

To: WG5
From: Miles Ellis
Subject: Electronic Distribution of Documents

1. Availability of WG5 documents in electronic form

All WG5 documents will be available on the WG5 server(s). The formats for these documents will be as follows:

(a) Working Documents

- Text files (ASCII) – one per document, called Nabcd.txt
- Acrobat files – one per document, called Nabcd.pdf
- PostScript files – one per document, called Nabcd.ps

As documents are added to the server they will be placed in a directory called LATEST-DOCS; whenever a paper distribution is distributed, the documents that are distributed will be transferred to a directory called Npqrs-Nwxyz.

(b) Draft Standards, etc

Larger documents will always be made available in PostScript and Acrobat formats, and possibly in ASCII format also if this is available. Each chapter will correspond to a single file called, for example, CH01, and the complete set of files will be placed in a directory called Nabcd. This directory will initially appear in LATEST-DOCS, but will move to a permanent directory once the corresponding paper distribution has been issued.

All documents will be stored in (ZIP) compressed format, and their arrival on the server will be notified by email to the WG5 list.

It is expected that all documents will also appear on the US mirror servers shortly after appearing on the official WG5 server.

2. Submission of Documents

Documents should, wherever possible, be submitted to the Convenor in both PostScript and Text (ASCII) formats; the Convenor will produce Acrobat

documents from the PostScript version supplied. Such documents should be placed in the upload directory on the official WG5 server operated by NAG (<ftp.nag.co.uk/sc22wg5/upload>), and an email message sent to the Convenor (Miles.Ellis@etrc.ox.ac.uk) to inform him that they are there.

If the format of the document does not matter, then it is acceptable to send the document to the Convenor by email, in which case the PostScript and Acrobat forms will both be created by the Convenor. However, in such cases he takes no responsibility for the appearance of the resulting document!