
Preparing for Final Production

Hopefully, you have already created Master Documents of all the linked files and you have been making some formatting and editing changes along the way. But there are some changes that are best to leave until Final Production. Most of the tools for Final Production are on the Desktop Publisher and Master View ribbons. However, if you have not even started, you can still start in this section. The first step will be to Develop a Master Document. That task is covered in the next step.

This section gives you some suggestions and techniques that might come in helpful as your go through the training documents for Final Production.

If the Writers have used Ribbons, the documents should already be formatted to the 80% level. The graphics should all be incorporated in the documents. The tables, bullets, and specialty formats should all be formatted properly. If not, the best thing to do is to go into each individual document and begin to convert the document to have the correct styles.

After the basic formatting is complete, there are additional steps that must be performed and many other documents that need to be included in the Master Document. Some of these tasks include: paginating, Headers, Footers, Final Figure List, Final Table of Contents, Acronym Lists, Compliance Matrices, SF-33, Tabs, and other deliverables.

Ideally, you should do all of the final formatting in the subdocuments. Although, you can do last minute changes in the Master document; screen redraws, saves, and edits will process faster if you are in a subdocument rather than the Master document.

The following topics in this category will help you with many of the tasks associated with the Final Production phase.