

## **Publications Officer and Publications**

**Publications: To be read in conjunction with the submission sent in mid-July and the email sent to the Secretary on 7 September.**

Permission to purchase Easy Legal Templates was made by Management on 13 August. These generic documents were purchased and downloaded by the Publications Officer and completed by the Webmaster according to the specific requirements of our Society. The company follow-up was excellent and their representative provided phone advice to the Webmaster on aspects of the completion of the generic (not legal) aspects of the forms. All forms are ready to upload to enable online purchasing of printed publications once Management approves this aspect of the July submission. The site will be ready to operate for the Conference the following day as this is the last thing the Webmaster will need in order for the project to go ahead.

The Webmaster and the Publications officer are liaising to produce appropriate files (see below) for each written publication (Publications officer) and prepare, arrange and upload those documents onto the website (Webmaster). We are only focussing on books at the present time in order to test the site with the public. This step should give many of our early Publications a new audience and hopefully 'lease of life'. USBs will not initially be included in the online shop and downloads require further work and discussion.

Ken and Maree Shilling have completed another publication – the Newcastle Rate Books. These are available at this time only on USB and will be able to be purchased at the Conference on Sunday, 19 September and after the Conference at the rooms. Some orders have already been received.

The Publications Officer will not produce any further Publications on CD and any remaining CDs will be sold off at a reduced price. The ITOfficer will look at Publications produced only on USB to check their suitability for downloading after the Conference when there is more time.

Gifts to visiting speakers from this point must be from our collection of USBs. Books are too expensive to provide as gifts – no matter what the size. USBs cost about \$12 to make but books are more than twice that to produce. Once we have digital capabilities, we will consider further options for visiting speakers.

Publications gets its budget back and makes money for the Society. If more people can be encouraged to contribute in any small way to Publications, we could have more to sell. Publications written 20 years ago are still making us money.

### **Publications Officer report**

For every book NFHS has produced, I have created an information sheet. Many currently appear in the Publications folder at the front desk and all are going online. (All will be placed in this book) I have also made an image of the cover and extracted a PDF file of the contents and a minimum of 2 PDF files of sample pages from the book. These files are sent to the Webmaster who will put them on our site. This will allow people to see what is in our books. They will be visible as of Friday, 17 September.

Not every publication in book form will be able to be put online by the date of the Conference as some old publications need scanning as we have no digital copy of the file.

While most of our publications have a PDF suitable for download, these files need protection before digital downloads can begin. I am liaising with the ITOfficer to do this.

Jane Ison (Publications Officer)