

Musetta Report – December 2015

Kevin W. received a number of new email contacts from our December concerts. He's already input them into Musetta so they will be available for the eCard going out this week. I spent a little time cleaning up the Files section in the database over the past month. A number of documents were misfiled and that's been corrected.

I've noticed that reports are continued to be uploaded to the Musetta File section in both .doc, .docx and .pdf formats. When we signed up with Musetta the board established guidelines for our files. Two reminders for readability and archival consistency:

- No reports in the board files should ever be in anything other than PDF format. While any electronic document can be altered, changing a PDF is more difficult than a word document and was deemed to be more secure for historical accuracy.
- When uploading MS Word documents of a non-sensitive nature (directions, instructions, etc.), *downgrade* your document to .doc format. Not all our members have MS Office editions using the .docx format.

Submitted respectfully by Terry Drew Karanen, December 16, 2015.