

## Instructions to download group books for the website.

The books should be scanned in a PDF format and saved with a name of bookxx.pdf where xx is the group code. For example the book for the CM group would be saved as bookcm.pdf

Set up a folder on your P/C for these, it will make it easier to keep up with them.

The book is then sent to the web server p/c. The books are in the folder:

Inetpub/wwwroot/nacm/books

They can be transferred either using windows neighborhood network, or an ftp product such as wsftp or filezilla.

The default is that any member within the group can download a book.

## Instructions to restrict books to contributing members:

Set up the restriction code in the Group master file, using either CGMENU #9 or CLMENU #19

GROUP ID:	AA	TYPE SERVICE/DELETE:
G		
GROUP NAME:	TEST GROUP (AA)	
BILLABLE (Y/N):		
GROUP FEE:	80000	LUNCH FEE:
N=NO DEFER:		P=BOOK PRINTED:
P=LIST PRINTED:	P	P=DISCUSSION PRINTED:
P		
X=INTERACTIVE GRP:	X	GROUP CODE:
ZZ		
P=PRIVATE GROUP:		S=SORT DATA:
LIST CODE:		FORMAT CODE:
<b>N-NAMES E= EXPERIENCE B = BOTH:</b>		
NAME LINE 2:	NAME LINE 2	
G/L #:		
TRUST G/L:		LETTER # - FORM:
LETTER # - REPLY:		# OF COPIES:
LETTER # - NOTICE:		A/R CODE:
TAX (Y/N):		TAX PERCENT:
FIRST HEADING LINE 1:	ACCT	FIRST HEAD LINE 2:

If Names are required, enter N. If experience is required, enter E. If BOTH names and experience is required, enter B.

If the book is available even if the member did not contribute, leave it blank.