

Dear iUniverse Author,

The proofs for your book are ready for your review! Please read the proofing instructions carefully, then use the electronic proof form to help us correct any errors in your book. Please print these instructions to use as a reference while filling out the proof form.

Important Points to Remember:

The proofing process is designed to correct minor errors and to request changes in your cover design. If you believe your errors are more than just typographical, please contact your PSA (Publishing Services Associate).

The proof form must contain both the book interior and cover design changes. Please do not submit these separately.

The proof form is used by our designers to make **all** the corrections and changes. Therefore, it is very important that you include all the important details of your changes on the form. Your PSA cannot make the changes for you. They must be included on the proof form.

How to Proof Your Files and Note Corrections

Please proof your book and cover files and return your proof form following these easy steps:

Step 1: You will need Adobe Acrobat Reader to view your cover and book interior files.

Step 2: You will need to open your cover and book interior files using Acrobat Reader.

Step 3: You will then need to fill out your iUniverse proof form with the desired changes.

Step 4: Once you have made and reviewed all the changes, please e-mail the Electronic Proof Form to your PSA.

Step 1: Adobe Acrobat Reader

You will need Adobe Acrobat Reader on your computer to view the book and cover proof files. To avoid any technical issues, we recommend you using the most current version of Adobe Acrobat Reader.

How to get Adobe Acrobat Reader

- Download and install the free Adobe Acrobat Reader application from the Adobe Web site.
- Point your browser to: <http://www.adobe.com/products/acrobat/readstep2.html> (You may click on this link to get to the site page or you may type the URL into the "Address" window in your browser.)
- You will see a two-step form on a new page. Complete the simple two-step form on this page then click the "Download" button
- You will see a message on a new page telling you that you are downloading Acrobat Reader.
- A dialogue box will pop up asking if you want to "Run this program from the current location" or "Save it to your computer."
- Choose "Save this program to disk" by clicking that button next to those words.
- Click the "Okay" button.
- You will see a "Save as" dialogue box showing you the name of the file you are downloading.
- Choose an easy-to remember file folder on your hard drive in which to save the file, so you can find and install it after downloading it to your computer.
- Do not change the text in the "File Name" or the "Save as Type" (Application) fields.
- Find the file you've downloaded and double click on it.
- Adobe Acrobat Reader will install itself on your computer. All you need to do is click the "Yes," "Next" or "Okay" buttons when asked to do so.

Now, any file that ends with the extension .pdf will open on your computer in Adobe Acrobat Reader.

Step 2: Open your cover and book proof files

- Open your book file in Adobe Acrobat Reader by clicking on the URL provided by your PSA. Since this may be a large file, please be patient and wait for the page to appear. Some book proofs can take as long as 15-20 minutes to load on a dial-up modem.
- Open your cover file in Adobe Acrobat Reader by clicking on the URL provided by your PSA. Since this may be a large file, please be patient and wait for the page to appear. Some cover proofs can take as long as 20-30 minutes to load on a dial-up modem.

Note: You can change the size of the display of your book and cover in the Adobe Acrobat Reader window by clicking the "View" menu at the top of your screen.

Step 3: Complete the Electronic Proof Form

The electronic proof form is used to make the changes you request to the cover or the interior of your book. The designers use this form directly, so it is important that you are careful and complete with the changes you propose. Your PSA cannot fill out the proof form for you, but they will review it once it is received. Please do everything you can to make each change as clear as possible, because we want to get your book finished (and available for order) as soon as we can.

Electronic Proof Form: Author and Title Information

Start by including your Book Title, Proof Round, Name, ISBN (the unique industry number assigned your title), E-Mail Address and Date in the spaces provided at the top of the proof form.

Electronic Proof Form: General Information Changes

The changes on Title, Subtitle and Author Name are very important that may affect both book interior and cover. If you request changes on any of the three areas and need to be implemented on both book interior and cover, please specify in this part. If you only want to make the changes in either book interior or cover, please specify in the corresponding table below. Leave this section blank if you have no general information changes.

Electronic Proof Form: Book Interior Changes

The next section of the form involves any changes or corrections you want to make to the interior of the book. A few examples are listed in the form itself to help you during the process. For each interior change please note:

- 1) **Page Number** (On the bottom of Adobe Acrobat Reader, **X** of **Y** is displayed in the second box from the left, **X** is current viewing page that should be filled in the cell, and **Y** is the total page number of your book.)
- 2) **Paragraph Number** (do count the continuation paragraph that start on the previous page)
- 3) **Line Number** (line number in the paragraph **not** line number of the page)
- 3) **Old Text**
- 4) **New Text**
- 5) **Comments** (add notes about your change) (Comments field can be used to request a change throughout the book interior, such as correcting the misspelling of a street or city that occurs frequently in the book).

Electronic Proof Form: Cover Changes

The next section of the form involves any changes or corrections you want to make to the cover of your book. A few examples are listed in the form itself to help you during the process. For each cover change please note:

- 1) **Areas** (Front Cover, Back Cover, Spine and Hardcover synopsis)
- 2) **Paragraph** (applicable when making text changes and having several paragraphs on the cover)
- 3) **Line Number** (applicable when making text changes)
- 4) **Text Changes** (similar to making changes to the book interior)
- 5) **Design Changes** (detail the change in the **Comments** field)

Hardcover Synopsis Changes should only be filled out if you have selected the hardcover option. The only part of the hardcover version that can be different than the trade paperback version is the synopsis (the copy found inside of the jacket flap). **If you request text or design changes to your paperback cover, they will be automatically applied to your hardcover.**

Notes:

- To copy and paste text out of Adobe Acrobat you need to select the text icon (a T with a small dotted box to the right) and then highlight the text you want to copy with your mouse. You can then choose Edit and Copy or you can copy the text by pressing the letter 'C' key while holding down the 'Ctrl' key. You can then paste this text into the proof form by using either the Paste function in your word processor or by pressing the letter 'V' key while holding down the 'Ctrl' key.
- If you are trying to rewrite an entire chapter, this goes beyond the standard proofing process and requires that you contact your PSA.
- If you do replace or add graphics make sure that you attach the new graphics to the e-mail you send with your proof form to your PSA.
- If you feel an error was introduced by iUniverse during the design process, describe the error in the comments field and put X in the Publisher Error column to identify the item as a Publisher Error.

Step 4: E-Mail the form to your Publishing Services Associate.

After you have completed your electronic proof form send it as an attachment to an e-mail message to your PSA. If you are submitting any new or revised graphics, those should be attached to the same e-mail. You will be notified by e-mail that your PSA has received all the information and contacted regarding any fees that are due.

What happens next? Your PSA will send your proof form to the designers so they can make the changes. Depending on the complexity of the changes, the process can take a week or longer. When the changes are completed, your PSA will notify you by e-mail. You will have the opportunity to view your redesigned cover, but book interior changes are only available for review if a large number of changes were made.

For any other questions, please contact your PSA.

iUniverse Electronic Proof Form

Author and Title Information

Book Title		Proof Round	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 ⁿ _d	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th
Author Name		ISBN				
Author e-mail address		Date				

General Information Changes

	Old Text	New Text	Comments
Title			
Subtitle			

Author Name (as it will appear on your book)			
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Book Interior Example

	Page #	Para-graph #	Line #	Old Text	New Text	Comments	Publisher Error
1)	6	1	7	Medical studies have shown that regular meals can increase metabolism and reduce stress.	Medical studies have shown that eating a light breakfast can reduce stress.	Replace sentence	
2)	22	1	13	Physical activity can improve sleep patterns	Strenuous daily physical activity can improve sleep patterns	Add Strenuous daily	
3)	108	2	21	There are very few proven methods	There are few proven methods	Remove very	
4)	182	3	4	both ulcers and job related stress	<i>both</i> ulcers and job related stress.	Make "both" italic	X
5)	204	5	6	Graphic of the stress pyramid	New graphic	Replace current graphic with new graphic 204_SP	

Book Interior Changes

	Page #	Par a- grap h #	Line #	Old Text	New Text	Comments	Publish er Error
1)							
2)							
3)							
4)							
5)							
6)							
7)							
8)							
9)							
10)							
11)							
12)							
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30)							
31)							
32)							
33)							
34)							
35)							
36)							
37)							
38)							
39)							
40)							to add rows click the TAB button

Cover Example

	Area	Paragraph #	Line # or Graphic	Old	New	Comments	Publisher Error
1)	Front Cover		Graphic			The image of the jet airplane should be a 747 and slightly larger	
2)	Back Cover	2	Line 6	The author is one of the foremost experts on stress management in the Pacific Northwest.	The author is one of the foremost experts on stress management in the known world.	Replace sentence	
3)	Spine		All text			The color of the text should be gold instead of black.	
4)	Hardcover Synopsis		Line 4	This book is a practical guide to helping individuals manage the stress of the twenty-first century.	This book is a practical guide to helping individuals and families manage the stress of the twenty-first century.	Add and families	

Cover Changes

	Area	Paragraph #	Line # or Graphic	Old	New	Comments	Publisher Error
1)							
2)							
3)							
4)							
5)							
6)							
7)							
8)							
9)							
10)							to add rows click the TAB button

Customer Satisfaction Survey Form

Dear iUniverse Author,

We sincerely hope that you have found publishing with iUniverse to be an enjoyable and fulfilling experience. Please take a few moments to rate our services. Your time and effort are greatly appreciated and will help us to continue to improve our services to insure all of our authors have the best possible publishing experience.

Please rate your satisfaction with your book design and cover design in the areas provided below. Also please provide any comments that will help us improve the design or review process.

Rating scale definition:

1 – Unacceptable

2 – Poor

3 – Acceptable

4 – Very Good

5 - Outstanding

1
2
3
4
5

Comments:

Interior design:

- 1
- 2
- 3
- 4
- 5

Comments:

Cover design: