part of the body of the book
bepil	bm_epilogue	Epilogue	Epilogue
bepigr	bm_epigraph		Epigraph
bfurread	bm_further_reading	Further Reading	Further reading
bgloss	bm_glossary	Glossary	Glossary
bhowto	bm_how_to	How to Use This Book	How to use this book
bibc	bm_endpaper		Inside back cover/endpaper
bind	bm_index	Index	Index
bindauth	bm_author_index	Author index	Author index
bindcas	bm_index		CAS Numbers index
bindchcm	bm_index		Chemical compound index
bindchfm	bm_index		Chemical formulae index
bindcom	bm_index		Combined index
bindcum	bm_index		Cumulative index
bindexnn	bm_index	Index	Index
bindexsub	bm_subject_index	Subject index	Subject index
bindin	bm_index		Ingredients index

BPA File Names	NEW WCS TYPE VALUE	TITLE - Default values for common content; otherwise take title from PDF file or TOC	Description
bindinst	bm_index		Instruments index
bindnam	bm_name_index	Name index	Name index
bindname	bm_name_index	Name index	Name index
bindpl	bm_index		Place index
bindre	bm_index		Recipe index
bindsoft	bm_index		Software index
bindspnn	bm_index		Special Index
bindspec	bm_index		Species names index
bindstat	bm_index		Statutes index
bindsub	bm_subject_index	Subject index	Subject index
binsnn	bm_insert		Insert
blof	bm_list	List of Figures	List of figures
bloi	bm_list	List of Illustrations	List of illustrations
blom	bm_list	List of Maps	List of maps
blot	bm_list	List of Tables	List of tables
bmeddis	bm_disclaimer		Media disclaimer
bmedinst	bm_endpaper		Endpapers
bnotes	bm_endnotes		Endnotes
border	bm_order_form		Order form
bothnn	bm_other		Other
bphocred	bm_credits	Photo Credits	Credits
bphotocredits	bm_credits	Photo Credits	Credits
bpubnote	bm_publisher_note	Publisher's Note	Publisher's note
brecipe	bm_recipe	List of Recipes	List of recipes
brfnn	bm_references	References	References
brpl	bm_prologue	Prologue	Prologue
bscard	bm_series_card	bm_sources	Series card page
bsource	bsymbols	bm_symbols	Symbols
btgnn	chapter_no_label		Chapter file that doesn't need the Chapter label generated within the system
btopicnn	chapter_no_label		Chapter file that doesn't need the Chapter label generated within the system
btrnote	bm_translator_note		Translator's note
bwp	wiley_plus		Wiley Plus advertisement (not required in the system if in a separate file)
b*****	bm_no_label		Any backmatter file that doesn't require a label
c00	chapter_zero		Chapter 0
cnn	chapter		chapter
	exercise		Although filename is <i>cnn.pdf</i> the label required is Exercise <i>nn</i>
	experiment		Although filename is <i>cnn.pdf</i> the label required is Experiment <i>nn</i>

BPA File Names	NEW WCS TYPE VALUE	TITLE - Default values for common content; otherwise take title from PDF file or TOC	Description
	study_aid		Although filename is <i>cnn.pdf</i> the label required is Study Aid <i>nn</i>
	topic		Although filename is <i>cnn.pdf</i> the label required is Topic <i>nn</i>
	tutorial		Although filename is <i>cnn.pdf</i> the label required is Tutorial <i>nn</i>
	unit		Although filename is <i>cnn.pdf</i> the label required is Unit <i>nn</i> Note: Unit can be used at a part level and at a chapter level
	chapter_no_label		Chapter entry WITH an associated file and which DOES NOT require the Chapter label to be generated
	chapter_no_label		Chapter entry WITHOUT an associated file and which DOES NOT require the Chapter label to be generated
No file	chapter_no_content		Chapter entry without an associated file but which DOES require the Chapter label to be generated
cintro	chapter_no_label		Introduction (if paginated with book but not Chapter 1)
cmpnn	chapter_no_label		Chapter file that doesn't need the Chapter label generated within the system
endpapernn	bm_endpaper		Endpapers
expnn	experiment		Experiment
fabout	fm_author	About the Author	About the author
fack	fm_acknowledgments	Acknowledgments	Acknowledgments (in frontmatter)
factnn	fm_other		Other frontmatter
fauth	fm_author		About the author
fbetwnn	fm_between		Between table of contents/preface pages
fbrieftoc	fm_TOC	Contents	Table of contents
fbtocnn	fm_TOC	Contents	Table of contents
fdedicat	fm_other		Dedication
fendpapernn	fm_endpaper		Endpapers
ffirsnn	fm_first	"Book title"	Before table of contents/preface pages
fguidedmedia	fm_other		Other frontmatter
fibc	fm_endpaper		Endpapers

BPA File Names	NEW WCS TYPE VALUE	TITLE - Default values for common content; otherwise take title from PDF file or TOC	Description
fifc	fm_endpaper		Endpapers
finstr	fm_other		Other frontmatter
finstructor	fm_other		Other frontmatter
flastnn	fm_last		After table of contents/preface pages
fm	fm_all	"Book title"	All frontmatter
fprefnn	fm_preface	Preface	Preface
fspref	fm_series_preface	Series Preface	Series preface
fstud	fm_other		Other frontmatter
fstuguide	fm_other		Other frontmatter
ftocnn	fm_TOC	Contents	Table of contents
ifc	fm_endpaper		Endpapers
index	bm_index	Index	Index
labnn	lab		Laboratory Note: there may be occasions when this filename is used but the label Lab <i>nn</i> isn't required. In these cases please use the chapter_no_label value. PLEASE REFER TO THE TOC PDF FILE TO DECIDE WHICH VALUE TO USE.
pnn	part		Part
	part_no_label		Part entry WITH an associated file and which DOES NOT require the Part label to be generated
	part_no_label		Part entry WITHOUT an associated file but which DOES NOT require the Part label to be generated
	module		Module
	unit		Unit Note: Unit can be used at a part level and at a chapter level
partnn	part		Part
No file	part_no_content		Part entry without an associated file but which requires the Part label to be generated
supnn	chapter_no_label		Chapter file that doesn't need the Chapter label generated within the system