

SAS Press Author Guidelines

Guidelines for Sending Files to SAS Press

Audience	SAS Press authors.
Prerequisites	You need the following software: <ul style="list-style-type: none">• WinZip software
Deliverables	Sample chapters, draft manuscript, final manuscript, graphics files, and any other files needed for your book, CD, and companion site.

Follow the steps below to send your files to SAS Press and to avoid e-mail file size limitations and firewall restrictions:

1. Discuss naming conventions with your acquisitions editor and agree upon a plan for your book; i.e., determine how you will name your chapter directories and how you will name files within each directory.
2. Use **WinZip** to create one or more ZIP files.
3. Click <ftp://ftp.sas.com/incoming/> to open an FTP site where you can put your files (and we can get them).
4. Click the **Folders** icon at the top of the FTP Web page to list all the folders on your PC. Select the folder(s) that contain the files to be transferred and drag the folder(s) to the FTP window.
5. Send an e-mail to your acquisitions editor to let him or her know that the files are available on the FTP site. Be sure to include the folder names.

Questions? Contact MaryBeth.Steinbach@sas.com.
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