

WORD-PROCESSING FORM

Please fill in as much of the form as you can. Leave blank where you are unsure of correct answers. The form should be sent to your editor with your disks (or a sample disk if the book is not finished) and print-outs of the contents of the files as explained in the notes.

If your book has been prepared using different word-processors please complete a separate form for each different disk format, clearly indicating which disk belongs to which description sheet.

Name _____ Date _____

Address _____

Postcode _____ Daytime phone _____ Home phone _____

Title of your book _____

Disk description

Disks enclosed	File name(s)	Description of contents
Disk 1	_____	_____
	_____	_____
	_____	_____
Disk 2	_____	_____
	_____	_____
	_____	_____

(continue list on separate sheet or back of this sheet if necessary)

Technical information

Size/format of disks (tick as appropriate)

<input type="checkbox"/> 3 inch	<input type="checkbox"/> 3.5 inch	<input type="checkbox"/> 5.25 inch	<input type="checkbox"/> 8 inch
<input type="checkbox"/> Single-sided	<input type="checkbox"/> Double-sided		
<input type="checkbox"/> Single-density	<input type="checkbox"/> Double-density	<input type="checkbox"/> High-density	

Other _____

Name of operating system (e.g. MS DOS) _____ Version (e.g. 3.1) _____

Name of word-processing package _____ Version _____

Are files saved in a word-processor format or ASCII? (tick as appropriate)

<input type="checkbox"/>	WP
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<input type="checkbox"/>	ASCII
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(If saved in both, please tick both boxes)

Character set

Please send a print-out of the character set of your keyboard: top row to bottom row, left to right, first in lower-case then in upper-case.

