



INTER-OFFICE MEMO

TO: John Ellis

FROM: Liza Loop

DATE: 6/20/79

SUBJECT: Current Work and Future Plans for Liza

Here is the Consumer Document Overview I have been working on. I believe that using a system like this would keep the quality of our manuals high by preserving consistency in the face of raising product complexity.. It would also facilitate communication between individual writers, managers, and marketing.

I have shown this work briefly to George Simcock and John Hayashi. Since neither of them responded to it with much enthusiasm I feel I should wait for further guidelines from you before continuing with it. Without support from George and John no system like this will be very useful.

The 400 and 800 Operators Manuals and Albrecht's BASIC Guide are complete as you know. The Disk Drive and Printer Manuals are in the lay-out stage. I have asked John Hayashi to call me if he would like me to edit or proof them.

George Simcock and Keith Brewster are handling the BASIC Reference Book.

I recommend we do a Self-Teaching Guide to Advanced Programming in BASIC to follow Albrecht's book. It would take me four to eight months to write such a manuscript. You might prefer to undertake that book on a royalty basis rather than per hour.

The Operators Manuals mention a Software Support Group and I have proposed that Atari sponsor a National Users Group and Newsletter. I would be happy to help with either of these projects. Of course, I am also available to write manuals.

Please call me at your convenience at:
415-858-2034

A handwritten signature in cursive script that reads 'Liza'.