Preparing and Submitting Electronic Files for the Symposium Proceedings

Please read the detailed instructions that follow before you begin, 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.

Please note that all graphics and images must be in b/w, greyscale.

Producing your paper

Acceptable Formats

Papers can be submitted in either PostScript (PS) or Portable Document Format (PDF) (see Generating PostScript and PDF Files). VERY IMPORTANT: ALL FONTS MUST BE EMBEDDED (see Fonts).

Please send also the original document in Microsoft Word: if you are not experienced in generating both PS and PDF files, we'll do for you.

However below some info on how generate PS and PDF files.

Generating PostScript and PDF Files

The submission of your document as a PDF file is the preferred method. PDF files are more likely than others to preserve your intended layout. IMPORTANT: When creating a PDF, DO NOT PASSWORD-PROTECT IT.

We need access to add page numbers and copyright footers, and to embed the Document Information fields for searching.

Almost all applications/systems can produce a suitable PostScript file, which can then be converted to PDF. PS files may be generated in a wide variety of ways. In all cases, the quality of your PostScript file will have a direct impact on the quality of the converted file. A high quality PS file is one that reliably produces pages with the desired look, as efficiently as possible.

Please review the following suggestions for producing your PostScript file. This will ensure it is usable and presented in the manner you wish.

- You must embed ALL fonts in the PostScript file, including the base fonts. If using a Windows system, select the "Use Printer Fonts for all TrueType Fonts" option in the "Advanced Options" dialog box for the PostScript printer driver.
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- Embed all images and figures.
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- Make sure that your submitted paper prints correctly to a PostScript printer. Files that cannot be printed, or print with errors, usually cannot be properly converted. Select the following printer for PostScript output:
    - Windows 3.1, 3.11 PostScript Printer driver
    - Windows ’95 AdobePS 4.3.1 (available from www.adobe.com)
    - OR any Linotronic printer driver

- Windows NT any Linotronic printer driver
- Mac OS LaserWriter 8.x driver
- OS/2 any Apple LaserWriter w/ PostScript driver

- Always use the latest version of your PostScript driver and select PostScript Level 2 if available.
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- If you design your document using color, select a color PostScript printer driver to create your PostScript file. Note that many applications create color data only when printing to a color printer and will create a greyscale document unless a color PostScript printer is selected.
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- Do not use custom halftones (photographs) and pattern fills. (Fill Patterns in Lotus Freelance do not convert to PDF. White solid fill is substituted.) Instead use solid-color or greyscale fills to produce a more readable document on-screen that will also load and print significantly faster. This is especially important for charts and graphs.
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- Do not select “Smooth Graphics”. This option often produces extremely large files that will take a long time to display and print. The Smooth Graphics option is usually found in the Page Setup Dialog box in Macintosh applications and some Windows applications.
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Converting Word Files

You will need either the PDFWriter or any PostScript printer driver installed to create a PDF from a Word document.

To generate a PDF file from a Word document (you must have the PDFWriter driver)
Using the instructions below, set the PDFWriter properties (IMPORTANT):

1. Select File | Print
2. Under Printer Name select the Acrobat PDFWriter driver
3. Click Properties button to the right of the Printer Name text box
4. Click Compression
5. Under the Compatibility drop-down list, choose Acrobat 3.0, and click OK
6. Click Fonts
7. Check the Embed All Fonts option, or check the Always Embed List option and add all fonts (including the base fonts) to the list
8. Deselect any subsetting options (IMPORTANT)
9. Click OK twice, then either click Close to complete the configuration, or OK to create the PDF.

After the properties are set, you may also create a PDF by choosing
File | Create Adobe PDF | Print via PDFWriter

To generate a PostScript file from a Word document

If you have a PostScript driver you will need to create the PostScript file first, then convert it to PDF:

1. Select File | Print
2. Under the Printer Name, choose the PostScript printer
3. Check the Print To File checkbox
4. Check the resolution of the output (600 dpi minimum) by clicking the Properties button

and choosing the Graphics tab.

5. Click OK to output a PostScript file. The extension of this file will be *.prn
6. Go to the PDF conversion site and follow the simple instructions

Converting LaTeX Files

You will need the program MiKTeX. You can install MiKTeX (basic features) on your PC. It is DOS-based thus works with all versions of Windows.

- Go to http://www.miktex.de/getting.html and click the closest server to you.
- Open the zip file and run setupwiz.exe. When prompted for "Local TEXMF Tree", respond Yes, this is where I'll put the IEEE style file. The wizard will perform the installation automatically.

The only thing left to you is to add the c:\texmf\miktex\bin to your path:

1. In Windows NT add set PATH=%PATH%;c:\texmf\miktex\bin to your autoexec.bat
2. In Windows 98 do start\run\sysedit and then add c:\texmf\miktex\bin to the path in autoexec.bat

To generate a PDF file from your LaTeX source:

1. Copy the IEEE style file to the local texmf tree (if it is c:\localtexmf, you might want to put it
2. in c:\localtexmf\tex\latex\IEEE*.cls)
3. Copy all your files (*.tex, *.eps, *.bib to a pc directory, d:\paper for example). If you do not have a local directory, then make sure to put the class file in this directory, too.
4. Open a DOS prompt and cd to d:\paper.

To generate PostScript use: latex mypaper, bibtex mypaper, dvips mypaper, etc, in the DOS window.

To generate PDF use one of the following three options:

1. Aladdin GSview (version 2.6 or higher) from http://www.cs.wisc.edu/~ghost/aladdin/get550.html
    - Open the PostScript file with Gsview
    - Select File | Print, then select the PDFwrite device and Print to File.
2. Conversion site—Go to http://www.ps2PDF.com/cgi-bin/ps2pdf and follow the simple instructions
3. You can generate PDF directly from LaTeX using: PDFlatex mypaper - Note that this requires you to change the LaTeX source if you include *.eps figures

Fonts

The following fonts are considered base fonts in Acrobat 5.0, and you are encouraged to limit your font selections to this list. Although these fonts are automatically installed with Acrobat Reader5.0, you MUST still embed these fonts (and all others) to ensure that your paper can be viewed and printed correctly from any system. Please note that Times New Roman is the default font.

- Symbol
- Times New Roman PS MT
- Times New Roman PS MT, Italic
- Times New Roman PS MT, Bold
- Times New Roman PS MT, Bold Italic
- ZapfDingbats

Using these fonts will reduce the size of your converted paper as well as speed up the display and printing of your paper for the readers. Additionally using only the specified fonts provides a consistent look across to all material on the publication.

Including Graphics/Images

Please note that all graphics and images must be in b/w, greyscale. - 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.

Delivery Your Submission - Compressing Your Submission

Submitting your material is quicker and easier if all of the files are collected into a single archive using one of the following formats:

- Pkzip (.zip)
- Tar (.tar)
- StuffIt (.sit)

Naming Convention

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

For example, if your paper is in **s**ession **2, p**aper **4** and you choose the Pkzip your submission,

you would submit your file as **s2p4**.zip.

Updated versions of your electronic manuscript should have the exact same name.

Submitting Your Camera-Ready Copies

> Before you submit your final version of the paper to the address below, you must get the approval from your session chair. As you should already know, the chair of the session in which your paper will be presented must approve your final version of the paper to make sure that the comments provided by the reviewers have been incorporated**,**

Once you get the approval from the session chair, then you must send a signed copyright form and two camera-ready copies of your paper to the following address by **31 January 2002.**

Clotilde Canepa Fertini
NOMS 2002
IIC - Istituto Internazionale delle Comunicazioni
Via Pertinace, Villa Piaggio
16125 GENOVA GE, Italy

Phone: +39 010 2722383
Fax: +39 010 2722183
e-mail: NOMS02papers@iicgenova.it

Submitting Your Electronic Paper

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

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

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).

We will contact you in the event of any problems.