Secretariat

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: STANDARDS FOR DESK-TOP PUBLISHING HARDWARE AND SOFTWARE

1.   The following standards for desk-top publishing hardware and software have
been established in accordance with the policies and procedures set out in
administrative instruction ST/AI/347 of 9 March 1988. These standards will apply,
effective immediately, to all departments and offices. The present instruction
should be read in conjunction with the guidelines for electronic publishing which
are set out in administrative instruction ST/AI/189/Add.26 of 25 September 1989.
Desk-top publishing systems at the United Nations should comply with the present
guidelines for the acquisition, use and support of microcomputers in the United
Nations, set out in administrative instruction ST/AI/355 of 7 September 1988.

2.   The standard software package for desk-top publishing is the Xerox Ventura
Publisher. A list of the hardware and additional software to support this package
is provided in the annex to the present administrative instruction.

3.   Technical support for this software, including advice on hardware and software
compatibility, installation and trouble-shooting, will be provided by the
Electronic Services Division, Office of General Services. In addition, training
can be arranged through the Training Service, Office of Human Resources
Management. As outlined in administrative instruction ST/AI/189/Add.26, the
Graphic Presentation Unit, Publishing Division, Department of Conference Services,
will advise offices, on request, regarding all visual aspects of using desk-top
publishing, such as design, format, layout, fonts, etc. To assist offices in
taking full advantage of the formatting features of the Ventura Publisher, the
Graphic Presentation Unit will also provide Ventura Publisher-style sheets
customized for United Nations needs and standards.

4.   As the Ventura Publisher is a sophisticated software package with wide capabilities and considerable hardware requirements, potential users should be aware that a substantial investment in staff time and other resources will be required in order to use efficiently the full capability of the package. It should further be noted that current word-processing software packages have built-in desk-top publishing capabilities that can adequately meet the needs of many users. It is therefore recommended that departments wishing to use desk-top publishing consult with the Electronic Services Division in order to determine the most appropriate way of meeting their needs.

5.   Any departure from the desk-top publishing standards will require written justification, to be approved by the Electronic Services Division.

6.   As microcomputer technology and its related software products change rapidly, both in functionality and performance, the current desk-top publishing standard will be reviewed in three years.

Annex

HARDWARE AND ADDITIONAL SOFTWARE REQUIREMENTS

Listed below are the equipment and additional programme requirements for operating desk-top publishing systems on microcomputers in the United Nations, reflecting the present state-of-the-art technology.

Hardware (equipment)

Operating system:
     MicroSoft Disk Operating System (MS DOS), version 3.1 or higher.
Processor:
     80386 preferred; 80286 usable.
Memory, random-access (RAM):
     640 KB minimum; 1 MB for Ventura Publisher's Professional Extension.
Hard disk drive:
     40 MB or more preferred; 20 MB usable.
Floppy disk drive:
     1.2 MB, 5.25 inches; 1.44 MB, 3.5 inches optional.
Ports:
     Parallel and serial, for printer and mouse.
Keyboard:
     United Nations trilingual preferred; industry standard usable.
Monitor:
     Monochrome, high resolution, full page (14 inches diagonal, portrait),
     with Visual Graphics Adapter (VGA) controller card.
Mouse:
     MicroSoft or compatible.
Printer:
     Plain-paper, PostScript-compatible, resolution 300 dots per inch (dpi)
     minimum. In view of the current high cost of higher resolution printers
     (higher than 300 dpi), offices should explore the possibility of sharing
     with other offices in the acquisition and/or use of such devices.

Software (programmes)

Desktop publishing:
     Xerox Ventura Publisher.
Table generation (optional):
     Xerox Ventura Publisher's Professional Extension.
Text conversion:
     WV Bridge for converting Wang PC and Wang VS files into Ventura files.
Text processing:
     VTune for restyling some punctuation, text enhancement features and
     fractions inherent in word processing into conventional typographic
     format.

Fonts (soft, PostScript):
>   PostScript printers are provided with an extensive set of resident fonts
>   adequate for most desk-top publishing needs. Specialty fonts should be
>   acquired only when there is a fully justified need.

Graphics (optional):
>   Harvard Graphics and other graphics programmes are compatible with
>   Ventura Publisher.