

**Training & Software Issues, Wednesday, 1 December '99**  
(Cathy Eyberger, Michel Goossens, Martin Comyn, Yong Ho Chin)

**Author Education**

**- Current practice and Tools:**

- Templates: most useful/appreciated tool we provide
- Use the JACoW WWW site for 'unified' templates
  
- Checklists
- FAQ
- .pdf preview

- Quality of available documentation has been improving from conference to conference

- Important message: Authors have realized (start realizing) that a *convergence* effort is going on, for making electronic publication easier/faster and up-to-date with technology

**- Mistakes:**

- fonts/formatting (section numbering, bolding, margins...): 45%
- PS file missing or badly generated: 15%
- figures (fonts in figures, .jpg, etc...): 10%

-> On-line tutorial through the WWW (thesis work?)

## **Staff Education**

- Overall procedure for processing staff is positively adopted
- 'Group of 'professional' not enough: need a number of less-experienced' people; avoid (minimize) spending time teaching less-experienced people at the conference
- With this in mind:
  - > instructions need to be more clear  
avoid loosely defined statements (files size should not be too large and display in a reasonable amount of time... ?)
  - > Have specialized (front-desk/database update, processing) training courses (few hours are enough...)
  - > Check/action list, keep up-to-date as new tools become available
  - > Store information/experience/known problems (and solutions) in the JACoW WWW

## LaTeX Installation

### - **Recipe for many of our LaTeX problems:**

- TeX User Group distributes TeXLive which provides a standard and fully proved TeX system: TeX, LaTeX2e, programs like dvips , pdfTeX, documentation and PostScript fonts.

*Latex type 3 fonts problem also mentioned by Cathy and Martin as one of the most frequent problem with LaTeX papers.*

- **Platforms:** different Unix (DEC Alpha OSF, HP-UX, Linux, IRIX, AIX, Solaris) Windows 95/NT  
For the Mac: CmacTeX

-> recommend TeXLive (at least) on our computers at the Conference

-> some work needed on our class files and templates

## LaTeX Prepared documents

### - Problems:

- Type 3 bitmap CM fonts
- Wrong template/class file, private class files/macros
- Figures:
  - bad PostScript code at the head/tail of the file
  - figures not true EPS (printer setup commands in the PostScript code) -> generic PostScript printer driver needed
  - bounding box values incorrect

- Viewing problems seen when using Ghostview/Ghostscript always result in bad .pdf files.

-> Put on JACoW WWW for processing staff

## WORD Prepared Documents

### **- Problems:**

- Templates (misuse/no use...)
- Cross platform problems (Window, Mac, Unix: still layout -> improving)
- Different languages (e.g. from Japanese Word 6 and English Word 6) -> improving with UNICODE system, still layout
- Cross-version problems: mostly solved with newer versions
- Font problems: Mincho (default) font, often difficult to distinguish when used for space between words/mathematical symbols

-> Having Asian PC's at the Conference is recommended

-> Put on the JACoW WWW for processing staff

## **Conclusions**

1. Insists and improve templates (test on different platforms, LaTeX template, e.g area for writing support statement at bottom of first column, add a full width section to template, etc...)

2. Use the JACoW WWW site to store information for authors, and to take advantage of other's people experience in training your processing staff (short courses also needed)

3. Install and use TeXLive