



BETWEEN THE COVERS RARE BOOKS

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John Smith, [Jr.] (change from SMITH, John)

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COPY/PASTE description from File Maker. Remember to change all 10.5" into 10½" by which of " into " and any decimals into fractions. Also, turn any *OCLC* into *OCLC* by removing the asterisk and by italicizing whatever is in between the *'s. Do not create boarder in Photoshop and save to JPEG. Instead, create boarders in InDesign with tool under the hand/magnifying glass. Ctrl + D is to import JPEGs into boxes in InDesign. RIGHT CLICK and FIT FRAME TO CONTENT. Ctrl + Shift shrinks imported JPEGs proportionally. JPEGs and this saved InDesgin file must be in the same folder Y:\SCANS-parts.

After SAVING the CS2, EXPORT this file and "Save As Type" Adobe PDF. Select PDF PRESET: PDF-X-3 medium. Afterwhich, on Corey's computer open FileZilla. File, Site Manager, BTC and "connect." Then CLICK httpdocs (not httpsdocs) -> Private -> CATALOGS and drag in file. COPY/PASTE the link into FireFox to test" it. If it works, e-mail it to Tom or Ashley (destination) and make sure the link is clickable via e-mail.

Use "•" for any bullets needed. It's a different font and size, but works with text placement. [BTC#123456]



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