

## The Conference Minutes Assembly Process

It all begins on the computer, with entering and editing of text and layout. The program used is Microsoft Publisher, which allows full control of all aspects of the page. This part takes a couple of weeks, some of which is gathering information. This year, the final camera-ready copy was taken to the printer on Thursday, July 31. That was 23 days after Conference had ended.



Friday, August 8, the printer calls and the paper is ready for pickup. The 21,000 sheets of 8.5x11 are laid out for collating. A family pizza party will help speed this up! The small pile on the far right are the first few collated.



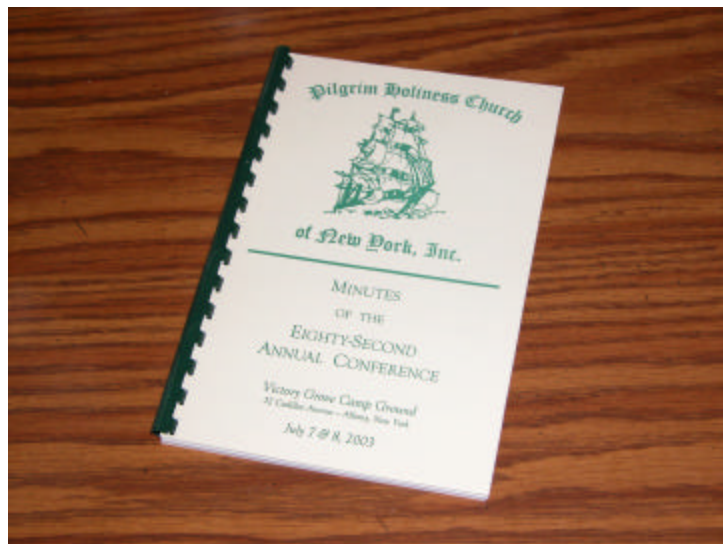
This ancient looking machine is an electric paper cutter. Once the books are assembled, they need to be cut in half, and the halves put together to form a complete book. Then, all 1,000 copies will be trimmed on the remaining three sides for evenness. In total, about 300 cycles of this blade will be required for all of the books to be ready for binding.



This is a manual punch-and-bind machine. Once the books are cut and trimmed, they all have to be punched (2-3 punches per book) to make holes for the binding rings. When finished, between 2,000-3,000 punch strokes have been made.



The binding combs come in boxes of 100, and are 11 inches long. To bind these books, the last four rings have to be cut off of each comb, since these books are 8.38 inches when trimmed. This means a pair of scissors and a sore hand when all 1,000 are snipped!



The FIRST completed book for 2003! Hooray – there are only 999 left...



Welcome to the shipping department! Individuals or bundles of books are covered with bubble wrap, then wrapped in mailing paper. When mailing is complete, some 120 packages will have left the Brasher Falls and Massena post offices. They just LOVE to see us coming!

**Miling will begin on Monday, August 11, 2003. Watch for your copies soon!**