

## **REVISED AND SIMPLIFIED INSTRUCTIONS**

### **IRPS 98 CD ROM PROJECT**

Dear IRPS 98 Author:

You are asked to submit:

1. A hard copy of your paper **IDENTICAL** to the one you submitted for inclusion in Proceedings. The hard copy will be used to ensure that the electronic version is properly formatted, and will be scanned to produce an electronic file for the CD ROM if there are problems with the electronic version you submit.
  
2. An **ELECTRONIC** copy of your paper. Again, the appearance of the paper produced from the electronic file should be the same as the camera ready copy you submitted previously. We prefer to receive electronic copy whenever possible because the resulting CD ROM format will be easier to use than one produced by scanning the hard copy. If possible, please provide a Postscript file as well as the original document. We apologize for the confusion caused by the previous set of instructions. Please do **NOT** reformat your paper. However, you may need to **MODIFY** the electronic format to take care of the following issues:
  - A. The **FILENAME** should be your paper number plus the default file extension. For example, paper 3A.1 would have the filename "3A1.doc" if produced in Microsoft Word. If you compress the file please use the default extension (for example, if you use *Pkzip* to compress 3A1.doc, your filename will become "3A1.zip").
  - B. Make sure that any figures you use are embedded in the document and not linked to other files.
  - C. There are some special requirements for certain wordprocessing programs. Please review the following "Special Instructions for Specific Word Processing Formats" section. If your paper was not produced with one of the acceptable wordprocessing applications, please submit a PostScript or Rich Text Format file. If this is not possible, then just submit a hard copy of your paper.

Detailed instructions your submitting your paper are below in the section titled "Paper Submission Instructions".

**THANK YOU!!**

*Special Instructions for Specific Wordprocessing Formats*

## Acceptable Formats

Papers can be submitted in one or more of the following formats, listed in order of preference. Please include a second format if possible (i.e. Postscript and the original Microsoft Word document) to assist if there is trouble during the conversion process.

- Postscript (Level I, II) (.PS)
- Rich Text Format (.RTF)

In addition to the generic formats listed, you can also submit your files in any of the following application specific formats:

- Adobe Acrobat
- AmiPro(R) 1.x - 3.1
- ASCII(TM)
- CorelDraw
- Freelance
- Harvard Graphics
- \*(La)TeX
- HTML (Levels 1 - 3)
- MS PowerPoint
- MS Word for Macintosh 6.0
- \*\*MS Word for Windows 6.0, 7.0
- MS Works for Windows 3.0
- Pagemaker
- WordPerfect(R) 4.1 - 6.0 (DOS)
- WordPerfect for Macintosh 1.0 - 3.5
- WordPerfect for UNIX 5.1 - 6.0
- WordPerfect for Windows 5.x - 6.

## **LaTeX Submissions:**

\*A complete LaTeX submission should include the primary source file (.tex) along with the following files: any customized style you've selected (.cls, sty), any special formatting (.fmt), and other files that may be included in your primary file such as image files, external bibliography files (.bbl, bib), index files (.idx, ind) and other working files (.aux, .toc, .lof, .lot).

Documents converted from the TeX typesetting language into the Adobe PostScript language or Acrobat Portable Document format (PDF) files usually contain fixed-resolution bitmap fonts that do not print or display well on a variety of printer and computer screens.

Although Adobe Acrobat Distiller will convert a PostScript language file with bitmapped fonts (level 3) into PDF, these fonts display slowly and do not render well on screen in the resulting PDF file. But, if you use Type 1 versions of the fonts you will get a compact file format that delivers the optimal font quality when used with any display screen, zoom mode, or printer resolution.

## **Using Type 1 fonts with DVIPS**

The default behavior of Rokicki's DVIPS is to embed Type 3 bitmapped fonts.

You need access to the Type 1 versions of the fonts you use in your documents in order to embed the font information. Type 1 versions of the Computer Modern fonts are available in the BaKoMa collection and from commercial type vendors.

Before distributing files with embedded fonts, consult the license agreement for your font package. Some typeface vendors do not allow you to embed complete fonts into a PDF or Post-Script language file for public distribution. Contact the type vendor for more information. You may embed all fonts included in the Adobe Type library.

For more information, refer to this URL:  
(<http://www.adobe.com/supportservice/custsupport/SOLUTIONS/385e.htm>)

## **MS Word**

\*\* When using a non-Latin-character-based version of Microsoft Windows, a toolbar is provided to allow you to toggle the keyboard between single-byte and double-byte characters. In the U.S., we are unable to read double-byte characters. Asian Word 6.0 (and greater), single-byte character files may be acceptable. Please add a readme file to your disk noting the program and version # used to create your document.

## Generating Postscript Files

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

- Make sure that your submitted paper prints correctly to a Postscript printer. Files that cannot be printed usually cannot be converted. Select the following printer for Postscript output:

Windows 3.1, 3.11      **Postscript** Printer driver  
Windows '95      AdobePS 4.1 (available from [www.adobe.com](http://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.

- Embed all fonts in your Postscript file. If using a Windows system select "Use Printer Fonts for all TrueType Fonts in the "Advanced Options" dialog box for the Postscript printer driver.
- Embed all images and figures.
- Do not use custom halftones and pattern fills. Instead use gray scale fills to produce a more readable document on-screen that will also load and print significantly faster.
- 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.

## *Paper Submission Instructions*

### 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. If your file is large (i.e., contains many embedded images) please submit your paper in a

compressed format using one of the following:

- Pkzip (.zip)
- Tar (.tar)
- StuffIt (.sit)
- GNU Zip (.gz)
- GNU Zip Tar (.tgz)
- Compress (.z)
- Compress Tar (.taz)
- LHA (.LZH)
- ARJ (.arj)

### **Naming Convention**

The name of your file should be your paper ID number followed by the appropriate extension for your archiving method. For example, if your paper is number 3A.1, the filename would be 3A1.doc if MS Word was used to produce the document. If you choose to *Pkzip* this submission, the filename would be 3A1.zip.

### **Acceptable Storage Media**

Please submit the electronic version of your paper using one of the following media:

- 3.5" floppy disk
- Zip Disk
- Jazz Disk
- compact disk

### **Submitting your Paper**

Please send your hard copy and electronic file(s) to:

Bernie M. Pietrucha  
IRPS 98 Publications Chair  
5 Beekmeer Place  
Flanders, NJ 07836

tel: 973/386-4730

You may also submit your electronic version by uploading to the FTP site: **ftp.seps.com**. Select the directory called "IRPS'98" and upload your file(s). If you have difficulty with the ftp site, then just submit your file(s) on a disk along with the hard copy.

***AGAIN, THANK YOU FOR YOUR ASSISTANCE AND COOPERATION!!***