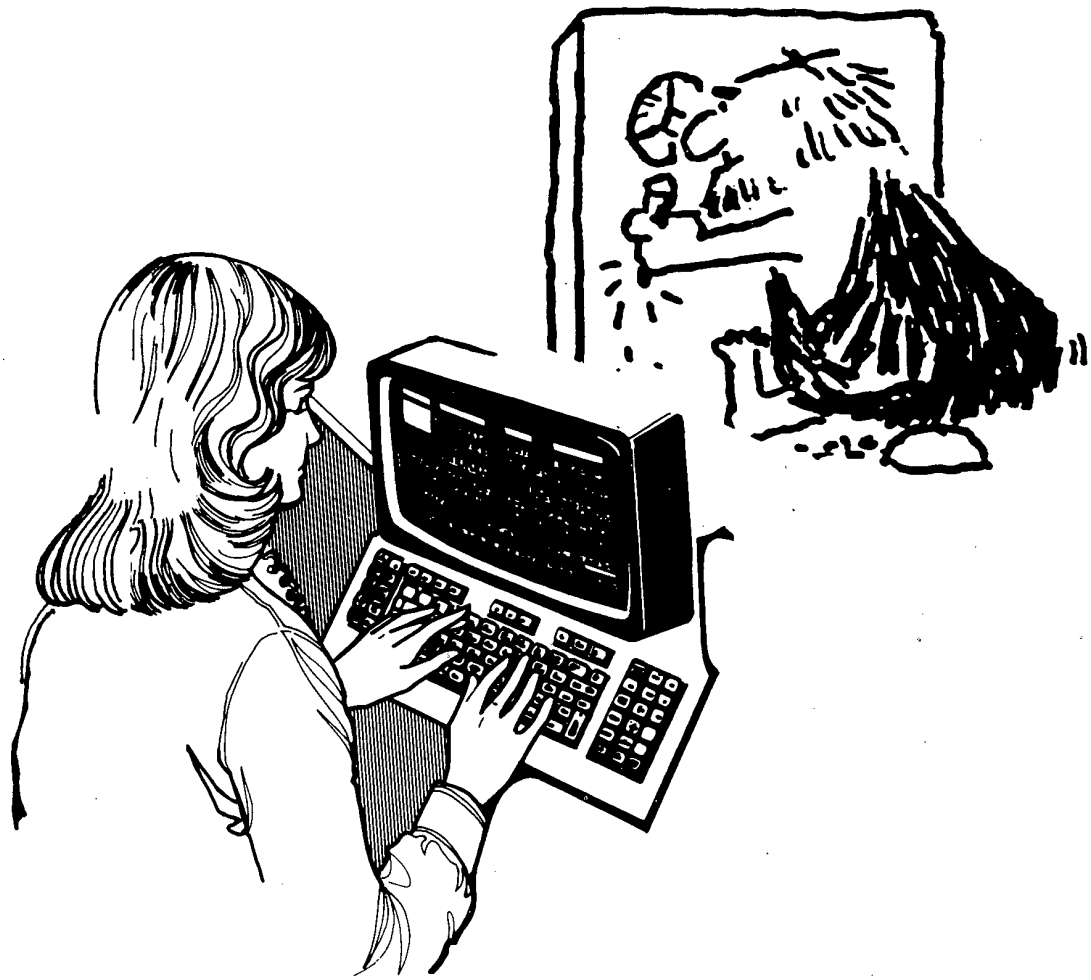
CUSTOMER COPY

PREPRESS INFORMATION PACKET



For Electronic Typesetting

CUSTOMER COPY

Declassified and Approved For Release 2013/08/16 : CIA-RDP12-00036R000100160003-1

Table of Contents

ANTARES Disk Conversion

As of 23 April 1987

Utilities

Diskette Archiver Rev 5.00
File Copy/Recode Rev 4.21
File Print/Recode Rev 4.21
Huffman Compression Utility Rev 6.000

Diskette input translators

IBM DisplayWrite 3 Rev 4.48
MacWrite 4.5 Rev 6.003
Multimate 3.3 Rev 6.010
WordStar 3.2 Rev 6.009
Xerox 860 Rev 4.50

Cassette inputs

CPT Rev 4.03
Redactron Rev 4.06
Xerox Rev 4.04

5-1/4 inch diskette inputs

AES Data Rev 4.12
AES Super-Plus Rev 4.12
Burroughs Rev 4.07
Compucorp 675 Rev 4.06
CP/M Rev 6.000
CTM Rev 4.02
Epson QX-10 Valdocs Rev 6.005
Exxon 500 Rev 4.06
Lanier LTD-3 Rev 4.12
Lanier LTD-5 Rev 4.05
Lanier LTD-6 Rev 4.12
Lanier LTD-7 Rev 4.20
Lanier LTD-9 Rev 4.20
Lexitron Rev 4.14
Logica VTS Rev 4.07
MSDOS Rev 6.049
  IBM PC MSDOS
  IBM PC DOS
  Tandy 2000 MSDOS
  Texas Ins. MSDOS
  Televidio MSDOS
NBI 4000 Rev 4.30
NorthStar CP/M Rev 6.000
Olympia Rev 4.04
Philips Rev 4.04
Philips/Micom 3000 Rev 4.15
Redactor II Rev 4.07
Royal Omniwriter Rev 4.05
Syntrex Rev 4.25
Triumph-Adler-Bitsy Rev 4.05
Triumph-Adler SE-2000 Rev 4.03
Wang OIS Model 3 Rev 4.29
Wang OIS Models 40/50/60 Rev 4.29
Wang PC Rev 6.012
Wangwriter Rev 4.03
Wordplex Rev 4.05
Wordplex FDOS Rev 6.004
Wordplex Gemini Rev 6.018
Xerox 6085 (beta test version) Rev 6.003

8 inch (Memorex type) diskette inputs

NBI-II Rev 4.05
Vydec Rev 4.07

8 inch diskette inputs

AB Dick Magna SL Rev 4.23
AES Multi-Plus Rev 4.10
AES Plus Rev 4.10
AKI-1000 Rev 4.01
AM Comp/Set Rev 4.05
AM 425 Rev 4.07
Artec SS/SD Rev 4.05
Berthold Rev 4.08
Compugraphic Video Setter Rev 4.02
CP/M Rev 6.000
CPT Rev 4.20
CTM Rev 4.02
Data Diamond Rev 4.09
DEC WPS-8 Rev 4.30
Dictaphone Rev 4.08
IBM Displaywriter Rev 4.48
IBM System/6 Rev 4.34
IBM 3730 Rev 4.48
IBM 5520 Rev 4.48
IBM 8100 Rev 4.48
Jacquard Rev 4.11
Lanier LTD-1 Rev 4.10
Lanier LTD-2 Rev 4.05
Lanier LTD-3 Rev 4.12
Lanier LTD-4 Rev 4.10
Linolex (3M) Rev 4.06
Mergenthaler Rev 4.08
Micom Rev 4.15
MSDOS Rev 6.049
NBI 3000/4000 Rev 4.30
Olivetti 701 Rev 4.30
Siemens Rev 4.05
Wang OIS Rev 4.29
Wordplex Rev 4.05
Wordstream Rev 4.08
Xerox 850 Rev 4.13
Xerox-860 Rev 4.50

8 inch diskette formatters

CPT Rev 4.21
Wang OIS Rev 4.24

8 inch diskette outputs

CPT Rev 4.23
Wang OIS Rev 4.30

For questions concerning disk conversion please contact Rm GE78 Hqs. X23245

Preparing Wang Diskettes for Prepress Composition

February 1987

Preliminary Steps

In order to make electronic transmission of Wang documents to Prepress Composition as smooth and error free as possible, certain guidelines should be followed:

1. Use Wang diskettes if possible.
2. Make sure that your diskette is formatted for a **WPS** system.

   PREPRESS COMPOSITION CANNOT READ AN ALLIANCE DISKETTE

   DO NOT PASSWORD PROTECT YOUR DISKETTES
3. If your document exceeds 60 pages please put excess pages on another diskette. It is always safer to divide lengthy documents.
4. With a felt tip pen, mark the label on the diskette with the Wang document numbers and contents of each.

   Example: 0014A–Part I
   0015A–Part I continued

   The file must have a four digit, 1 letter, filename to be compatible with the WPS system
5. Please add media classification labels to all floppy diskettes whether they are classified or unclassified.

File Preparation

After you have created, edited, and printed your document, copy your original file to the document library. **Please retain your original file** and prepare the copy for transmittal to Prepress Composition. Remember when copying your files to the floppy diskette to format for a WPS system.

- Enter a document i.d. line directly following the format line. It must appear as follows:

  `@SL600123001` **(line return)**

  This line must not have any extra spacing or hypens, please do not use the year in your slug line.

The 600123 number is derived from the first six digits of your Form 70 printing requisition which is obtained from your Publications office. The 001 is your first file, file two is 002, etc. If you have broken your job into five documents, your i.d. lines would start with 001 and go through 005.

- After making a copy of your original file to the document library, please make the following changes in the formatting. This is done **on the copy only.**
- Do not use a lowercase letter "L" for the number "1."
- Delete all heads, feet, and page numbers.
- If you have used the indent key, globally search and replace it with a tab. If this is not done, the indent code will prevent your text from "wrapping around" properly when it is transmitted to Prepress Composition.
- **REMOVE ALL UNDERSCORING.** This is extremely important. Failure to do this will result in all the interword spacing being stripped out of the underscored text.
- Delete all format lines.
- It is helpful to have a 5 space indention on each new paragraph but a tab with a space is acceptable.

- With the exception of new paragraphs, text should be keyed flush left.
- Tabs are acceptable but the preferred method would be to key *CONSISTENT* amounts of spaces between columns. For long columns, text must be run together as a paragraph, *DO NOT* separate line for line. Wang printouts will differ from printed copy in line endings.

For example when you want your final printed copy to look like this—

This is the stub of your table	1st column	2nd column is a text column that you continue to key just like a paragraph	3rd column

On the Wang diskette coming to Prepress Composition you must enter your text as follows—

```
This is the stub of your table###1st column###2nd column is a text column that you
continue to key just like a paragraph###3rd column
```

(the number sign # designates a space)

- Where there is a folio referenced in the text insert a question mark for easy identification.
- Place footnotes immediately following the paragraph in which the reference occurs.
- Remove all WANG page breaks.
- For Bulleted Items use a lowercase "o", **Do Not** put this on a line by itself. All text which should be together as an entry should be run together in its entirety. Separate the lowercase "o" (bullet) by using consistent spacing, 3 spaces, 5 spaces just be consistent.
- Remove all periods used for leaders.
- Hanging text is treated similar to bulleted items. The hanging text is separated by using the same consistent spacing and is run in the text just as if it were one line.

For example when you want your final printed copy to look like this—

Text or Head	This would be your second column. When the column has more than 1 line of text just continue to key as though it were a paragraph.

On the Wang diskette coming to Prepress Composition you must enter your text as follows—

```
Text or Head###This would be your second column. When the column has more than 1
line of text just continue to key as though it were a paragraph.
```

(the number sign # designates a space)

***** If you have any questions, please call Prepress Composition on extension x25700 or x21975 *****

TELECOMMUNICATIONS from WANG to WANG

In the document summary please complete the following fields as indicated.

Document Name	Publication Title
Operator Field	WOLPPG (Driver ID)
Author	Job Number

Please indicate on your requisition that your document will be telecommunicated through VM to P&PD's Wang system.

Prepress Compostion will contact the individual listed on the requisition when they are ready for transmittal.

BI-SYNC DATA LINK OPERATING INSTRUCTIONS

There is a bi-synchronous data link between OIT and P&PD that can be used to transmit data that will be processed for printing. This bi-sync link allows for the on-line (electronic) transmission of data from OIT's SCRIPT facility of Wang Word Processors to P&PD's Prepress Composition. Users should be aware that Host-based and EZPUB generate script files that are also usable.

In order to maximize the efficiency of this data link, OIT has provided a dedicated virtual machine, PPDETEC, to support this file transfer. All files to be transferred to Prepress Composition must be sent to this dedicated virtual. This document will address the procedures for transferring files from your system to the PPDETEC virtual and will provide guidelines for file preparation.

Users are reminded to list on the printing requisition (Form 70) your name and extension and personnel from Prepress Composition will contact you for file transmittal.

SUPPORTED SCRIPT COMMANDS

When preparing SCRIPT files for transmission to Prepress Composition, the user must keep in mind that only a limited subset of SCRIPT commands are supported. Some of those commands are:

.ap (filename)	.br
.ce (lines)	.co (yes/no)
.fo (yes/no)	.fn (begin/end)
.he ('left' center 'right')	.im (filename)
.in (n/+n/-n)	.nc (yes/no)
.nf (yes/no)	.of (n/+n/-n)
.pp (line)	.sk (n)
.sp (n)	

The following conventions must be strictly adhered to in the preparation of SCRIPT files:

— Tabular material within a text file must be separated from the text with a .nf command preceding the tabular material. The tabular material must be concluded with a .fo command.

— Only one SCRIPT command may be entered on a line. The semicolon separator will not be recognized.

— Footnotes (.fn begin/end) must be typed as a separate paragraph immediately following the paragraph containing the footnote reference.

— Underscores and backspaces will not be recognized.

PREPARING SCRIPT FILES FOR PREPRESS COMPOSITION

All underscoring must be removed from the SCRIPT file. If you used the BOLD/UNDERLINE key to underline your text, an easy way to remove all of the underlining is:

XEDIT the file

Make sure you are at the top of the file and type: CX/6D16// * *

Return to the top of the file type: T or Top

Type CX/6D/40/ * *

File your document.

This removes the "hex codes" for underscoring from your document.

If you used the SCRIPT command .US to underline your text the procedure to remove it is:

XEDIT the file

Make sure you are at the top of the file and type: C/.US // * or c/.us// * (depending on whether you used upper or lower case SCRIPT commands in your file).

File your document.

These procedures can be used for all SCRIPT and HBWP files. If you used EZPUB to create your document, all underlining will be removed for you.

The SCRIPT command '.HI' for hanging indent is used to create bullets. On a blank line before the bulleted text begins type:

.hi 7

press the TAB key

type a small 'o' one space, and your text.

(Remember in SCRIPT you must press the RETURN key to move to the next line.)

Use the command '.sk' to skip a line between sets of bullets. When the bullets end and normal text begins, reset the hanging indent command to bring text back to the margin with '.hi o'.

The following is an example of a bullet in SCRIPT:

- This is the first line of my bullet. I can leave the hanging indent on as long as I am typing bullets.
- This is the second bullet. When I want to return to normal text I will reset the hanging indent back to 0.

This is a line of normal text.

FILE TRANSMISSION

ETEC EXEC

Transmission of files from VM to Prepress Compostion is controlled through execution of the ETEC EXEC file resident on the 'Z' disk. You must access this disk before attempting to use the ETEC EXEC. This EXEC contains various options for the user and will prompt you for the proper command. The EXEC will display the following on your terminal screen:

PLEASE ENTER ONE OF THE FOLLOWING COMMANDS:

PRINT FN FT FM

PUNCH FN FT FM

SCRIPTE FN

QUERY

QUIT

HELP

PRINT FN FT FM

The PRINT command will send a copy of the file to the ETECS DRIVER. The file will remain in the ETECS READER until deleted by the operator. The maximum length record supported by this command is 132 characters. The FILENAME (FN) and FILETYPE (FT) are required for this command. The FILEMODE (FM) is optional and defaults to ' * '.

PUNCH FN FT FM

The PUNCH command will send a copy of the file to the ETECS DRIVER. The file will remain in the ETECS READER until deleted by the operator. The maximum length record supported by this command is 80 characters. The FILENAME (FN) and FILETYPE (FT) are required for this command. The FILEMODE (FM) is optional and defaults to ' * '.

SCRIPTE FN

The SCRIPTE command will send a SCRIPT file to the ETECS DRIVER. Before the file is sent it is converted to OCL format. The converted file will remain in the ETECS READER until deleted by the operator. The FILENAME (FN) is required. The FILETYPE of the file on your mini-disk must be SCRIPT, and FILEMODE (FM) defaults to ' * '.

QUERY

The QUERY command will cause the ETECS DRIVER to display information about all files in the ETECS Reader under your USERID.

QUIT

The QUIT command causes the EXEC to cease operation and returns you to the CMS environment.

HELP

The HELP command will display a narrative description of the commands available in the ETEC EXEC.

EXAMPLE OF ETEC EXEC

The following represents a terminal session for transmission of a SCRIPT file to Prepress Composition. In this example, the filename is '425007' (which reflects the six digit P&PD Form 70 job number.) The filetype is 'SCRIPT'. The lines typed in upper case represent system responses and the lines type in lower case represent user input.

```
ac 19f z
' 19F ' REPLACES ' Z ( 19f ) '
Z (19F) R/O
R;
etec
PLEASE ENTER ONE OF THE FOLLOWING COMMANDS:
PRINT FN FT FM
PUNCH FN FT FM
SCRIPTE FN
QUERY
QUIT
HELP
  scripte 425007
PRT FILE 9032 TO PPDETEC COPY 001 NOHOLD
R;
```

In this example, a SCRIPT file named '425007' has been transmitted to the 'PPDETEC' virtual. This file has been converted from script to OCL format in order for the ETECS DRIVER to process it, and it will remain in the virtual reader until deleted by the Prepress Composition operator.

PREPARING HOST BASED WORD PROCESSING (HBWP) DOCUMENTS

Check the Layout Menu to make sure the FILL option is set to 'Y' and the HYPHEN option is sent to 'N'.

Remove all underscoring from the document.

Use the number one '1' for the number 1. Do not use the letter ell 'l'.

Bullets should be created using the Format/Header Menu. On a blank line above the text to be indented, press the CLR/TAB/SET key (Format/Header Menu). Change the setting for Hanging Indent to 06. Press PF1, or ENTER to return to your text. To begin the bullet, press the TAB key, type a small 'o' and one space. Do not press the return key at the end of each line.

On a blank line after the bulleted text ends and before the normal text begins, press the CLR/TAB/SET key to get to the Format/Header Menu. The system automatically changes the Hanging Indent setting back to 00. Press PF1 or the ENTER key to return to your text.

Do not create bullets by using the tab key or inserting spaces at the beginning of each line and carriage return at the end of each line. Prepress Composition is unable to accept this.

To send the document to Prepress Composition from HBWP:

1. From the Document Function/Selection Menu, press PF3 for Layout.
2. Rename the document to the 6-digit job number assigned to you.
3. Press PF5 to return to the Document Function Menu (your document will be suspended).
4. Press PF2 for the Filing Menu. File the document.
5. From the Document Function/Selection Menu, press PF4 for the Print function.
6. On the Print menu, change the CLASS field to ETECS and press PF1 or ENTER.

To leave HBWP press PF8 to Exit to CMS or PF9 to Logoff.

If your document has been created using EZPUB it will automatically be formatted properly when sent to Prepress Compostion.

Make sure you use the EXPUB bullet command (.bullet) or the SCRIPT commands for a hanging indent.

Make sure you remove all underscoring.

PROOFREADER'S MARKS

(Taken from March 1984 GPO Style Manual)

- Insert period
- Insert comma
- Insert colon
- Insert semicolon
- Insert question mark
- Insert exclamation mark
- Insert hyphen
- Insert apostrophe
- Insert quotation marks
- Insert 1-en dash
- Insert 1-em dash
- Insert space
- Insert ( ) points of space
- Insert shilling
- Superior
- Inferior
- Parentheses
- Brackets
- Indent 1 em
- Indent 2 ems
- Paragraph
- No paragraph
- Transpose—used in margin
- Transpose—used in text
- Spell out
- Italic—used in margin
- Italic—used in text
- Boldface—used in margin
- Boldface—used in text
- Small caps—used in margin
- Small caps—used in text
- Roman type
- Caps—used in margin
- Caps—used in text
- Caps & small caps—used in margin
- Caps & small caps—used in text
- Lowercase—used in margin
- Used to show deletion or substitution
- Delete
- Delete and close up
- Wrong font
- Close up
- Move right
- Move left
- Move up
- Move down
- Align vertically
- Align horizontally
- Center horizontally
- Center vertically
- Equalize space—used in margin
- Equalize space—used in text
- Let it stand—used in margin
- Let it stand—used in text
- Letter (s) not clear
- Carry over to next line
- Carry back to preceding line
- Something omitted—see copy
- Question to author to delete
- Caret—General indicator used to mark position of error

TYPOGRAPHICAL ERRORS

It does not appear that the earliest printers had any method of correcting errors before the form was on the press. The learned The learned correctors of the first two centuries of printing were not proofreaders in our sense they were rather what we should term office editors Their labors were chiefly to see that the proof corresponded to the copy, but that the printed page was correct in its latinity—that the words were there, and that the sense was right. They cared ~~but~~ little about orthography, bad letters or purely printers errors, and when the text seemed to them wrong they consulted fresh authorities of altered it on their own responsibility. Good proofs in the modern sense, were ~~im~~possible until professional readers were employed men who had first a printer's education, and then spent many years in the correcton of proof. The orthography of English, which for the past century has under gone little change, was very fluctuating until after the publication of Johnson's Dictionary, and capitals, which have been used with considerable regularity for the past 80 years, were previously used on the miss or hit plan.The approach to regularity , so far as we have, may be attributed to the growth of a class of professional proffreaders, and it is to them that we owe the correctness of modern printing. More er ors have been found in the Bible than in any other one work. For many generation it was frequently the case that Bibles were brought out stealthily, from fear of governmental interference. They were frequently printed from imperfect texts, and were often modified to meet the views of those who publised themThe story is related that a certain woman in Germany, ~~who was~~ the wife of a printer, ~~and~~ had become disgusted with the continual assertion ~~as~~ the *superiority* of man over woman which she had heard, hurried into the composing room while her husband was at supper and altered a sentence in the Bible, which he was printing, so that it read Narr instead of Herr, thus making the verse read "And he shall be thy fool" instead of "and he shall be thy lord." The word not was omitted by Barker, the king's printer in England in 1632, in printing the seventh commandment He was fined £3,000 on this account.