

## **Procedures for WG5 Electronic Document Distribution**

### **1 Overall Structure**

WG5 will move, by 31st December 1997, to a new system in which all documents are held on a file server which can be accessed via WG5's web pages, or directly. The documents will be stored in such a way that the URL of a document will not change over time. Documents will be available in PDF 3.0, PostScript Level 1 and, as appropriate, HTML 2.0 versions. *Note* that a plain text file may be obtained by copying from a PDF file while it is being viewed by an Acrobat Reader, or by copying from an HTML file while it is being viewed by a Web Browser.

It is intended that the WG5 World Wide Web site shall contain a small number of pages describing the activities of WG5, together with index pages which will provide links to all the documents stored on the file server.

New document availability will be announced by an email message to the WG5 email list containing both the URL of the document on the primary server and of the document indexes on all WG5 servers (primary and mirrors).

Provisionally, the primary WG5 web server and file server will both be situated at NCSA, University of Illinois, Champaign/Urbana, and will be operated by Kurt Hirschert. Both web and file servers will be mirrored in Europe at a site to be identified and, provisionally, at NASA, Dryden, USA.

### **2 Procedure for document submission**

The author of any document intended for distribution to the WG5 membership must first obtain a document number from the Convenor in the usual way.

During the first phase of the implementation of the new system the author should then submit the document to the Convenor via his incoming WG5 documents directory. Ideally, documents should be submitted in PDF 3.0 and HTML 2.0 forms. If it is not possible for the author to create a PDF version then a PostScript version will be acceptable, and the Convenor will create a PDF version from the PostScript file; in this event the author is responsible for the correctness of the PostScript. If a PDF version is supplied the Convenor will create a PostScript version from it. *Note* that a plain text version may be submitted as an HTML document by adding the first line:

```
<html><body><pre>
```

and the last line:

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</pre></body></html>
```

The Convenor will then forward the PDF and PostScript files, and the HTML file if one is supplied, to the primary server's incoming documents directory, together with an updated

HTML document index. Kurt Hirschert will place the document(s) on the server, replace the current document index with the updated one, and send notification to the WG5 email list.

At some point after the new system is fully operational it is intended that authors will submit documents directly to Kurt Hirschert (after having obtained a number from the Convenor) and he will create any necessary additional versions before placing the documents on the servers and notifying the WG5 membership as described above.

### **3 Transitional Arrangements**

- 3.1 A small web design group consisting of Miles Ellis, Kurt Hirschert, David Schmitt and Jerry Wagener will produce a design for the new web pages, which shall include the ability to be read using a text-only browser, and will then arrange for these to be made available for review by all members of WG5. This group may also provide tools to increase the ease of use of the web pages, including templates for the submission of HTML documents.
- 3.2 The same group will also approve a suitable directory structure for the permanent storage of documents on the file server.
- 3.3 Once the web design has been reviewed by WG5, and any appropriate changes made, the web pages will be installed at NCSA, and the PDF, PostScript and HTML versions of all files on the current WG5 file server will be copied to the NCSA server.

No new files will be placed on the current (NAG) WG5 server after this time.

- 3.4 Once the NCSA system is fully operational, mirroring of the site(s) will be initiated by the relevant mirror sites, and an email message will be sent to the WG5 list containing the URLs of all web and ftp sites. Simultaneously, existing mirroring of the current (NAG) WG5 file server will cease. At the same time the current WG5 web pages will be replaced by a page informing the reader of the new location, with hot links to the primary and mirror sites, and the top level directory of the current (NAG) WG5 file server will be changed to contain only a single text file containing information about the new system.
- 3.5 It is intended that the new system will be fully operational no later than 31st December 1997.

### **4 Web pages**

New and revised web pages will be created by the Convenor on a dummy web site and forwarded to Kurt Hirschert for incorporation on the primary WG5 web site as and when appropriate. Members of WG5 wishing to provide information for distribution in the form of a web page, rather than an HTML numbered document (e.g. for meeting information, etc) should preferably arrange for these pages to be placed on a local server, and should then notify the Convenor of the relevant URL(s) in order that appropriate links can be placed on WG5 pages.

## 5 Document Formats

### 5.1 Page Margins

PDF and/or PostScript documents should be formatted in such a way as to ensure that they will print correctly on both A4 and US paper sizes. In order to achieve this it is recommended that the following minimum settings be used for paper margins:

|        | A4    | US    |
|--------|-------|-------|
| Top    | 34 mm | 25 mm |
| Bottom | 34 mm | 25 mm |
| Left   | 25 mm | 28 mm |
| Right  | 25 mm | 28 mm |

or

|        | A4    | US    |
|--------|-------|-------|
| Top    | 1.36" | 1"    |
| Bottom | 1.36" | 1"    |
| Left   | 1"    | 1.12" |
| Right  | 1"    | 1.12" |

### 5.2 Fonts

PDF and/or PostScript documents should preferably only use one or more of the “Standard 13” PostScript fonts (Courier, Helvetica and Times in plain, bold, italic and bold italic, plus Symbol). If it is necessary to use other fonts then these fonts should be included in the PDF and/or PostScript file; **note, however, that this will substantially increase the size of the file and should be avoided wherever possible.**

### 5.3 Page and Document Numbers

Every document should have the document number at the top right hand corner of the first page in the following format:

ISO/IEC JTC1/SC22/WG5 **Nabcd**

where the actual number, and the preceding N, in the PDF or PostScript versions are in a larger size than the rest of the line; recommended sizes when using Times bold are 14 point for the majority of the line and 24 point for the number.

In PDF and PostScript versions, this should be followed by a line indicating “Page 1 of n”, and each page should contain both the full document number (but in a smaller size) and page number (as “Page x of n”). HTML versions should not contain such headers, nor should they contain any page breaks or other headers or footers.