

Alphatext, and they share the typing, each on a half-day basis. If a second terminal is installed, and we proceed with the record, there might be need for a third operator. Here again some kind of sharing arrangement of the operators' time could no doubt be worked out.

The cost of photocomposing, as the automated process is called, is based primarily on the number of computer characters in the material typed into the terminal. Each letter, each space, and each punctuation mark counts as a computer character. To estimate the overall cost of a project one must know the approximate volume of the material one intends to use, say on a monthly basis, and the total estimated number of characters it will contain. One must then decide on the size of page and type one wants to use, as these have a bearing on the cost per page and therefore on the overall cost.

In the annex to this report I have described in detail the procedures I followed to arrive at the conclusion that the photocomposing bill for the proposed record, containing 40 to 45 pages per month, might amount to \$500 to \$560 monthly, or between \$6000 and \$7000 a year.

Experts of the Printing Products Bureau of DSS with whom I checked my findings warned that while they<sup>so</sup> were theoretically close to the mark, the actual costs might be considerably higher. They noted that after corrections and changes are made