

w/ J. Tom

- SPS reprint of updated manual
- MPM update
- Upgrade of general quality standard heading toward final MIT Press publication
- 2 copies of all MPM updates from now on.
- More typing from drafts or pressure to finish of documentation increases.
- All MPM, MSPM, SPS responsibility ultimately comes back to me. Laurie is chief staff member to make things going.

Mrs. Tom /	typing in of MPM / SPS editing of on-line version when needed production of reproducible copy maintenance of <del>available copies of</del> SPS MPM / SPS originals. MCB / MOSK Reproduction + Distribution Consistent update / filing instructions	Mantain Diss. list. MSPM files Tape conversion Archive records
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Laurie /

- Getting system programmer to provide writeups of changes; check formats.
- Keep track of list of all known errors in MPM / SPS  
(maintain tables of constants?)
- Prof read / ~~edit~~ give review / give initial approval of MPM / SPS sections
- Decision to close door on update
- Obtain cover letter for update (from me)
- Debye update / filing instructions.

# Final Draft Printing Considerations

2/11/71

## 1. Type quality

- 015 ball for chapter 1 and chapter 2
- machine in alignment (coll IBM)
- ball adjustment for dark copy
- platen adjustment for even printing
- all black ribbon, ~~new~~ replace frequently
- clean golf ball

## 2. Paper quality

- backing sheet?
- not shiny
- Xerox paper?
- 1 sheet at a time?

## 3. Alignment - use friction feed if possible

## 4. Margins

left and right: 1 inch (find some mechanical way)  
top and bottom: always use "wait" option  
always start at top line.

## 5. Box drawing