

# Technical Services facts

## Publication Services

**White Sands Test Facility (WSTF) Publications Services** provides writing, editing, and desktop publishing support for scientific, technical, and administrative documents. All elements are integrated into the publishing process, from graphics support and text preparation to printing. Publications staff collaborate with technical authors to communicate testing and analysis information clearly, concisely, accurately, and quickly. Before publication, documents flow through a rigorous quality process that includes technical editing, formatting, peer review, and distribution. Current computer equipment and software speed the process, while graphic arts and duplicating services are effectively used to enhance the finished product. Electronic publishing provides easy access to documents through an archival and retrieval system.

### Capabilities

Publications Services provides customer support for all phases of document production. Skilled writer/editors and assistants are available to help authors with incremental writing and editing support from project initiation through product delivery of test reports, articles, brochures, posters, and other publication needs. Editing and formatting services ensure all documents meet NASA guidelines and various standards mandated for specific publications.

### Publications Services Include:

- Formatting and editing word documents, PowerPoint, Excel, & equations
- Test reports
- Conference papers, abstracts, presentations, PowerPoints, & posters
- Journal articles
- Templates (Technical reports/PowerPoints/presentations)
- Graphic design
- Collages, storyboards, & wall displays
- Brochures
- STI technology transfer
- Export Control (Document Availability Authorization)
- Document archival/retrieval system
- Web site development
- Marketing support

### Duplicating Services Include:

- High speed color and B&W copying
- Document binding (Spiral or heat-binding)
- Booklet production
- Laminating & transparencies
- Color or B&W copies & printing
- CD/DVD burning
- Label design
- Reduction & enlargement
- Book copying
- Cardstock covers (up to 140 lb)
- Mirror image/negative image
- High speed scanning
- PDF conversions
- Drilling, folding, tab cutting, padding
- Heavy-duty stapling

