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Technical Information Department

Services

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Leaflet No. 3

Word Processing/Composition Service

The Technical Information Department (TID) Word Processing/Composition group provides typing, composition (typesetting), and layout/paste-up services to the personnel of the Lawrence Berkeley Laboratory. The group is located in Bldg. 90 on the second floor. In addition, word-processing "satellite" areas are located in room 468, Donner Laboratory, and in room 3317 of Bldg. 70A.

The TID Word Processing/Composition technicians specialize in the preparation of material from draft stage to final camera-ready copy ready for printing. They handle almost all types of material, including view-graphs, oversize statistical tables, long documents, journal articles, theses for all disciplines, complex equations, specifications with stored paragraphs, grants, forms, *Currents, LBL News Magazine,* newsletters, etc. They also can work with files initially typed by the author on UNIX and mailed to the group for final output on the phototypesetter.

The services of the TID Word Processing/Composition group are charged to the requester's account number.

For Reference
Not to be taken from this room

EXPEDITING YOUR JOB WHEN FIRST SUBMITTED

When you send a job to any of the word processing locations for initial typing, you should specify the type of publication and the *final format required.*

If the document is to be a standard LBL report, journal article, abstract, thesis, conference paper, proceedings, newsletter, or brochure you must obtain a document number (LBL number, Pub number, or LBID number, whichever is appropriate) from the Report Coordination group of TID (Ext. 6504). A Publications Work Order (PWO), form RL-6358, must be completed and sent along with the manuscript. The PWO should be signed by an authorized reviewer in your division who has read and approved the manuscript for preparation and/or printing. This is a Laboratory requirement for all scientific and technical reports.

A PWO is not required for material that does not fall within the categories listed above, such as view-graphs, name tags, grants, letters, mailing lists, etc.

Journal articles

Most journals request wide margins, double-spaced copy, and a clear type face. These are general requirements; however, some journals also have specific

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instructions regarding the format of headings, references, figures, etc. This information is usually found in the back of the journal (often in the December issue) and is entitled "Instructions to Authors." If you have a copy of the latest journal or a copy of the instructions, include that information when you submit the manuscript for typing. The turnaround time for the first draft of journal articles is usually one week, depending, of course, on the length and complexity of the document and the number of jobs ahead of yours.

Theses

The deadlines for theses are set by the graduate division. The group tries to meet these dates, but sufficient lead time must be provided. It is the responsibility of the student to order his or her thesis mattes of the figures, organize the references, and proofread and file the thesis.

Papers for Proceedings

The Call for Papers for meetings usually has specific instructions for typing the document and deadlines for submitting papers. Often, special paper is sent to the author. That paper must accompany the request for typing.

Letters

As a general rule the use of word-processing equipment is considered appropriate when 10 or more typed originals of a letter are required; however, fewer than 10 are acceptable for long letters with several variables. When you request multiple originals of letters, please furnish a list of addresses, with the zip codes, and a sample salutation. If your letter contains additional variable material, that information should be clearly indicated.

EXPEDITING YOUR JOB WHEN RETURNED FOR CORRECTION/REVISION

When you send your document back to the Word Processing/Composition group for correction or revision, please return the copy of the Word Processing Center Control Sheet (form RL-6313). (This is not to be confused with the Publication Work Order.) A file number on the control sheet shows where, in the word-processor memory, your document is stored. In addition to the control sheet and the copy marked with your corrections and revisions, return all rough-draft copies.

EQUIPMENT USED IN TID

The equipment presently used in TID to prepare your material for publication consists of the WANG word-processing system and the UNIX operating system, with WANG and Diablo printers and Autologic phototypesetter as output units. Files can be transferred from WANG to UNIX and vice versa. In addition the group has an optical character reader (the DEST Workless Station) that, with limitations, will read typewritten material into a WANG system.

The file transfer methods used are described below.

FILE TRANSFER METHODS

UNIX to UNIX

The TID word processing/composition group can receive documents initially keyed in on other UNIX systems at LBL. This process is most commonly used when authors have keyed their own material but want TID to prepare the final camera-ready copy for output either on the line printers or the phototypesetter.

DISCLAIMER

This document was prepared as an account of work sponsored by the United States Government. While this document is believed to contain correct information, neither the United States Government nor any agency thereof, nor the Regents of the University of California, nor any of their employees, makes any warranty, express or implied, or assumes any legal responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by its trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof, or the Regents of the University of California. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof or the Regents of the University of California.

When mailing a file to the group, follow the instructions below.

1. Mail file to mail unx2:wpcdir. This will place your file in the TID Word Processing/Composition directory. (Do not confuse this with the procedure of mailing a file to unx2:typeset for direct typesetting output only.)
2. Limit your files to 30,000 characters or less.
3. Put an identifier at the top of your file, for example, LBL-xxxxx, Chapt. 5, file 1 of 3. Also be sure to include your name, extension, and account number.

It is recommended that you call the TID Word Processing/Composition supervisor (Ext. 5106) the first time you send material.

WANG to UNIX

The Word Processing/Composition group can transfer files prepared on WANG diskettes to the UNIX system. This allows a WANG file to be output on the phototypesetter if typeset copy is requested.

UNIX to WANG

The group can transfer material (lists of names, textual material, etc.) input on the UNIX system to on the WANG system for output. This is especially useful for preparing labels or envelopes.

Optical character reader

The DEST Workless Station equipment is an optical character reader (OCR) with the following requirements and limitations:

1. The OCR can read only the following type styles: Prestige Elite 12, Courier 10 and 12, Letter Gothic 12, and OCR.
2. It reads original or good xerox copy. (Submit clean, unedited, unmarked copy for transfer. If changes are to be made in the copy, submit an additional, marked-up copy.
3. It reads single, double, or space-and-1/2 or a combination of all three.
4. The OCR requires a half-inch minimum margin on all sides with a ragged right margin.
5. The OCR will read double-column lists of names and addresses and tables. It will read documents that measure 6 inches to 8-1/2 inches wide by 6 inches to 14 inches long, with a paper weight ranging from 16 to 30 pounds.
6. The OCR will **not**:
   a. accept material printed horizontally or copy that has been reduced;
   c. accept typeset copy or printout from a dot matrix printer;
   d. recognize greek, math, or technical symbols.

Call Word Processing/Composition, Ext. 5106, when you plan on using the OCR transfer service. Usually, a sample page will be requested for test purposes.

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