

**From:** [Foti, James \(Fed\)](#)  
**To:** [Kerman, Sara J. \(Fed\)](#)  
**Subject:** RE: Zip Files - Starting to review  
**Date:** Tuesday, December 19, 2017 4:05:43 PM

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Yes! :-0

We need that info to be there for accessibility. Plus it helps with information retrieval on the site.

Description tab:

-Title

-Author (don't have to list everyone—could be the submitting organization or first few submitter names + “et al.”)

-Subject: abstract or brief description—could be just one sentence.

-Keywords: one or more keywords, separated by “;” – could be as simple as “NIST; post-quantum crypto; [algorithm name]; KAT files”

[try to make sure that your Save As settings will automatically set the Fast Web View” to “Yes”]

Initial View tab:

-Show: Document Title (not filename)

Advanced tab:

-Language: English

These are the basics. Let me know if you have any questions.

Jim

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**From:** Kerman, Sara J. (Fed)  
**Sent:** Tuesday, December 19, 2017 1:47 PM  
**To:** Foti, James (Fed) <james.foti@nist.gov>  
**Subject:** Zip Files - Starting to review

Hey Jim,

PQC Submissions: Regarding the PDFs that are within the zip files (cover pages, statement patents, statement implementations) that are signed by the submitters – should I be going in and entering properties to their files (title, author, subject and keywords)?

***Sara J. Kerman***

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