

GSHA PDF Committee Report

Date: August 5, 2019

Members:

Bob Craig

Subj: Delivery of GSHA Quarterly journal in a PDF format as option to GSHA members

The GSHA quarterly journal is by far the largest expense of GSHA operating budget, proposed pdf option one means of reducing costs to GSHA.

I requested file that is sent by editor to printer be sent to my email account, so I could see the size of file and test the opening and searching of file. The file size for the Spring 2019 journal was just under 10 mb, this was only for inside pages, did not ask for cover page file, it was under 1mb.

The file size is well under the capacity of most, if not all email servers or providers. I was able to open file under 10 seconds and searching file was easily done. Sent to a small sample group of members (5), for their input and suggestions. Majority were comfortable with ease of opening, search tool may require some training, but is not a hindrance to its use.

Benefits:

1. Members have the option of requesting PDF files for journal, one for cover page, second for contents of journal, **hard copy will not be stop, if that is your preference.**
2. Reduce printing and mailing cost to GSHA
3. Electronic search capabilities reduce manual searching, electronic search will give multiple results for any term you ask for, within seconds.
4. Journals can be stored on a single jump drive or other storage device.
5. Safe space in your office or wherever you store journals, no dusting necessary.

Recommendation:

1. Test with a larger sample group, no larger than 20 members, for any other concerns or questions.
2. GSHA adopt member choice of electronic version of journal or **continue** to receive hardcopy, if that is their preference.
3. Training of use of PDF, be facilitated by chapter tech person(s), all chapters have their own tech nerds.
4. Distribution of pdf file by either GSHA membership chair or part of Website committee duties or other means, established by GSHA board.
5. Member can take storage device anywhere to read or do research, when not at home.
6. Implement as soon as possible, to reduce printing and mailing cost to GSHA.

The sole purpose of this recommendation is to:

1. Reduce cost of journal printing and mailing
2. Provide those members with the means to use search tool for enhanced researching and save space.
3. This does not impact the Journal editor, in doing their job, apart from delivering file to designated GSHA distributor, which is the responsibility of the GSHA board.
4. **GSHA will not stop printing of hard copy journal**

Bob Craig

PDF Committee