IEEE 802.11
Wireless Access Method and Physical Specification

Recipe for Editing

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In order to meet our deadlines for producing a draft standard, it is in all of our best interests to minimize the work the editors have to do to incorporate your contributions into the text of the draft. To accomplish this, a "template" file for Word for Windows has been created that will provide you with the necessary formatting to create a submission that can be incorporated into the draft with minimal effort by the editors. This will ensure that your submission is not unintentionally modified while it is re-typed in the proper format.

The template file will be distibuted on diskette with the mailings and is available on the FTP servers. The name of the file is "p802-11.dot". It contains some example text illustrating each of the available formats. Take it from the server or the diskette and place it in your winword directory. It will show up in the File New list. A mechanism for the Macintosh will be provided in the near future.

Some guidelines for submitting text for inclusion in the draft:

1. Use the template to create a Word for Windows 2.0 document with EXACTLY the words and figures you want placed in the draft. Include the correct section munbers in the appropriate paragraph headings. Do not expect the editors to correctly interpret your presentation or discussion.
2. Provide a diskette with ONLY the above document to the editors once the appropriate working group (or plenary) has approved it. Name the file with the number assigned by the chairman, i.e. 94-22.doc.
3. Label the diskette with your name, contact information (preferably email address) and the contents of the diskette.
4. In order to have the best chance for your submission to be reflected in the draft that will be available before the next meeting, be sure the editors have your diskette BEFORE the end of the 802.11 closing plenary.

5. If you also want your submission to be available on the FTP servers, provide a separate diskette to the correct party.

Use the reflector to send comments to the editors relating to changes to the current draft. If your comments include large amounts of text to change, place a file created using the p802-11.dot template on the FTP server and send an announcement to the reflector.

Your help in this task will be greatly appreciated by the editors!