

Digital Computer Laboratory  
Massachusetts Institute of Technology  
Cambridge, Massachusetts

SUBJECT: TAPE PREPARATION REQUISITIONS

To: S. & E. C. Group and Group 61

From: M.C. Mackey

Date: December 22, 1952

Abstract: A new tape preparation form is now in use. This memorandum should answer any questions on how this form should be filled out and submitted.

Since the form has been generalized in order to satisfy both the Scientific and Engineering Computation and the Air Defense groups, it seems advisable to issue instructions on how Tape Requisitions are to be submitted.

Tape Numbers

The tape number must be written in the proper place on the requisition.

See the sections dealing with Mods and parameters for information on numbering them. A requisition covers either a mod or a parameter. One requisition may not be used for both.

Problem Numbers

Space for Problem number is allowed for the S. & E. C. group. This must be filled in by members of this group or any outsiders working with this group.

Modifications

Mod numbers start with zero and are increased by 1 for each additional mod. If the registers and their contents which are to be typed constitute a complete program, please indicate this by checking the block provided.

If these registers are changes in a previous program they are attached to this tape. The programmers must indicate the tape and mod to which they wish this information attached. The same is true of additions to a tape.

Parameters

Parameter tapes are always kept separate from the main program. They should be numbered starting with zero and increased by 1 for each new

parameter. If the programmer wishes to change certain registers in a parameter, he must use the next highest parameter number and indicate the parameter tape to which he wishes these changes attached. As far as our records are concerned, there is no other provision made for modifications ~~on~~ parameters.

### Addresses

One of the blocks dealing with the addresses should be checked depending on whether they are octal or decimal.

### Form

The form in which the information is to be typed should be indicated. Since the Direct Read-in Program (for tapes left in Standard form) occupies registers 1250 thru 2037 (octal), a program must be converted to 5-56 form if it occupies any of these registers.

The Comprehensive System of Service Routines (CS) will process tapes using floating addresses, generalized decimal numbers and interpretive routines.

The number of registers to be punched manually in 5-56 form may not exceed 4.

### Other Information

The author's name, room and telephone number should be given.

The register to which control is transferred after read-in should be placed after the words START AT on the requisition. If your program starts at an interpreted order be sure to put an "i" before the words START AT.

Because of the lack of space for filing tapes and manuscripts, our motto has become "When in doubt, throw it out!" All previous mods or parameters (depending on which the request is for) will be discarded unless they are circled in the space provided on the tape preparation requisition.

Programmers may request that the tape be completed by a certain time by filling in the blank labeled "Needed by" in the upper left-hand corner of the requisition. However, this does not mean that the tape will be ready at this time. All requests are filled in order of receipt and the time needed to prepare a tape will vary according to the work load at that time.

Clear, legible manuscripts and a requisition with the necessary information carefully indicated will help us to operate quickly and efficiently.

Signed

M. C. Mackey  
M. C. Mackey

Approved

C. W. Adams  
C. W. Adams  
djw

TAPE PREPARATION REQUISITION

Rec'd at _____
Needed by _____
Prep. Time _____

Tape # _____	Mod # _____	} _____
Author _____	Rm _____	
Problem # _____	Approved by _____	

- This is a complete tape
- Attach to \_\_\_\_\_

- Octal addresses are used
- Decimal addresses are used

- Type and leave in Standard Form
- Type and convert to 5-56 Form
- Type for CS Conversion
- Type in Subroutine Form {  Basic
- Punch manually in 5-56 Form  CS
- Type exactly as indicated

t= \_\_\_\_\_ (address of zero temp. reg.)

START AT \_\_\_\_\_

Special Instructions \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Discard all previous Mods Param. except those circled 0 1 2 3 4 5 6 7 8 9


Typed by \_\_\_\_\_

Proofread by \_\_\_\_\_

Printed by \_\_\_\_\_

Corrected by \_\_\_\_\_

Duplicated by \_\_\_\_\_

Filed by \_\_\_\_\_

Being Modified

Tape Preparation Complaint

Tape # \_\_\_\_\_

Programmer \_\_\_\_\_ Typist \_\_\_\_\_ Date \_\_\_\_\_

Errors:

- Error in typewritten copy
  - at reg. \_\_\_\_\_, read \_\_\_\_\_ instead of \_\_\_\_\_.
  - at reg. \_\_\_\_\_, read \_\_\_\_\_ instead of \_\_\_\_\_.
  - additional errors marked on attached program print.

- Error in 5-5-6 tape as marked on the tape
  - incorrect character
  - omitted character
  - improper structure

Cause: \_\_\_\_\_ Investigated by \_\_\_\_\_ Date \_\_\_\_\_

The tape  was checked.  
 was not

- manual error, operator \_\_\_\_\_
- machine error, punch \_\_\_\_\_ typewriter \_\_\_\_\_
- manual duplication error, operator \_\_\_\_\_
- machine duplication error, punch \_\_\_\_\_ reader \_\_\_\_\_
- no punched tape error

Summary: (Error occurred on (date) \_\_\_\_\_ at (time) \_\_\_\_\_)

- transient, reader \_\_\_\_\_
- transient, punch \_\_\_\_\_
- transient, typewriter \_\_\_\_\_
- unknown cause (theory: \_\_\_\_\_)
- equipment, breakdown \_\_\_\_\_
- transient, computer \_\_\_\_\_
- manual, operator \_\_\_\_\_

Additional Comments: