

The essentials of the procedure which would be followed in conjunction with an automatic typewriter are as follows:

- (a) Information requiring a change would be received by means of (i) arrival or departure note, or (ii) note or telephone regarding a correction of current material.
- (b) The incumbent would update a master copy of the publication by clearly printing in the change; or by having the new information typed, cut and pasted over (or in addition to) present material. These altered masters would be sent to the automatic typewriter station two days before new master plates were required by the Queen's Printer.

OR

The incumbent would transmit, for each change as it occurred, typewritten "delete" and "add" information to the operator of the automatic typewriter. This alternative would be feasible only if the automatic typewriter were able to "skip" large portions of the tape when updating it.

- (c) The operator of the automatic typewriter would type the changes on the new master as it is produced from the tape of the old master (and thereby creating a new tape at the same time).