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Letter to Herb Cihak and Catherine Lemann regarding the SEAALL Handbook, January 22, 2001

Hazel Johnson

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From: "Johnson, Hazel L." <hjohnson@mcguirewoods.com>
To: "Cathy Lemann (E-mail)" <clemann@lasc.org>, "Herb Cihak (E-mail)" <hcihak@pop.uky.edu>
Date: 1/22/01 9:20AM
Subject: FW: SEAALL Handbook on the website

Here's Steve's response about putting the handbook on the web - There are clearly lots of cons for some of the options. I don't know a lot about this, so what seems best to you guys? - It's currently a WordPerfect master document which allows editing of parts without having to open the whole - That's why when you look at the first file, it has bunches of headers - that's where the other sections appear when the whole thing is open -

Hazel

-----Original Message-----

From: Steven Melamut [mailto:melamut@email.unc.edu]
Sent: Sunday, January 21, 2001 8:09 PM
To: Johnson, Hazel L.
Subject: Re: SEAALL Handbook on the website

I played with them some. I don't know if it is worth the effort to covert them to html, but putting them up as pdf files and/or a downloadable word processor file would be relatively easy. I could do it directly from the WordPerfect file.

Please take a look at <http://www.unc.edu/~melamut/seaall>
<<http://www.unc.edu/~melamut/seaall>>

Steve

"Johnson, Hazel L." wrote:

Steve -Any luck with the files I sent you? Where do we go from here?Hazel

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-----Original Message-----

From: Steven Melamut [mailto:melamut@email.unc.edu
<mailto:melamut@email.unc.edu>]
Sent: Tuesday, December 12, 2000 5:52 PM
To: Johnson, Hazel L.

Subject: Re: SEAALL Handbook on the website

It is certainly feasible to place the handbook on the website. Because of the length, it may be best to create an introductory page with a table of contents, then link from the toc to each of the sections. That would also make it easier to update.

It is also possible to make a downloadable link for each section in WP or Word if people want the paper version of a section for their own use.

Could you send me a sample of the current document as an attachment? I am sure I have it somewhere (well I guess I am sure), but it is probably faster if someone sends it to me so I can look at the formatting. I don't care if it is in Word or WordPerfect.

Steve

"Johnson, Hazel L." wrote:

Hi Steve -

It's coming up on the annual time to revise the SEAALL handbook and I'm thinking that we should look at putting it up on the website, rather than maintaining it in paper - I thought I'd check with you on the technical ramifications of doing it before going to the Exec Committee with the concept. The handbook is currently a WordPerfect master document (i.e., each section is an independent document that's linked to the master document making it possible to work with one section or the whole thing.) It's probably 200-300 pages long, but I don't know exactly. It's made up of three major sections: one that deals with procedural issues regarding officers, committees, etc., one that lists all the historical stuff (past officers, committee lists, etc.) and the final one which is forms that have been used by previous officers and committees. The entire thing is too big to fit on a floppy disk - I think I can put all of section 1 on one, but I haven't tried recently.

I don't have a lot of experience with the web or html (I know a smidgen about FrontPage, but a very small smidgen). I've been told that it's easier to convert a document from WordPerfect to Word and then to publish to the web, but I suspect that would probably screw up the formatting of the original document pretty royally.

Any thoughts on whether this is doable or worth the effort that might be involved?

Thanks.

Hazel

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"It is not necessary to change. Survival is not mandatory."
W. Edwards Denning

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