

For My Earth Project Client Instructions

Congratulations on your decision to partner with the For My Earth Project, we can't wait to help your organization share its amazing stories! We have prepared this document for your convenience; in it, we outline all the requirements for files you will be uploading. We hope to answer any and all questions with this document, but if you are ever in doubt, please do not hesitate to contact the project coordinator assigned to your project.

File Specifications:

In order to insure your project is of the utmost quality, we ask that you follow these guidelines for FILES.

- Pictures:
 - o Must be JPG, PNG, GIF, or PDF file formats
 - o The longest side (either height or width) must be at least 720 pixels long
 - o You must own or have permission to use the image
 - If you took the picture, you own the copyright.
 - If you take a photo from the internet, you must get written permission to use the photo.
 - If the photo is free use, then you must cite where the image is coming from.
- Video
 - o Must be AVI, MP4, MOV, file formats
 - o Must be 720p (480x720pxl) or larger
 - o You must own or have permission to use the image
 - If you took the video, you own the copyright.
 - If you take a video from the internet, you must get written permission to use the video.
 - If the video is free use, then you must cite where the image is coming from.
- Copy
 - o Copy is all of the text in the book.
 - o Must be WORD or PDF file format (Word Preferred)
 - o Keep it plain
 - One Font, one sized font
 - Simple Headings (No **bold**, underline, or *italic*)
 - Leave out pictures and their footnotes
- Footnotes
 - o Picture footnotes will be in a separate document from the Copy
 - o Must be WORD or PDF file format (Word Preferred)
 - o Must be held in one document
 - Label each chapter with **BOLD UNDERLINE**
 - Place the pictures into the document under the respective chapter they belong
 - Under each picture, write a short one sentence footnote

- Links
 - o Links must come from a stable source.
 - Links from Cloud Services (for example: Google Drive, Dropbox, and OneDrive) are volatile. The links will die if the file is ever moved.
 - Links must come directly from a website.
 - o For instance:
 - This link will die if we ever move the document's place in the Dropbox drive
<https://www.dropbox.com/s/thck2gpl37g9iaa/Inspiring%20Peace%20One%20Raindrop%20at%20a%20Time%20FINAL.pdf?dl=0>
 - But this link won't die because it is hosted on a website
<http://www.blatantlyrigged.com/resume/>

File Uploads:

FMEP uses Dropbox to store all project files. This creates an easy way for you to share files with your Project Coordinator. If you do not know how to use Dropbox, your Project Coordinator is trained to teach you everything about Dropbox. Your FMEP Project Coordinator will share a folder with you that is named "FMEP_YOURORGANIZATIONSBOOK_ebookMaterials". In this folder, you will see a folder for each chapter of your book. Place all content for each chapter in the respective chapter folder. When ALL of the content is present, your Project Coordinator will begin assembling your book.

Book Revisions:

Your organization will be given two free revisions of the ebook. Revisions can be costly and a time drain if not done efficiently; therefore, we ask that you follow these guidelines so that you get the most out of your two free revisions.

After the book is completed, your FMEP Project Coordinator will share two new Folders with you named "FMEP_BOOK_finished", and "FMEP_BOOK_ebookRevisions". The First Draft, and all subsequent drafts will be found in the "finished" folder. Revision Requests will be held in the "ebookRevision" folder.

After the First Draft is completed, your FMEP Project Coordinator will discuss a timeline with you. You will decide on a date when all first revision request will be entered by and when the second draft will be finished by.

In the "FMEP_BOOK_ebookRevisions" folder, you will see another folder named "revisionOne". In that folder there will be a word document named "revisionRequests" Please follow the format outlined in that document for your revision requests.

After all requests are in, your Project Coordinator will begin working on the Second Draft. After the Second Draft is completed, the process will repeat until the book is ready to be published.