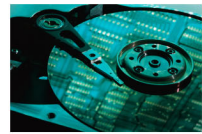**ALTO**

digital
publishing

and
copyright managment

A LT O

About This Guide

This guide was developed as an introductory guide to Alto Imaging Technologies' Digital Publishing and Copyright Management Suite.

This text assumes your are knowledgeable in a Microsoft Windows environment, and especially the Internet Explorer web browser. Most commands or dialog boxes are reached through a menu command, toolbar, or descriptive icon.

Conventions Used in This Book

- Characters or commands that you type appear in **bold lowercase** type.
- Placeholders for variable information appear in *italic.*
- File and folder names appear in Title Caps. Filename extensions appear in all lowercase.
- Acronyms appear in all uppercase.
- `Monospace` type represents code samples, or examples of screen text

Special Elements

Several types of notes and other specific information appear throughout this guide. A specific icon marks each type of information. These elements will make the book easier to use:

Tips are short hints that provide shortcuts or recommendations on the best way to use a feature.

Notes provide further information on how a feature works or on its uses or limitations.

Cautions tell you what to watch out for when using a feature.

Let's Go!

Good luck using Alto Digital Publishing! You'll find as you work through this guide many powerful tools to assemble, produce, and manage even the largest digital library.

Introducing Alto Digital Publishing

and Copyright Manager

This guide introduces you to some of the basics of Alto Digital Publishing (ADP). You will learn how Alto Digital Publishing works, how to navigate the workspace, and how to create and manage the components that make up a custom digital publication.

Once you have mastered the basic concepts, you'll learn how ADP can create requests to reprint copyrighted works, manage responses from copyright holders, and track royalty payments

When you finish this guide you should be comfortable with the ADP workspace, understand the concepts relating to building a custom digital publication, and know how to create and manage requests to reprint copyrighted works.

First Things First

Alto Digital Publishing is a web based application. You need Microsoft Internet Explorer 5.5 SP1 or higher installed on your computer.

You need the URL or address of the Alto Digital Publishing site. This information should be provided to you by the person responsible for administering your system.

Add this address to your Favorites folder or create a shortcut on your desktop.

To submit permission requests electronically to Copyright Clearance Center, you need an active CCC *gateway* account.

Alto Digital Publishing: Basic Concepts

When you work with Alto Digital Publishing, you create *Collection* records containing information about Customers or Professors, *Bundle* records containing information about Coursepacks or Publications, and *Document* records containing information about Periodicals, Articles, Excerpts, or other parts of a custom publication. Following is a description of each library compo. Figure 1 Illustrates the relationships that can be created to properly organize your publication library.

Collections

Information about a professor or customer is contained in a *Collection* record. This could include the customer's name, address, phone number, email address, and other useful information.

Many different publications (Bundles) can be linked to a Collection making it easy to organize your publication library. Linked Bundles can be easily located and identified when viewing a Collection record.
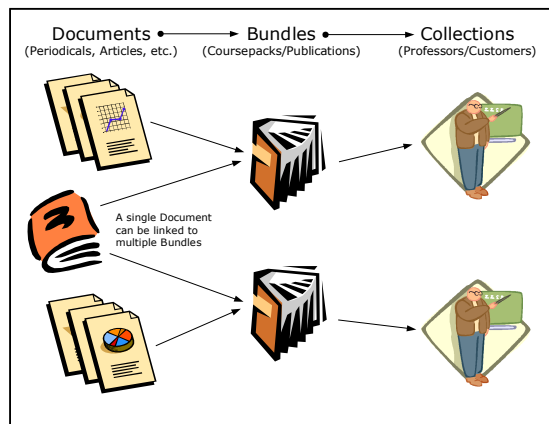
Bundles

Information about a coursepack or publication is contained in a *Bundle* record. Bundle information could include information like Course ID, Course Name, Term, Format, Pagination, Total Bundle Pages and other data used to classify, locate, and manage permission requests for an individual coursepack or publication.

Document records that point to periodicals, articles, excerpts, and other coursepack components, are linked to a Bundle record. Documents linked to a Bundle can be quickly accessed while viewing a Bundle record.

Figure 1

Documents, Bundles, and Collections can be linked to form a hierarchical structure. This helps organize and manage your digital library.

Documents • → Bundles • → Collections
(Periodicals, Articles, etc.) (Coursepacks/Publications) (Professors/Customers)

A single Document can be linked to multiple Bundles

Documents

A *Document* record contains information about a specific coursepack or publication component. This could be an article, an excerpt from a textbook or journal, original composition, table of contents, or bibliography.

Documents link to the images of the original hardcopy or other digital content that are to become part of a custom publication.

Navigating Alto Digital Publishing

Alto Digital Publishing is generally divided into two main areas (Figure 2). The top area, or *Control Panel*, and the bottom area, or *Main Workspace*.

The Control Panel is constant and remains unchanged regardless of the current operation. The Main Workspace changes to reflect the current view or selected operation. These areas are described here:

Figure 2

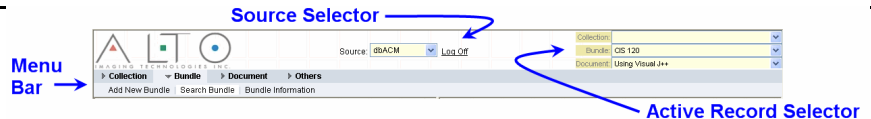The main workspace and control panel.
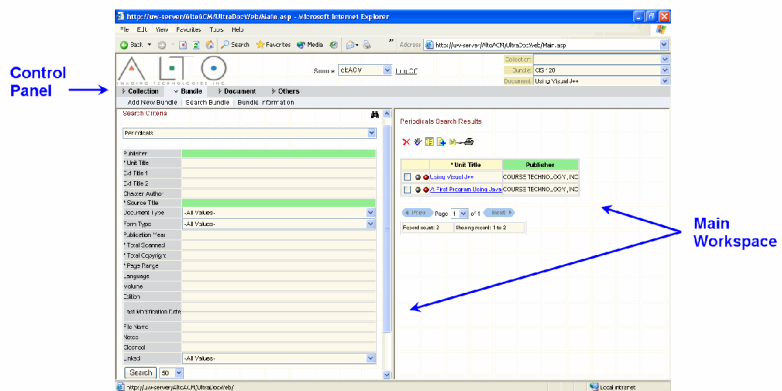
Control Panel

The *Control Panel* area (Figure 3) is always visible at the top of the ADP workspace. This area includes the following controls and tools:

Figure 3

The Control Panel

- **Source Selector**. This select allows you to choose a data source to connect to your coursepack library. If you are not sure which one to use, ask your system administrator.

- **Active Record Selector**. As you create new records, or search for existing records, the currently selected record is listed in the Active Record Selector. You can navigate directly to the active record by clicking the link directly to the left of the record title, or navigate to recently selected records available from the drop-down list.

- **Menu Bar.** All available actions are contained here. Menus include Collection, Bundle, Document, and Other. Each main menu includes a sub-menu containing actions specific to the main menu category.

Main Workspace

The Main Workspace area is directly below the Control Panel area and encompasses the remainder of the browser window. The current view or selected action determines the layout of this area. Each view is described here:

- **Add New View**. This view (Figure 4) reflects the fields available during an Add Collection/Bundle/Document operation. This includes a drop-down listing of available tables, and a list of fields used to define an individual record.

Figure 4

The Add New View displays the fields you use to enter information about a new record.

Search Criteria/Results View. This dual pane view (Figure 5) includes controls to input Search Criteria (left pane), and a listing of Search Results returned by the search operation (right pane). Search Results includes many buttons representing actions that may be taken on documents selected from the Search Results.

Figure 5

Records matching the information entered in the Search Criteria fields are displayed in the Search Results pane.

Selected Record View. This dual pane view (Figure 6) shows record detail (left pane) for the Active Record. The right pane appears differently depending on the Active Record type as follows:

Selected Record Type	Right Pane Shows
Collection	Bundles linked to Collection
Bundle	Documents linked to Bundle
Document	Linked image or document

Figure 6

The Selected Record View displays both record data and linked records, documents, or images.

Getting Started

It's time to get started. For the examples in this guide, we will create a coursepack. Coursepacks are custom textbooks assembled using original and copyrighted works from a variety of different sources, and usually sold by a university bookstore.

You will start by adding a *collection* for a fictional professor and creating a *bundle* representing the coursepack.

Once the coursepack is created, you will add new *documents* representing articles, excerpts, and other components, and link them to the coursepack bundle.

After the new coursepack is created, you'll use Alto Digital Publishing's powerful search tools to find information about, view, or update the coursepack and associated linked elements.

1. Open Microsoft Internet Explorer.

   Start > **Programs** > **Internet Explorer**

   Internet Explorer opens.

2. Use your mouse pointer to select the text in the Address bar or press the **ALT+D** keyboard combination.

   Type the address for the ADP Search Page. For Example:

   ```
   http://www.whatsamatta-u.edu/AltoACM/logon.asp
   ```

   Press the **Enter** key to load the page.

   The ADP Search Page loads (Figure 7)

3. Enter a valid **User name** and **Password** and use your mouse to click the **Logon** button, or simply press the **Enter** key to submit your logon request.

   The ADP Workspace loads.

Figure 7

Enter your User Name and Password to gain access to the publication library.

Alto Copyright Management Search Page

version 5.41

User name : altoacm
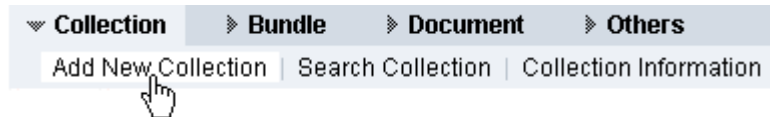
Password : ●●●●●●●●

Logon

Adding a Professor or Customer

1. Move your mouse over the **Collection** menu in the Menu bar.

   The **Collection** tasks menu appears (Figure 8).

Figure 8

Collection Tasks menu

2. Use your mouse pointer to select **Add New Collection**.

   Add New Collection becomes the current view displaying fields available for the customer record (Figure 9).

Figure 9

Add New Collection view

3. In the **Name** field, type:

   Arthur Dent

Name is the only required field when adding a new Professor or Customer collection. Entering additional information will help develop a complete digital library that can be quickly and effectively searched.

A dialog box is displayed confirming the addition.

4. Use your mouse to click the **OK** button.

The new record is added to the database and displayed in the **Active Record Selector** (Figure 10). The current view returns to Add New Collection.

Figure 10

The Active Record Selector lets you quickly display previously viewed records.

Collection:	Arthur Dent
Bundle:	
Document:	

Creating a Coursepack

1. Move your mouse over the **Bundle** menu in the Menu bar.

   The **Bundle** tasks menu appears (Figure 11).

2. Use your mouse pointer to select **Add New Bundle**.

Figure 11

Bundle Tasks menu

≫ Collection   ⩔ Bundle   ≫ Document   ≫ Others
Add New Bundle | Search Bundle | Bundle Information

Add New Bundle becomes the current view displaying fields available for the coursepack record (Figure 15).

3. In each field listed below, type the following information:

```
Course Number:           PHY300
Course Name:             Boiling Water with Cold
                         Fusion
Usage Period:            F04
Desk Copies Qty:         2
Est. Enrollment/Qty Sold:  25
```

Course Number is the only field required to create a Coursepack record. However, each additional field listed in the example is required to create and track permission requests to a copyright holder or other grantor.

4. Use your mouse to click the **Add New Bundle** button, or simply press the **Enter** key to create this new record.

Figure 12

Add New Bundle
View.

A dialog box is displayed (Figure 13) confirming the request, and giving you the option of adding this new coursepack to the Active Collection. This makes it easy to quickly link new coursepack bundles to active Professor or Customer.

If you don't currently have an Active Collection, a dialog box confirming the addition is displayed.

5. Use your mouse to click the **OK** button to add the bundle to the active collection, or click **Cancel** to add the bundle without creating a link.

Figure 13

ADP lets you link
a bundle to the
active collection
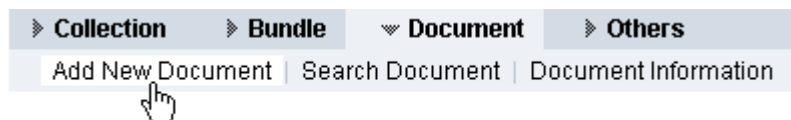when you create
a bundle.
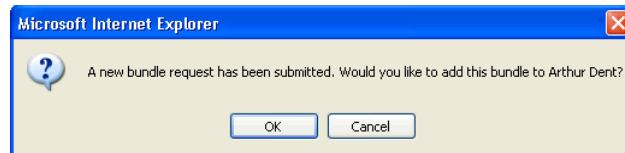
The new record is added to the database and displayed in the **Active Record Selector**. The current view returns to Add New Bundle.

Adding Coursepack Content

1. Move your mouse over the **Document** menu in the Menu bar.

   The **Document** tasks menu appears (Figure 14).

2. Use your mouse pointer to select **Add New Document**.

Figure 14

Document
Tasks menu

Add New Document becomes the current view displaying fields available for the Periodical record (Figure 15).

Figure 15

Add New Document view.

3. Use your mouse to select **Periodicals** from the drop-down list that appears at the top of the Add New Document view.

   In each field listed below, type the following information:

Unit Title:	Cooking with Cold Fusion
Form Type:	CCC
Total Copyright:	10
Page Range:	1-10

   In addition to the fields listed above, Source and Total Scanned are required to properly create and track permission requests.

   Source is the title of the textbook, periodical, journal, or other publication that the article originates from. The Source field does not accept direct input, but rather opens a Search dialog allowing you to search for and select a Source.

   Total Scanned is the number of physical pages captured during scanning and may not be available until hardcopy has been submitted to the scan process.

4. Use your mouse to click the **Add New Document** button, or simply press the **Enter** key to create this new record.

   The Add New Document view changes (Figure 16) giving you several options for linking the actual digital file to the document record. These options include:

Figure 16

Link a digital file or a a template when you add a new document.

Add Document Option	Action Performed
Upload Image File	Use **Browse** to select a file from your local computer. Press the Upload Image File to transfer a copy of the file to the library and link to the newly created Document
Use Template	Upload a one page template as a placeholder until the actual content can be scanned or is otherwise made available
Later	Simply add the document record

Always select the *Use Template* option when adding a document whose source is hardcopy that will be submitted to the scan process. Do not use the Later option.

5. Use your mouse to click the **OK** button.

   A dialog box is displayed confirming the request, and giving you the option of adding this new document to the active bundle. This makes it easy to quickly link new documents to an active coursepack.

6. Use your mouse to click the **OK** button to link the document to the active bundle, or click **Cancel** to add the document without creating a link.

   The new document record is added to the database and displayed in the **Active Record Selector**. The current view returns to Add New Document.

7. Repeat this process for each article or excerpt, original content, table of contents, indices, bibliographies, and other content related to the active coursepack.

Building a Source List

Before permission request letters can be created, each copyrighted work must have its source cited in the Source field of the document record. Sources cannot be directly input into this field, but are instead selected from a lookup table. Each source must have a record in the Source table.

Source records can be created in the same manner as other Document records, but for convenience, can also be created automatically by searching an online repository, and importing source information directly to ADP.

Sources that do not appear in the online source repository must always be added manually.

Importing Source Information

1. Move your mouse over the **Others** menu in the Menu bar.

   The Others sub-menu appears (Figure 17).

2. Use your mouse pointer to select **Search CCC**.

Figure 17

Other tasks
menu.

The current view changes to display fields available for searching the source repository.

3. In the field listed below, type the following information:

Title:	Cold Fusion

   Use your mouse to click the **Search** button.

   Matching source titles appear (Figure 18).

4. Select the checkboxes next to these titles:

   - Cold Fusion: The Scientific Fiasco of the Century
   - Miss Collwood, I've Finished with the Cold-Fusion File, Bring Me the File on Oat Bran

5. Use your mouse to click the ⬅ button.

   The source information is added to the source table.

Figure 18

Search results from the source repository.

Manually Creating Source Records

1. Move your mouse over the **Document** menu in the Menu bar.

   The **Document** tasks menu appears.

2. Use your mouse pointer to select **Add New Document**.

   Add New Document becomes the current view displaying fields available for the source record.

3. Use your mouse to select **Sources** from the drop-down list that appears at the top of the Add New Document view.

4. Complete the following fields:

   ```
   Source Title
   ISBN/ISSN
   Publication Year
   ```

Other fields may be required to create valid permission requests. If you are not sure, check with the publisher or grantor for more specific information.

5. Use your mouse to click the **Add New Document** button, or simply press the **Enter** key to create this new record.

   The Add New Document view changes giving you several options for linking an actual digital file to the document record. Since this Source record will not be linked to actual content, press **Later**.

If a coursepack (bundle) is active, ADP may ask you if you would like to add this document to that coursepack. Since sources should not be directly linked to coursepacks, select Cancel.

   The new document record is added to the database and displayed in the **Active Record Selector**. The current view returns to Add New Document.

Searching and Updating a Periodical

Any record contained in the ADP library can be located quickly using a simple, yet powerful search tool. You can search for professor, coursepack, articles, source, publisher, or copyright records. To search for an article:

1. Move your mouse over the **Document** menu in the Menu bar.

   The **Document** tasks menu appears (Figure 19).

2. Use your mouse pointer to select **Search Document**.

Figure 19

Document
Tasks menu

⟩ Collection	⟩ Bundle	⌄ Document	⟩ Others
Add New Document	Search Document	Document Information	
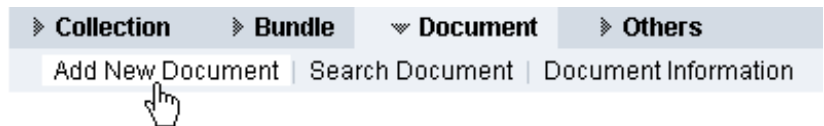
Search Document becomes the current view displaying fields available as **Search Criteria**.

3. Use your mouse to select **Periodicals** from the drop-down list that appears at the top of the Search Criteria view.

   In the field listed below, type the following information:

Unit Title:	Cooking with Cold Fusion

   The search will match all records that contain any of the words 'cooking', 'with', 'cold', or 'fusion'. To search to records containing all the words, use the '&' character:

Unit Title:	Cooking & Cold & Fusion

   To search for records containing the exact title use quotes:

Unit Title:	"Cooking with Cold Fusion"

   You can enter criteria in as many fields as you want to further narrow a search. Searching without entering any criteria returns all records of a given type/table (i.e. Documents/Periodicals).

4. Use your mouse to click the 🔍 icon or **Search** button.

   The results of the search are returned in the Search Results Pane (Figure 20).

Figure 20

Search results may include many records. Enter more search criteria to narrow the results.
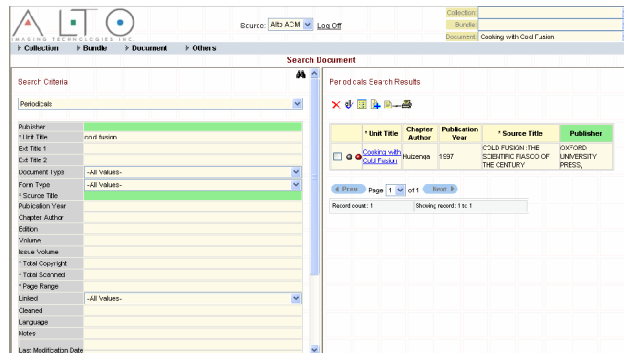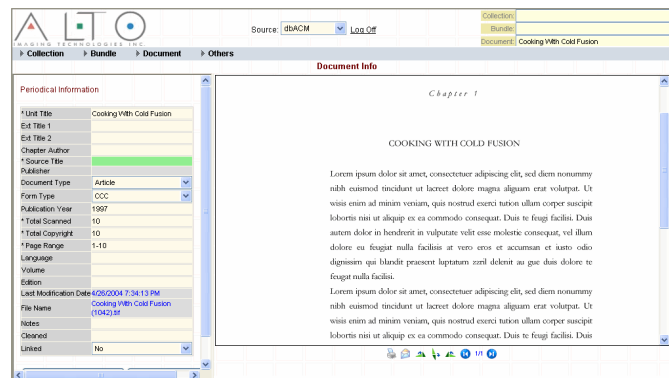
Making Changes

Now that you have located your article, you can update the Source Title field using the source record you imported in the previous steps:

1. Use your mouse to select the **Unit Title** of the article you created in previous steps.

Figure 21

Document view displays the information about the document and any linked images or digital files. You can make changes to the document record or update linked images.

ADP changes to Record View displaying the Periodical Information on the left, and any linked templates, images, or files on the right (document records only).

2. Use your mouse to select the field next to Source Title.

Fields that are linked to a lookup table appear in green and cannot be edited directly. These fields include Source [Title], Publisher, and Grantor.

The Search Source dialog box opens.

3. Type the source title:

Source:	Cold Fusion the Scientific Fiasco of the Century

Sources matching the search criteria are displayed (Figure 22).

Figure 22

Use Seach Source to quickly locate source titles. Select OK to add the title to a document record.

4. Use your mouse to select the source title, and then click the **OK** button.

   The Source Title field is changed.

5. Use your mouse to click the **Update Document** button.

   The article information is updated.

Copyright Processing: Basic Concepts

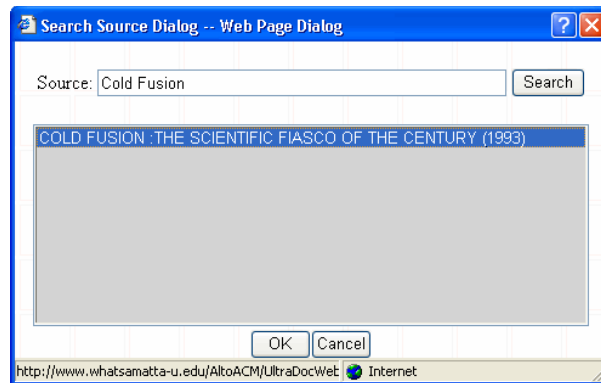Once you have a coursepack created, you are ready to request permission to reprint copyrighted material.

A single mouse-click starts a copyright process. Once a process begins, a copyright record is created and the permission request transmitted using Electronic Data Interchange (EDI) with Copyright Clearance Center (CCC). Requests granted electronically automatically update the copyright record, and coursepack cost information is imported to the coursepack record.

Permission requests that cannot be submitted electronically can still be managed using ADP. Permission letters can be automatically created and then printed, e-mailed, or faxed directly from a coursepack record. Once a response is received, the copyright record and cost information can be updated.

In addition to permission letters, ADP creates bibliographies, copyright acknowledgments, and accounting/billing information.

Getting Started

Let's get started. First, you will use Search Bundle to locate the coursepack you created earlier. Then, you will create a copyright process for the coursepack, and submit a request to reprint electronically. After permission is granted, you will print a bibliography and copyright acknowledgment listing.

Searching for a Coursepack

1. Move your mouse over the **Bundle** menu in the Menu bar.

   The **Bundle** tasks menu appears(Figure 23).

2. Use your mouse pointer to select **Search Bundle**.

Figure 23

Bundle Tasks menu
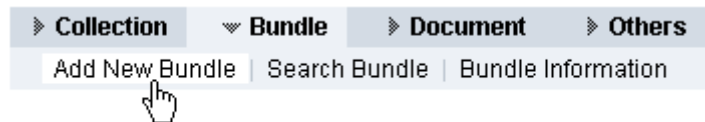
Search Bundle becomes the current view displaying fields available as **Search Criteria**.

3. In the fields listed below, type the following information:

```
Course Number:          PHY300
Course Name:            Boiling Water with Cold
                        Fusion
Usage Period:           F04
```

Since a coursepack may be reused over several terms, Usage Period if often one of the only unique identifiers in a coursepack record, and in most cases should be used as part of your search criteria.

4. Use your mouse to click the ⚲ icon or **Search** button.

   The results of the search are returned in the **Search Results Pane** (Figure 24).

Figure 24

Click on the Course Number to view the coursepack record.
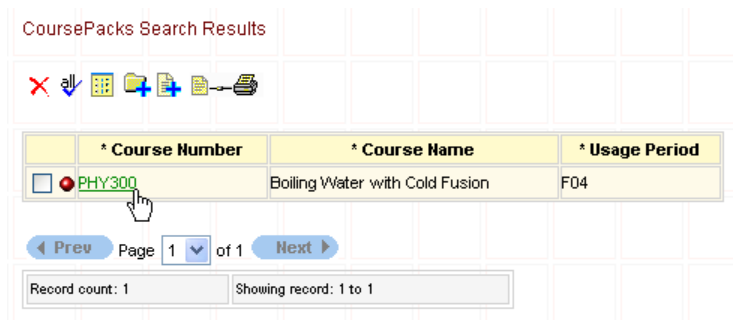
5. Use your mouse to select the Course Number for the coursepack you created earlier.

ADP changes to Record View (Figure 25) displaying the coursepack information on the left, and linked Periodicals on the right.

Figure 25

Bundle Record View lists all linked documents. Selecting a document title displays its record and linked image.
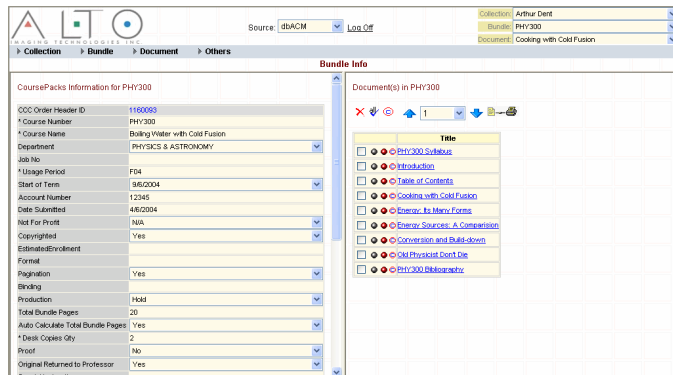
Creating a Permission Request

Now that you have located the coursepack, you can start a permission request or copyright process for any or all periodicals in the bundle.

1. Use your mouse to select the checkbox next to the title:

Title:	Cooking with Cold Fusion

2. Select the ⊚ icon from the tool set above the periodical listing (Figure 26).

   A copyright record is created for this periodical, as a component of the selected coursepack.

Figure 26

Select one or more documents to start a copyright record.

Submitting an Electronic Request

Once you have created a copyright record for the copyrighted works in a coursepack bundle, you are ready to submit the permission request. For works available from CCC, these requests can be sent electronically.

Completing the steps in this section will initiate and transmit a copyright request to CCC. You will be billed accordingly. Please do not proceed unless you are prepared to submit an actual request to reprint.

1. Use your mouse to select the **Create Forms** button from the bottom of the CoursePack Information (record detail) view.

   The **Create Forms** page is displayed (Figure 27).

   The Create Forms page is used to create both manual and electronic permission requests.

Figure 27

You can submit a request to reprint copyrighted works   online provided you have a CCC 'gateway' account. For other grantors, a form can be automatically generated and emailed, faxed, or printed.

2. Use your mouse to select the **Add Order** button from the Online toolbar in the **Form Type: Copyright Clearance Center** section (Figure 28).

   The **CCC Online Copyright Request** page appears.

Figure 28

Online ordering toolbar

3. Enter a valid **User Name** and **Password** and use your mouse to click the **Logon** button, or press the **Enter** key to submit your logon request (Figure 29).

Each document record is verified for information required to complete an order. A *CCC Order Header ID* is assigned.

If a document record does not contain all information required to complete an order, you must exit the CCC Online Copyright Request module and add, or correct the record.

Figure 29

Enter a valid User Name and Password for your CCC 'gateway' account.

4. After verification is complete, use your mouse to select the **Next** button.

Use Quick Price to view the fee associated with each periodical in the order prior to submitting the request.

Each periodical is scanned and added to the order. A listing of each item in the order is displayed (Figure 30).

1. User your mouse button to select the **Next** button.

Figure 30

Each request is verified and listed so you can review the order and confirm the submission.

The order is completed and a listing is displayed including the order detail ID number for each item (Figure 31).

2. Use your mouse to select the **Finish** button.

The CCC Online Copyright Request module closes. ADP returns to the Create Forms page.

Figure 31

Each order is confirmed and and order number assigned. This number is automatically imported to the copyright record for the coursepack.

Request Online has been completed.

Energy: Its Many Forms (NUCLEAR CHOICES : CITIZEN'S GUIDE)
- (CCC Order Detail ID# :11981171)

Conversion and Build-down (ENERGY CONVERSION :SYSTEMS, FLOW PHYSICS, AND ENGINEERING)
- (CCC Order Detail ID# :11981172)

Old Physicist Dont Die (BEAMTIMES AND LIFETIMES :THE WORLD OF HIGH ENERGY PHYSICISTS)
- (CCC Order Detail ID# :11981173)

Cooking with Cold Fusion (MISS COLLWOOD, I VE FINISHED WITH THE COLD-FUSION FILE. BRING ME THE FILE ON OAT BRAN. (THE GRIM REAPER TO SECRETARY.))
- (CCC Order Detail ID# :11981174)

Finish

Viewing Request Status

Some requests may not be granted at the time you place an order. You can check the status of these orders and update the coursepack record once permission is granted:

1. Use your mouse to select the **Create Forms** button from the bottom of the CoursePack Information (record detail) view.

   The **Create Forms** page is displayed.

2. Use your mouse to select the **Status** button from the Online toolbar in the **Form Type: Copyright Clearance Center** section.

   The **CCC Online Copyright Request** page appears.

3. Enter a valid **User Name** and **Password** and use your mouse to click the **Logon** button, or press the **Enter** key to submit your logon request.

Figure 32

The status listing includes the details for each copyrighted work included in the order. Royalty costs are calculated based on the number of desk copies and estimated enrollment entered in the coursepack bundle record.

CCC Online Copyright Request -- Web Page Dialog

Status:

Periodical: **Energy: Its Many Forms**
Source: **NUCLEAR CHOICES : CITIZEN'S GUIDE**
- Order Detail ID: 11981171
- Page Range: 15-39
- Cancelled: N
- Invoiced: N
- Right: PENDING
- Terms: -- FOR DEMONSTRATION AND TESTING ONLY -- This application is currently directed at the Copyright Clearance Center's testing and demonstration server. No rights are actually being granted or orders generated by this software. Permission of the artist is required to reproduce artwork. No CD-roms.
- Fee: $0.00

○ Total Fee: $0.00
○ Royalty Per Copy: $0.00
○ Royalty Per Page: $0.00

Periodical: **Conversion and Build-down**
Source: **ENERGY CONVERSION :SYSTEMS, FLOW PHYSICS, AND ENGINEERING**
- Order Detail ID: 11981172
- Page Range: 36-47
- Cancelled: N
- Invoiced: N
- Right: GRANTED
- Terms: -- FOR DEMONSTRATION AND TESTING ONLY -- This application is currently directed at the Copyright Clearance Center's test...

The status for each periodical in the order is listed, including request status, fees, and royalties (Figure 32).

Use the 🖨 **icon to print the status listing.**

Updating a Request

Changes to a periodical that is part of a current order must be updated to provide accurate order processing. Changes may include number of copyrighted pages used, or quantity sold. After changes are made to the periodical record, update the order:

1. Use your mouse to select the **Create Forms** button from the bottom of the CoursePack Information (record detail) view.

    The **Create Forms** page is displayed.

2. Use your mouse to select the **Update** button from the Online toolbar in the **Form Type: Copyright Clearance Center** section.

    The CCC Online Copyright Request page appears.

3. Enter a valid **User Name** and **Password** and use your mouse to click the **Logon** button, or press the `Enter` key to submit your logon request.

    The order header is displayed.

4. Use your mouse to select the **Update order detail** button.

    A summary listing displayed including the detail reflecting changes to the periodical's document record (Figure 33).

5. Use your mouse to select a document to update, or select the **Update All** button.

Figure 33

Changes are listed for confirmation. You can update a single item or use the Update All button to apply changes to the entire order.

6. Close the Create Forms page to return to the Coursepack information (record detail) view.

7. Use your mouse to select **Update & Calculate** button.

   Coursepack cost information is updated.

Canceling an Order

Orders may be canceled for an entire coursepack bundle or for a single document:

Removing a document from a coursepack bundle will prompt you to cancel/update the periodical from an active order.

1. Use your mouse to select the **Create Forms** button from the bottom of the CoursePack Information (record detail) view.

   The **Create Forms** page is displayed.

2. Use your mouse to select the **Cancel** button from the Online toolbar in the **Form Type: Copyright Clearance Center** section.

   The CCC Online Copyright Request page appears.

3. Enter a valid **User Name** and **Password** and use your mouse to click the **Logon** button, or press the **Enter** key to submit your logon request.
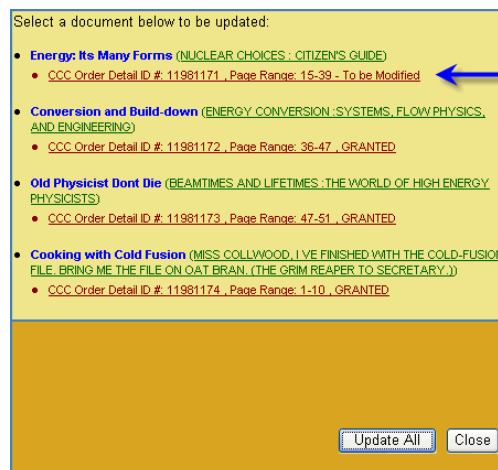
   The order header is displayed (Figure 34).

4. Use your mouse to select a document to cancel, or select the **Cancel All** button.

5. Close the Create Forms page to return to the Coursepack information (record detail) view.

6. Use your mouse to select **Update & Calculate** button.

Figure 34

You can cancel a single order item by selecting a document title, or cancel the entire order by selecting the Cancel All button.

Coursepack cost information is updated.

Printing Permission Request Letters

Requests to reprint works that cannot be submitted electronically to CCC can still be created and managed by ADP. Permission letters are automatically generated and may be emailed, faxed, or printed for submission to a grantor.

Direct email or fax submission requires appropriate software be installed on your computer.

1. Use your mouse to select the **Create Forms** button from the bottom of the Coursepack Information (record detail) view.

   The **Create Forms** page is displayed.

2. Use your mouse to select the **Create Form** button for the Form type you want to submit.

   The form is displayed (Figure 35).

   Print: File > Print (or **CTRL+P**)

   Email: File > Send > Page by E-mail...

Figure 35

The correct form is created based on the Form Type field selected in the document record for the copyrighted work. Forms are provided for most major grantors. A generic form is provided for others.

Multi CCC Form   Page 1 of 1

Copyright Clearance Center
222 Rosewood Drive
Danvers,MA,01923
Tel: 978-646-2883

Request	CCC information
Request Date: **4/27/2004**	CCC Account #: **12345**
Start of Term: **9/6/2004**	Organization: **Whatsammata U**
University:	Contact: **Mr. Boris Badenoff**
Course Name: **Boiling Water with Cold Fusion**	Address: **3090 Dauphin Square Connector**
Course No.: **PHY300**	Address:
Professor: **Arthur Dent**	City, ST Zip **Mobile, AL, 36607**
Number of Sets: **27**	Telephone: **251-343-9339**
	Facsimile: **251-343-4119**

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Chapter/Article Name: **Conversion and Build-down**
Author of Article: **DECHER**   # Pages: **12**   From/To: **36-47**
Copyright Year: Publication Year: **1994**   Volume: Edition:
Line Item Reference: **F04-1081**   Publication Status: **N/A**

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Line Item Reference: **F04-1082**   Publication Status: **N/A**

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Book/Journal Title: **MISS COLLWOOD, I VE FINISHED WITH THE COLD-FUSION FILE. BRING ME THE FILE ON OAT BRAN. (GRIM REAPER TO SECRETARY.)**
Chapter/Article Name: **Cooking with Cold Fusion**
Author of Article: # Pages: **10**   From/To: **1-10**
Copyright Year: Publication Year: **1993**   Volume: Edition:
Line Item Reference: **F04-1078**   Publication Status: **N/A**

End of Listing

http://uw-server/altoacm/UltraDocWeb/CCC.asp?CoursePack_ID=1012&Publisher_ID=1...   4/27/2004

> **If your fax software package appears as a printer, use the Print method listed above to fax a permission letter.**

Calculating Coursepack Prices

In most cases, permission requests submitted electronically are granted in a single transaction, and associated costs imported to ADP. Once an order is completed, the cost information can be calculated against coursepack information, and the results added to the coursepack record.

Cost information is provided for a variety of different factors associated with the production of each coursepack.

1. Use your mouse to select the **Update & Calculate** button from the bottom of the CoursePack Information (record detail) view.

   All cost fields are calculated and updated.

> **Reprint costs are calculated based on the cost information imported from CCC and counts you enter in the Desk Copy Qty. and Est. Enrollment/Qty. Sold fields of the coursepack record.**

Bibliographies and Reports

Alto Digital Publishing provides a number of reports that can be automatically created based on the information in a coursepack record. The reports include:

- **Bibliography**: Lists information about each periodical, article, or other work in a coursepack bundle, including title, author, source, pages, and ISBN number.

- **Coursepack Listing**. In addition to the information contained in the Bibliography, this report includes coursepack cost information.

- **Permission Acknowledgment**. Includes copyright acknowledgment and copyright notices for each periodical in the coursepack.

- **Accounting**. Includes a listing of each periodical with convenient fields for detail payment dates, amounts, and check numbers.

To print bibliographies and other listings:

1. Use your mouse to select the **Create Forms** button from the bottom of the CoursePack Information (record detail) view.

   The **Create Forms** page is displayed.

2. Use your mouse to select the Create button for the form or listing in the Bibliography section.

The form is displayed.

3. Print or email or fax the form.

   Print: File > Print (or **CTRL+P**)

Summary

Alto Digital Publishing is a powerful tool for creating and managing coursepack production and permission requests. Use ADP to add a Collection record for each Professor or Customer, create a Bundle record representing a single coursepack, and add linked Document records that point to the actual Periodicals, articles, and other coursepack material.

Once you create this a coursepack, create a copyright process for each copyrighted work in the coursepack bundle. Use Create Forms to create and submit permission letters either electronically through CCC, or by fax, email, or print to other grantors. Update and calculate coursepack costs at the touch of a button.

Use ADP's rich reporting utilities to generate bibliographies, and other useful reports.