

## Preparing and Submitting Electronic Files for the Symposium - CD-ROM

Please read the detailed instructions that follow before you start, taking particular note of preferred fonts, formats, and delivery options. The quality of the finished product is largely dependent upon receiving your help at this stage of the publication process.

### Producing Your Paper - Acceptable Formats

Papers can be submitted in either PostScript (PS) or Portable Document Format (PDF).

Please refer to "**Instructions for the preparation of camera-ready papers**" in order to set the default font, fontsize, format, margins, etc. of your document.

Actually the file you send us for the preparation of the CD-ROM could be the same file you prepare for the "camera-ready paper".

**The only difference between the files is that graphics and images are allowed in RGB colors for CD-ROM use only.**

### Generating PostScript and PDF Files

The submission of your document as a PDF file is the preferred method and PDF files are more likely than others to preserve your intended layout.

If you are not enough experienced in setting and generating these kind of file, please deserve to do this operations, or refer to the official manuals of the software.

However, we strongly recommend sending us also the original file (i.e. Microsoft Word), Because if the results of your conversion do not match the optimisation requested, we can do it for you.

### Font

"Times New Roman" is the default font. Sizes and styles are specified in the "**Instructions for the preparation of camera-ready papers**".

### Graphics/Images

All images must be embedded in your document.

The type of graphics you include will affect the quality and size of your paper on the electronic document disc. In general, the use of vector graphics such as those produced by most presentation and drawing packages can be used without concern and is encouraged. The use of bitmapped images such as those produced when a photograph is scanned require significant storage space and must be used with care. Bitmap graphics store an image as a series of numbers that represent the color of each dot in the image. Increasing the size, resolution (dots per inch), or number of colors in an image will dramatically increase the size of the image.

If your paper contains many large images they will be down-sampled to reduce their size during the conversion process. However the automated process used will not always produce the best image, and you are encouraged to perform this yourself on an image by image basis.

Suggestions for improving the quality bitmap graphics include:

- In general, bitmapped images should be limited to no more than 256 (8 bit) color/gray scale, 150 dots per inch, and should be kept as small as possible.
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- Reduce the number of display colors before making screen shots. The majority of computer applications use less than 16 colors for their menus, dialogs etc.
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- Select higher resolutions only for images that a reader will magnify. Image resolution of bitmapped images does not increase when readers zoom in on an image.

## **Delivering Your Submission - Compressing Your Submission**

Submitting your material is quicker and easier if all the files are collected into a single archive using one of the following formats: .zip, .sit. (Mac / Window platform).

## **Naming Convention**

The name of your file should be your paper ID plus CD followed by the appropriate extension for your archiving method (.zip or .sit).

For example, if your paper is in session 2, paper 4 and you choose the Pkzip your submission, you would submit your file as s2p4CD.zip

## **Submitting Your Electronic Paper**

The file must be e-mailed (as attachment) to Ms Clotilde Canepa Fertini ([NOMS02papers@iicgenova.it](mailto:NOMS02papers@iicgenova.it)) by 31 January 2002.

When sending the email please use in the subject: NOMSxxx(paper ID)CD

You will receive an e-mail message at the address you provided to confirm that your submission was received correctly. If you do not receive a confirmation within two working days, please contact Ms Clotilde Canepa Fertini ([fertini@iicgenova.it](mailto:fertini@iicgenova.it)).

**We will contact you in the event of any problems.**