MIDDLESEX Community College

Tools and Technologies for Tech Writers 2022

Week 11

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Notices

This document was prepared as a handout for the Middlesex Community College Tools and Technologies for Technical Writers class, Winter semester 2022.

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Contents

My First Concept

The Laser D project involves extracting millions of corporate document files from thousands of discs within certain time constraints.

Here are some things about the Laser D project:

- The primary goal of the Laser D project is to extract and index corporate document files from your library's Laser D collection within 9-12 months.
- These files must be transferred from compact discs (CDs) and saved electronically.
- The Laser D collection contains U.S and international public company reports from filing public companies.

  MBA students need these reports for their academic research, but these documents are in danger of erasure due to the obsolescence of their media and software

Upon completion of this project, graduate students will have access to the entire collection of reports

My First Reference

Laser D and SAS Macros are essential products in the Laser D project.

Here are basic details about Laser D and SAS Macros:

Laser D

Laser D is a computer-based storage that provides access to corporate documents filed with the SEC.

You can find more on Laser D in `C:\Users\J.Madrid\Downloads\LaserD`.

Field nameDialogue box names`Enter this`*For variables*

SAS Macros

SAS Macros avoids repetitive sections of code and allows them to be resuesed again when needed.

SAS Macros does the "dirty" work of automating the extraction of millions of corporate document files.

My First Task

The Laser D project requires adherence to certain procedures to ensure its successful completion.

When working on the Laser D project, here are some protocols you want to follow:

- **Collect a batch of discs from your library's collection.** Bring a cardboard box with you to the area where the Laser D collection is located at your library. Fill the cardboard box with discs.
- **Carry the CDs over to your workstation.** Carry the discs from the storage area of the Laser D collection to your cubicle or workspace.
- **Select a case, open the plastic lid cover, and carefully remove the disc.** Hold a Laser D disc between the fingers at the outer edge. Inspect the disc for any damages and make a note of them in your notebook.

- **Insert the disc into the drive.**Once the disc is pulled into the drive, run the SAS program.

The protocols involved in processing Laser D discs may seem mundane, but they are crucial in the migration of corporate document files.

1. Start the SAS program by clicking the **"running man" button**.

   The program will extract all of the documents stored on the disc.

2. Wait for all of the documents to appear on Microsoft Windows, look for any corrupted files, and make a note of them in your notebook.

You have adheared to the protocols for processing a disc, thus guaranteeing the safe migration of corporate document files.