



**MIDDLESEX Community College**

**Tools and Technologies for Tech Writers 2022**

**Week 11**

**Julio Madrid**

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# Topics

This is my first DITA project with topics, which includes concepts, references, and tasks.

## My First Concept

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The Laser D project involves transferring millions of corporate document files from thousands of discs.

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 a 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

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

Here are basic details about Laser D and SAS Macros:

<b>Laser D</b>	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 <code>C:\Users\J.Madrid\Downloads\LaserD</code> .
<b>SAS Macros</b>	SAS Macros avoids repetitive sections of code and allows them to be reused again when needed.  SAS Macros does the "dirty" work of automating the extraction of millions of corporate document files.

## My First Task

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The Laser D project requires performing certain tasks to ensure its successful completion.

Before processing discs, make sure you perform these tasks first:

- Collect a batch of discs from your library's collection.
- Carry the CDs over to your workstation.
- Select a case, open the plastic lid cover, and carefully remove the disc.
- Insert the disc into the drive and 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 adhered to the protocols for processing a disc, thus guaranteeing the safe migration of corporate document files.