Notes on the Preparation of the CD Register 2005

These notes have been made in order to facilitate production of a later CD Register.

1. Examine the layouts and contents of the CD Register folder to understand operation. Become familiar with Acrobat (full version not just the reader), the Access report that produces the CD version and ThumbsPlus 3.20
2. Set up an internal folder for the final Build. I called this '*Build*'. Remember that if the final CD is to be readable by a Mac it is a good idea to ensure that all filenames within *Build* have no more than eight characters. This is a condition of the ISO standard.
3. If intending to include a copy of the Acrobat Reader on the CD, set up a folder within *Build* to store the download file for Acrobat Choose the version of Acrobat on which the system will be based. This needs care because of the issues of wildcard usage in files indexed under the chosen version (needed for finding dials within an OS square). Remember that for recent versions of Acrobat you need a free licence from Adobe – see their web site. (I didn't need one for Acrobat v5 when producing the 2005 disc because I had already downloaded it before the rules came in)
4. Set up a folder outside *Build* in which to store basic and original files. I called this '*Originals*'. Set up an '*Images*' folder within this.
5. *Prepare the CD edition Access Report and print it to the chosen version of Acrobat PDF but with a high image resolution set. Store this in the Originals folder..*
6. *Use Access to print a list of all dial reports having an address of Refer to Registrar . These are the confidential dials for which no report should be available*
7. Copy *all* current Report form pcx images to the *Images* folder.
8. Go through this folder removing the ones identified as confidential using the list of these just produced.
9. Use ThumbsPlus to highlight all images that are *now* left in the *Images* folder and use its Print Catalog function to print all the images to Acrobat as the Forms pdf. I used margins as follows: Left:0.9in; Right: 0.55 in; Top:0.5 in; Bottom: 0.5in. Thumbnail size: 7ins x 9.9ins. Header of "**BSS Sundial Register 2005 - Available Dial Report Forms. © BSS 2005**". Fonts 12 point. Options: Print names. (This is essential if file is to be indexed since it is the only text that defines the report image); Rebuild thumbnails at printer resolution and choose 'Auto crop of images'.
10. Go through both large PDF files to add Bookmarks as per the 2005 version (setting the view size at the same time). Now save a copy of both these files in the *Build* folder. These will now form the working version but that in Originals can be used as a backup.
11. Use MS Publisher (or other software, though Publisher is easier to use to get a coloured background) to generate the start page. Colour differently the text that will form the links on this page. Print to Acrobat, storing in *Build* each in individual *Dials* and *Forms* folders**,** and setting links to the two main PDFs from the coloured text just entered. Check operation at this point.
12. Place into *Build* the Autorun files used in the 2005 version (they can be edited by right clicking and then choosing either *Edit* or *Open in Notepad*) and ensure that the names being called up are correctly set. As mentioned above, choose file names having eight characters or less.
13. Develop the *Copyright* and *About* files using Word (in the 2005 Register files there may be original Word files of these), making sure that text that will become links is properly entered and coloured. Now write them to Acrobat and store in *Build*. Remove logos/images from the *About* file and save a copy of that as an HTML version in *Build*. (This file can be accessed by those not yet having an Acrobat Reader installed and removing all logos/images etc makes it one file - easy for it to be downloaded and browsed).
14. Set Acrobat links in all documents
15. Check general operation for movement between documents, check how each document opens and check all Bookmarks again.
16. Now change the titles (in Properties) of the two main PDF files to avoid the names of *ThumbsPlus* and *Access Reports* appearing in the index. Now index both main files choosing 'optimise for CD operation'. Store the indexes in the relevant respective folders. (Note here that if you need to re-index these files, perhaps because of necessary later text changes etc, and you have to do this after the files have been password protected the password must be removed and the files stored again *with the password removed* otherwise the indexation process may fail without adequate explanation and it can take ages to work out that the reason was a residual connection with password protection)

09 April 2006

17. Make PDFs of all other documents relating to the Introduction, Notes, Foreword, Pictures of Dials etc and insert them into the main dials PDF. Make Bookmarks accordingly.
18. Set all the Opening options for the two main PDF files as needed - usually to 'Single page' and 'Fit in Window' but sometimes it will not be this.
19. Set a master password under the 40-bit security option for all PDFs in the *Build* folder (I used the 40-bit option to allow reading by lower versions of Acrobat) and *Save*.
20. Virus check the Build folder. Burn entire contents of *Build* folder to CDROM and test on PCs and Macs. (I used the burn option within Windows XP and this proved readable on a Mac).
21. Develop the CD and sleeve artwork (I used MS Publisher with a PDF output) according to the template of the intending manufacturer. Get the CDs manufactured.