



2/22/13 – DELIVERABLE STANDARDS FOR CONTRACTED CONTRIBUTORS

When submitting content for inclusion in a PER produced document or an entire document for PER publication there are some unique issues that you must consider.

It is PER's goal to distribute our information electronically. As an entity under the authority of the Sacramento County Board of Supervisors, PER is bound by the County's E-Government policy and also the County's Web Accessibility policy; both policies are available for download at: <http://www.technology.saccounty.net/Pages/ITPolicies.aspx>. These policies describe standards that our information must adhere to in order to be published on an Internet or Intranet site.

In regard to electronically distributed documents, these policies are most easily complied with by controlling the formatting of the original word processing file and applying methods described in the PER document "Creating Environmental Documents" (available for download at: <http://www.per.saccounty.net>) as early in the authoring process as possible.

Refer to the standards below that should be applied to the work you are performing for PER. Exceptions to the standards may be approved by PER on a case-by-case basis. Contact PER Administrative staff at (916) 874-7914 for information.

Producing An Entire Document

Your finished document must be delivered in the following four formats:

1. Printed copy.
 - a. The number of copies will be determined by the PER project manager.
2. Tagged PDF.
 - a. This is a particular type of PDF file that, when properly produced, will be ready for posting on the PER Internet site. More information about Tagged PDF files can be obtained from: <http://www.per.saccounty.net>.
 - b. This PDF should be optimized for viewing in a web browser over the Internet. The document may be split into multiple files to reduce downloading time.
3. PDF.
 - a. This PDF will be optimized for printing. As opposed to a tagged PDF, this file should contain higher resolution images and assembled in a manner that enables it to go straight to a printer (i.e. page breaks and blank pages inserted as necessary). File size is not a consideration.

4. Digital copies of original source files.
 - a. All word processing files in a Microsoft Word 2010 compatible file format.
 - b. All image files used in the document must be provided as separate image files. Image files should be provided in either a TIF, PDF, or Adobe Illustrator (Windows, .ai) format.

Producing A Report Or Study

Your finished report or study must adhere to the following standards:

1. Use a PER approved style sheet.
 - a. The most recent Microsoft Word templates, in addition to style sheets in rich text format (.rtf), are available for download at: <http://www.per.saccounty.net>
2. Deliver a printed copy.
 - a. The number of copies will be determined by the PER project manager.
3. Deliver digital copies of original source files.
 - a. All word processing files in a Microsoft Word 2010 compatible file format.
 - b. All image files used in the document must be provided as separate image files. Image files should be provided in either a TIF, PDF, or Adobe Illustrator (Windows, .ai) format.

Producing A Section Of A Document

It is important that your deliverable content be compatible with PER's publishing process. Various aspects of our publishing process are automated. Our automation depends on applied paragraph styles and a certain document structure. These elements are embedded into our document templates and are described in the PER produced document "Creating Environmental Documents", available for download at: <http://www.per.saccounty.net>.

Your finished deliverable must adhere to the following standards:

1. Author your content in Microsoft Word 2010 or higher.
 - a. If you use versions of Word higher than 2010, you may need to adjust various options in order to disable document features not available to us in Word 2010. See your product documentation for assistance.
2. Use a PER approved style sheet.
 - a. The most recent Microsoft Word templates, in addition to style sheets in rich text format (.rtf), are available for download at: <http://www.per.saccounty.net>.
3. Deliver a printed copy.
 - a. The number of copies will be determined by the PER project manager.

4. Deliver digital copies of original source files.
 - a. All word processing files.
 - b. All image files used in the document must be provided as separate image files. Image files should be provided in either a TIF, PDF, or Adobe Illustrator (Windows, .ai) format.