

## Symbols and Terminology Group

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### I CONCERNING THE ELECTRONIC DISTRIBUTION OF ITTC DOCUMENTS

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**Electronic document communications take two main forms:**

- Method 1: Creator sends a document directly to the recipient via E-mail.
- Method 2: Creator posts a document on the Internet. Recipient gets the document from there.

**Creator sends a document electronically to recipient.**

#### E-mail

- Advantages
  - Privacy. The document only goes to the people it is sent to.
  - Speed. E-mail generally works faster than the Internet and is easier to prepare.
- Disadvantages
  - Generally based on ASCII text (only the characters available on a standard keyboard.)
  - No Greek symbols
  - No graphics
  - Poor formatting
  - Sender must know the E-mail address of all the recipients
- Synopsis
  - Useful for communication with small groups but not for the exchange of documents.

#### Binary File attachments to E-mail

- Advantages
  - Same as E-mail
  - Can send any type of file - Word

Processor, Data Base, graphics, etc.

- Recipient may make changes to the document and send it back to creator.
- Disadvantages
  - Sender must know the E-mail address of all recipients.
  - Recipient must have software compatible with the software used to create the Document.
  - Both E-mail systems must be MIME-capable (Multipurpose Internet Mail Extensions) or have similar capabilities (such as UUDecode/UUEncode).
  - Often a complicated process for sender and receiver.
- Synopsis
  - Useful for exchanging documents within small groups, but requires compatible software and systems.

**Sender posts a document on the Internet. Receiver retrieves it.**

**Retrieved from the Internet with Gopher or FTP (File Transfer Protocol)**

- Advantages
  - Makes Documents generally available to anyone (anonymous transfers) or a limited group (password protected.)
  - Sender doesn't have to know who all the recipients will be.
  - Can send any type of file - Word Processor, Data Base, graphics, etc.
  - Recipient may make changes to the document and send it back to creator.
- Disadvantages
  - Recipient must have software compatible with the software used to create the Document.
  - Recipient must know the Internet address of the Sender.
- Synopsis
  - Solves many of the problems of E-mail

and E-mail attachments, but still has potential software compatibility problems. Useful for exchanging large documents of any type.

### World Wide Web (WWW) Pages

- Advantages
  - Makes Documents generally available to anyone or a limited group.
  - Sender doesn't have to know who all the recipients will be
  - Imbedded Graphics and full character sets are available.
  - May be linked to other pages with relevant information (NA OE Virtual Library and member pages.)
- Disadvantages
  - Sender must create a WWW page using HyperTextMarkup Language (html).
  - Connections tend to be slow.
  - Some word processor formatting is not supported by html, yet.
  - Recipient must have a Browser such as Netscape, Microsoft Explorer, Mosaic, etc.
- Synopsis
  - Good for making information available to large numbers of people but does not allow for editing of the document by the receiver.

### WWW Pages with imbedded FTP's

- Advantages
  - Same as WWW pages
  - Can send any type of file - Word Processor, Data Base, graphics, etc.
  - Recipient may make changes to the document and send it back to creator
  - Allows for FTP's without using a browser (if the recipient knows the Internet address and doesn't have a browser.)
- Disadvantages

- Requires knowledge of html.
- Recipient must have software compatible with the software used to create the Document.
- Synopsis
  - Allows for almost unlimited potential for exchanging information.

**Recommendation:** Use a combination of all types.

- Communication within small groups: E-mail.
- Text-only documents for viewing (announcements, general notices, address lists): Posted on WWW pages using html
- Documents containing graphics, formulas, or Greek Characters (Proceedings, Catalog of Facilities): FTP files embedded in WWW pages. Use of a document viewer is probably best.
  - Adobe Acrobat and Envoy have freely available viewers which may be downloaded from the same WWW page as the document. (This is how the current ITTC Symbols and Terminology List is distributed.)
  - Document is created on a word processor and printed as an Acrobat or Envoy file.
  - Documents may be viewed and printed, but not edited (Good for ITTC Proceedings)
- Documents in need of editing (Committee Reports, Catalog of Facilities formatting instructions, anything else under construction): FTP's embedded in a WWW page. Note: FTP's embedded in a WWW page may also be accessed and downloaded by someone without a WWW Browser if they know the Internet address via a conventional FTP.
- Communications within large groups may be done with WWW bulletin board services.