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Submitting Files to Bergan et al., Inc. for PDF Production



**by Gail R. Bergan, President
Bergan et al., Inc.**

Introduction

These instructions are provided for the clients of Bergan et al., Inc. to make creating their PDF documents as easy as possible. Below we give guidelines for preparing manuscript and graphics files; following these guidelines will speed up preparation time for you and production time for us.

Manuscript Files

MANUSCRIPT TEMPLATE

We can provide you with a Microsoft® Word template specific to your project that will help you prepare your manuscript. This template will have a built-in Word style sheet and paragraph formatting for the title, all headings, body text, figure and table captions, references, and any other custom styles you may need. It will save you time by formatting your manuscript for you, and it saves us time in the layout process, as well as eliminates any confusion regarding the heading hierarchy.

*Saving the template to
your Templates
directory*

Saving the template in the Microsoft Templates directory protects the document against accidental overwriting. In Word 97-2003, the easiest way is to open the template file in Word and then navigate to **File > Save As** and choose **Document Template** in the Save as Type box. Word will automatically redirect you to its Templates directory where you will store the blank template. Click **Save**.

In Word 2007, open the file and do the following: **Office Button > Save As > Word Template** and in the **Save As** dialog box, click **Trusted Templates** in the upper left corner. This redirects you to the Templates directory. Click **Save**.

Starting from the blank template

Word 97-2003: Open the template: **File > New** and choose **Templates on my computer** (right side of screen), then choose yours from the list of Microsoft templates. In this same dialog box, choose **Create New Document** and then OK. Save it with the name of your manuscript as a *.doc file.

Word 2007: Open the template: **Office Button > New** and then choose **My Templates** from the upper left corner. Choose yours from the list. In this same dialog box, choose **Create New Document** and then OK. *Note for those using MS Word 2007:* You must save your final file back to the previous version to be compatible with our system. Go to **Office Button > Save As** and choose **Word 97-2003 Document**.

Importing the template into your existing document

If you have already started a Word document, you can proceed in two ways:

1. The easiest way is to copy and paste your work into the blank template, then apply styles (see [Using Styles to Format Your Manuscript](#)).
2. Second method: import the template into a longer document using the following steps:

Word 97-2003:

- Open the styles palette: **Format > Styles and Formatting**. Choose **Show: Custom** from the dropdown list on the bottom.
- In the **Format Settings** dialog box, click the **Styles...** button at the bottom.
- In the **Style** dialog box, click the **Organizer...** button at the bottom.
- In the **Organizer** dialog box, you are presented with two windows. On the left is the style list from your document; on the right is the style list from the templates. Under the right-hand window, click **Close File** and then **Open File**. This directs you to the Templates directory.
- In the **Open** dialog box, choose your template from the list and click **Open**. Now the list in the right-hand window is populated with the styles from your custom template.
- Hold down the **Shift** key and select all the styles in the right-hand window. Copy them to your document by clicking the << **Copy** button. If you get a message about overwriting any style, say **Yes to All**.
- **Close** the box and now your document has your custom template styles in it. Apply the styles using the instructions in the [Using Styles to Format Your Manuscript](#) section.

Word 2007:

- With the **Home** tab in view, display the Styles window by clicking on the **small arrow below Change Styles** in the Styles palette. A list of styles in your document should display.

- Click the **Manage Styles** button at the bottom of the Styles window.
- In the **Manage Styles** dialog box, click the **Import/Export** button at the bottom.
- Follow the steps for the **Organizer** dialog box in the Word 97-2003 instructions above.
- *Note for those using MS Word 2007:* You must save your file back to the previous version to be compatible with our system. Go to **Office Button > Save As** and choose **Word 97-2003 Document**.

USING STYLES TO FORMAT YOUR MANUSCRIPT

To display the styles and keep them handy while you are writing, open the styles palette: **Format > Styles and Formatting**. Choose **Show: Available styles** at the bottom. (Word 2007: **Home** tab > **Change Styles** arrow.) Place the cursor in any line of text, and then click on the appropriate style name in the palette. This applies the style to that paragraph. *Please note that by using built-in styles, all formatting (bold, centered, left justified, fonts and font sizes) is automatically applied and there is no need for manual intervention.*

Title of document: Use Title style. Capitalize all major nouns, pronouns, verbs, adjectives, adverbs, and all other words of five or more letters.

Headings: Use Heading1, Heading2, Heading3, etc. (note that these are not the same as Word's built-in Heading 1, Heading 2, Heading 3, etc., which have a space in the name). White space is already built into the style above and below each subheading, eliminating the need for blank lines (empty paragraph returns). If your organization uses numbered headings, type them in manually; don't use Word's autonumbering feature. Follow the capitalization rules set for the Title. For Heading4 and after, just capitalize the first word and use lowercase thereafter.

Body text: Use the Body style indicated in the template. Again, white space is built into the style, eliminating the need for empty paragraph returns between paragraphs. **For special lists** (numbered, bulleted), styles are available named Numbered1 (use for the first item) and Numbered; Bulleted1 (use for the first item) and Bulleted.

References: Use the Reference style in the template. Reference formatting is specific to each organization or publishing body. You need to check for their preferred style and—most importantly—be consistent when formatting each one. There should be a corresponding reference in your reference list for everything cited in your paper.

Two reference formats are prevalent: 1) Citing with a superscripted number, which corresponds to the same item in your numbered reference list. 2) Placing an abbreviated citation in the text (e.g., Allen, 1970), which corresponds to the full citation in an alphabetized reference list.

If you use the superscripted number format, please note the following:

- Numbering must start with 1 and be consecutive throughout the document (not restart with each section or chapter).
- In the text, numbers *follow* punctuation and there is no space between the punctuation and the citation number. For example: In the case of Project Hope,¹ we intend to solicit as many donations as possible.²
- Multiple citations in the same location are separated by commas or hyphens, again with no spaces. For example: We currently have four sources of funding.^{2-4,6}
- See reference list formatting guidelines below.
- *At the client's request, we can hyperlink each citation to its corresponding reference in the reference list.*

If you use the abbreviated citation format, please note the following:

- Citations in the text should have a comma between author and year, and a semicolon between each citation: (Allen, 1970; Chaves et al., 1956). If citations are in parentheses at the end of the sentence, they always come before the period; if in the middle of the sentence, they should be placed before commas or semicolons.
- Formatting the reference list: If no clear reference guidelines are available for your organization, the following format is fairly standard for scientific publications:
SeniorAuthorSurname, Initial.Initial., Coauthor Initial.Initial. Surname, [other coauthors if necessary], Year, Title of paper (capitalize first word and proper nouns only): *Publication*, v.#, p. #-#. For example: Bergan, G.R., J.D. Anderson, and B.L. White, 2008, Shale exploration in this decade: *Journal of Petroleum Geology*, vol. 7, p. 1–23.

FIGURE CAPTIONS

Do not embed figures in your Word file; they should be submitted as separate graphics files. See full details in the [Illustration Files](#) section.

Figure captions should be submitted as a separate text file, not embedded within your manuscript or appended to the end of your manuscript file. Number your figures consecutively starting with Figure 1 throughout the document; in the corresponding caption list and set of figures, the numbers should match. (We can number figures with a chapter prefix, such as Figure 3-4.) We will place each figure and its caption as soon as possible after its citation in the text. All captions are placed below their figures.

In the text, the figure citations can be either (Fig. 1) or (Figure 1), depending on your organization's style. In the captions, write out the word Figure. For multi-part figures, place clear capital letters (A, B, etc.) on the graphics and make sure your captions have an explanation for each part.

TABLES

Word tables

Tables may be embedded in your Word document only if they are extremely simple rows and columns. If your table is complicated with merged cells or is longer than 1/2 page, send each one as a separate Word file. Styles are available in the template for you to use (TableTitle, CellBody, CellHeading, TableFootnote) and with these styles we will format all tables uniformly throughout the document.

Number your tables starting with Table 1 and progressing consecutively throughout the document. (As with figures, we can number tables with a chapter prefix, such as Table 3-4.) Each table should have a caption or explanation; table captions are placed above the table. The word Table is never abbreviated.

Excel tables

Very large or complicated tables can be submitted as Microsoft Excel® files, with a few caveats. Oversized Excel tables will not naturally flow to a second page as Word tables will (our layout program treats them as an image), so the following issue is critical: please set up your file so that it prints to standard page size (usually 7 in. wide X 10 in. tall) *without* scaling turned on in the Print dialog box. For example, if we import an oversized table that will only fit onto one page if it is printed at 58%, it will be too small to be readable. Also note that any preformatted table will not match our formatting of other tables in your document.

EQUATIONS

All stand-alone equations (not those embedded in a sentence) should be numbered starting with Equation 1 and progressing consecutively throughout the document. Citations in the text can be abbreviated to Eq. 1. Use Equation style in the Word template so that the following formatting can be applied:

$$d\phi = -Cd\sigma_{eff} \dots\dots\dots (1)$$

where

d = (use EquationList)

C = (use EquationList)

ϕ = (use EquationList)

σ_{eff} = (use EquationList).

Illustration Files

PREVIOUSLY PUBLISHED MATERIAL

Please note that it is your responsibility to obtain permission from the originating author or publisher to use any previously published graphics or tables. Proper attribution would be: “Reproduced with permission, Morton et al., 2005” at the end of a figure caption. We recommend that you obtain your permissions in writing and keep them on file.

ILLUSTRATION SIZES

A standard document is letter size (8 1/2 X 11 in.) but after headers and footers are added, the size of the usable text block usually gets reduced to at least 7 X 10 in. Designing your graphics with the correct size in mind will ensure that your figures are readable and display well. As a guideline use the following sizes, *keeping in mind that you must also allow room for the captions*:

- Quarter-page figures: 3.5 in. wide X 5 in. tall
- Half-page figures: 7 in. wide X 5 in. tall
- Full-page portrait figures: 7 in. wide X 10 in. tall
- Full-page landscape figures: 10 in. wide X 7 in. tall.

We can accommodate tabloid-size figures (11 X 17 in. paper size) in each project; please let us know at the project setup stage if you intend to have figures this large. The final figure size should be 10 in. tall X 15.5 in. wide for tabloid paper.

If your project uses a screen-size page (recommended if your docs are intended to be read onscreen and not printed) the page size is considerably different: approximately 7 in. wide X 5.5 in. tall. To fit line illustrations and photographs into this special format, please use the following size specifications:

- Half-page figures: 3.5 in. wide X 5.5 in. tall
- Full-page figures: 7 in. wide X 5.5 in. tall.

FILE FORMATS

Our primary layout program is Adobe FrameMaker. Below is a list of file formats that give best results when converting to PDF. If you must use any file format not listed here, please contact us so that we can test your specific format in advance of production.

- EPS (and EPSF, EPSI)
- WMF (and EMF)
- PDF—(300 dpi only)—see PowerPoint instructions below
- TIF/TIFF (300 dpi only)
- JPG (300 dpi only; TIFF preferred)

You should also send us a copy of your illustrations in their native file formats. This will help us greatly if we have to troubleshoot a particular graphic ourselves and you are unavailable.

GENERAL GUIDELINES FOR ALL ILLUSTRATIONS

1. Properly orient, crop, straighten, and digitally “clean up” scanned figures.
2. Remove any in-house coding or internal reference numbers that have no relevance for the document you are producing. Also, *remove any figure number, caption, or author name* that appears on the illustration itself; all figures will be identified only in the caption. The only labels that should appear are A, B, C labels for multipart figures or explanatory callouts.
3. Size your digital graphics files according to the size specifications above ([Illustration Sizes](#)). Larger graphics require excessive manipulation and cropping to fit into the layout and will make the PDF files unnecessarily large.
4. File names such as “org chart” or “first outcrop photo” are unacceptable as they cause confusion for us in the layout stage. Use the following convention when naming your graphic files: Fig01.***, Fig02.***, Fig03.***, etc.
5. Refer to [Step-by-Step Graphics Export](#) for detailed, software-specific instructions for exporting your graphics.
 - Line drawings: the preferred formats for vector graphics are EPS and WMF. *For all vector graphics*, you must embed your fonts before saving (see [Fonts](#)). There will be a checkbox where you can turn on this option in the export process.
 - Photographs/images: for bitmap graphics save as *300 dpi only* TIFF formats (preferred over JPG). The proper procedure is to *first* size your graphic to its final dimensions, *then* set the image resolution to 300 dpi. 600-dpi graphics create unnecessarily large PDF files; anything less than 300 dpi may look pixelated in the final PDF.
6. You may compress your files into a Zip file; however, if you do this, please put them in one folder and compress as a single file before sending to us. Do not compress your figures individually. If after Zipping they are too large to email, see the section [Submitting Everything to Us](#) for instructions on uploading to our FTP directory.

FONTS

You must either embed your fonts in your line drawings upon export (the best option), or send us the files of all fonts used in your graphics, even if you believe you are using the most basic and common fonts. This will ensure that the text in your illustrations will appear as you intended it. If you use a font that is not in our font library, font substitution to Courier will occur when the graphic is exported to PDF. *Please do not send the entire contents of your font folder!* Send us only your specific fonts.

Exception: authors who exclusively send bitmap formats (i.e., TIF/TIFF or JPG graphics) do not need to send us their fonts.

Finding your font files

Copy them from the following directories:

- **Windows 2000:** My Computer > C: > Windows > Fonts
- **Windows XP:** Start > Control Panel > Fonts
- **Macintosh OS:** We can't use your fonts on our PC production system; please embed your fonts in your vector graphics during export. There is usually a checkbox for embedding fonts in most graphics programs; see our [Step-by-Step Graphics Export](#) section on exporting graphics from the program you are using.

Step-by-Step Graphics Export

Please refer to the following step-by-step instructions while exporting your graphics files. We have provided instructions for Adobe® Illustrator®, ACD Systems™ Canvas™, Adobe FreeHand®, Corel® CorelDRAW®, Microsoft PowerPoint®, and Adobe PhotoShop®, which are the most common graphics applications in use today. We have also provided some guidelines for animation software. In most cases our instructions are for the most current version of each graphics application; if you are using a different version, you may notice slight variations in certain steps, dialog boxes, or available checkboxes. These instructions are written for the IBM-compatible platform.

All instructions assume that you have already cleaned up and properly sized your graphics (see [General Guidelines for all Illustrations](#)), and that you are ready to do the final export. *NOTE to those who export EPS files: do not be alarmed! They will have a poor screen preview and the file sizes can get very large.*

ILLUSTRATOR CS/CS2/
CS3

We recommend you export either EPS (for line drawings) or TIFF (for photographs) formats from Illustrator files. Other formats can give undesirable results.

To export EPS

1. **Edit > Select All.** Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” or “points” outside your drawing that must be deleted before you go any further.
2. **File > Save As > Illustrator EPS > Save.** (Choose Illustrator EPS from the dropdown list next to **Save as Type**. For earlier versions of Illustrator, add the .eps extension to your file name, if necessary.)
3. **EPS Format Options** dialog box:
 - Compatibility: (use default)
 - Preview: TIFF (8-bit color)
 - Opaque
 - Options:

Include linked files
Include document thumbnails
Include document fonts
CMYK Postscript
Postscript: Level 2

4. OK.

To export TIFF

1. 1/2-page graphics *maximum* size for this format.
2. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” outside your drawing that must be deleted before you go any further.
3. **File > Export >** choose **TIFF** from the dropdown list **> Save**.
4. **TIFF Options** dialog box:
 - Color Model: RGB
 - Resolution: Other—300 dpi
 - Check: Anti-alias
 - Byte order: IBM PC.
5. OK.

CANVAS X

We recommend you export either EPS or TIFF formats from Canvas files. Other formats can give undesirable results.

To export EPS

1. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” or “points” outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Save As > EPS – Encapsulated PostScript** (select EPS from the dropdown list next to **Save as Type**).
3. Click **Yes** to warning box about saving in other formats.
4. Check Save Selection.
5. Check Save Preview box.
6. Save.
7. **EPSF Export Options** dialog box:
 - EPSF Type: EPS
 - Preview: RGB; check Use compression
 - Image Compression: Level 2 ASCII
 - Color Mode: RGB
 - Preview: RGB
 - Transparency Rendering: Smallest Area
 - Resolution: 300
 - Check: Embed Fonts
 - Check: Use Kerning Pairs

8. OK.

To export TIFF

1. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Save As > TIF/TIFF - TIFF Image** (select TIFF from the dropdown list next to **Save as Type**).
3. Check Save Selection.
4. Save.
5. **Render Image** dialog box:
 - Mode: RGB Color
 - Width & Height: (default)
 - Resolution: 300 pixels/in.
 - Check Anti-alias: Fine
 - OK**Export TIFF** dialog box:
 - TIFF Compression: None
 - Rows/Strip: Check All image rows in one strip (default)
6. OK.

FREEHAND MX

We recommend you export either EPS or TIFF formats from FreeHand files. Other formats can give undesirable results.

To export EPS

NOTE that there are two ways to export an EPS file from FreeHand on the PC: File > Save As > Editable EPS or File > Export > EPS. We prefer you use the File > Export > EPS procedures outlined below.

1. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Export > EPS w/ TIFF Preview (*.eps)** (select EPS from the dropdown list)
3. Check Selected Objects Only
4. **Setup** button (under Cancel): **EPS Export** dialog box:
 - Uncheck Include FreeHand document
 - Check Include Fonts in EPS
 - Choose Convert Colors to: RGB
5. OK.
6. Save.

To export TIFF

1. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Export > TIFF** (choose TIFF from the dropdown list)
3. Check Selected Objects Only
4. Click **Setup** button: **Bitmap Export Defaults** Box:
 - Resolution: 300 dpi
 - Anti-aliasing: 2
 - Check Include alpha channel
 - Uncheck Alpha includes background
 - More...: **TIFF Options** dialog box:
 - Color Depth: 32 bit with Alpha
 - OK, OK
5. Save.

CORELDRAW GRAPHICS
SUITE X3

We recommend you export either EPS or TIFF formats from CorelDRAW files. Other formats can give undesirable results.

To export EPS

1. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Export > EPS - Encapsulated Postscript** (select EPS from the dropdown list)
3. **Options** button (if not expanded):
 - Sort type: Vector
 - Check Selected only
4. Export
5. **EPS Export** dialog box: under the **General** tab:
 - Image Header:
 - Check: Include Header
 - TIFF
 - 8-bit color
 - Resolution: 300 dpi
 - Export Text As: Text
 - Check: Include Fonts
 - Color management:
 - Check: Apply ICC Profile
 - Separations printer profile
 - Objects:
 - Send bitmaps as: RGB
 - Compatibility: Post Script Level 2

Under the **Advanced** tab:
Bounding Box: Objects

6. OK.

To export TIFF

1. **Edit > Select All**. Notice the selection boundaries. If your selection is unusually large relative to your visible drawing, you have extraneous “junk” outside your drawing that must be deleted before you go any further. **Edit > Select All** again after your cleanup.
2. **File > Export > TIF** - TIFF Bitmap (select from dropdown list)
3. **Options** button (if not expanded):
 - Sort type: Bitmap
 - Check: Selected only
 - Compression type: Uncompressed
4. Export.
5. **Export** dialog box:
 - Check: Selected Only
 - Compression Type: Uncompressed
 - Export
6. **Bitmap Export** dialog box:
 - Width & Height: (use defaults)
 - Resolution: 300 dpi
 - Check: Maintain aspect ratio
 - Color: RGB 24-bit color
 - Check: Apply ICC profile
 - Check: Anti-aliasing
 - Check: Transparent background
7. OK.

POWERPOINT

Clients should be aware that because Microsoft PowerPoint is designed for screen presentations and is not a true drafting program, problems often occur when it is used to submit figures for publication. To ensure the highest possible quality, it is best to redraft your illustrations in a graphics program such as Illustrator, Freehand, or CorelDRAW. We will try to work with your files, but cannot guarantee the quality of any PDF output when the figures originated in PowerPoint.

If you cannot redraft your figures and need to submit from your PowerPoint files, we request that you submit duplicate file formats for each slide: one in either WMF/EMF or PDF format, and one in TIF format. We also request that you send us your original PowerPoint presentation for troubleshooting purposes. Macintosh users may use either PDF or TIFF output, or redraft their illustrations in a graphics program.

MS Office 2000/2003/
XP

To export WMF

1. When beginning your illustration, use the blank Master template without a Title box.
2. Before exporting your finished illustration, go to **File > Select All**, then **Group** everything into one object.
3. **File > Save As > Windows Metafile** (choose from dropdown list next to Save As Type).
4. Name your slide with the appropriate figure number; i.e., Fig01.wmf, in the File Name box. Do not name them Slide 1, Slide 2, etc. unless this corresponds perfectly with Figure 1, Figure 2, etc.
5. Save.
6. Click “**No**” to the question of whether you want to export every slide in the presentation. **You need to manually export each slide in your presentation as a WMF file.**
7. After the first slide is finished, click on each consecutive slide and repeat the above procedure until you have exported all your slides.

To export PDF (with Acrobat)

*NOTE: This procedure requires the full version of Adobe Acrobat® installed. Do not use **Adobe PDF > Convert to Adobe PDF** command; the correct settings won't be applied.*

1. **File > Print**. Choose:
Printer: Adobe PDF
Print Range: All (or make a range selection)
Be sure to **UNcheck**: Scale to Fit Paper, Frame Slides, and Include Comment Pages
2. **Properties** button: **Adobe PDF Document Properties** dialog box:
Adobe PDF Settings tab:
Default Settings: High Quality Print
Adobe PDF page size: Slide 7.5 x 10 (*not* Letter)
Be sure to **UNcheck**: Do not send fonts to Adobe PDF
Layout tab:
Orientation: Landscape
Pages per sheet: 1
Paper/Quality tab: No changes
3. OK.
4. Save PDF file as: filename.pdf

You should be able to inspect your results automatically in Acrobat. If slides are not in the proper orientation (landscape) or if letter-size paper was used, go back and change your Properties settings (Step 2). This procedure will create a single, multipage PDF of all slides.

To export PDF (without Acrobat)

If you do not own a copy of the full version of Acrobat, you can still create PDFs from PowerPoint, it will just involve a few more steps. You will need to download the postscript printer driver from Adobe's Web site, print to file, and then submit the postscript file to Adobe Online to create the PDF for you. The link for the driver download (and instructions) is <http://www.adobe.com/cfusion/knowledgebase/index.cfm?id=328620>. Once you have the printer driver installed on your machine, follow the instructions 1–4 above to create the PDF. *This is the best option for Macintosh users who don't own Acrobat.*

To export TIFF

1. Repeat steps 2–7 in the “To Export WMF” section above, only choose **File > Save As > Tif** for each slide.

MS Office 2007

EMFs (Enhanced Windows Metafile) and PDFs are the best formats to export from PowerPoint 2007.

To export EMF

1. When beginning your illustration, use the **blank** Master template **without** a Title box.
2. **Office Button > Save As > Other Formats > Enhanced Windows Metafile** (choose from dropdown list next to Save As Type).
3. Save.
4. Choose either Every Slide or Current Slide Only for the export.
5. This procedure will create an individual EMF for each slide. IT WILL BE ASSUMED that Slide 1 = Figure 1, Slide 2 = Figure 2, etc. You should have NO captions or figure numbers on the slides.

To export PDF (with Acrobat)

1. When beginning your illustration, use the **blank** Master template **without** a Title box.
2. Click on the **Acrobat** tab (upper right), and click on the **Preferences** button (upper left). In the **Settings** dialog box, choose:
 - Conversion Settings: High Quality Print
 - Application Settings: Default, except **UNcheck** PDF layout based on PowerPoint printer settings
3. **Advanced Settings** button:
 - General tab:
 - Auto-Rotate Pages: Individually
 - Choose either All Pages or fill in your page range
 - Fonts tab:
 - Check: Embed all fonts

Check: Subset embedded fonts when percent of characters used is less than 100%

All other tabs: Use default settings

4. OK, OK.
5. Click on **Create PDF** button. Name your file at the **Save PDF File As** prompt.

You should be able to inspect your results automatically in Acrobat. This procedure will create a single, multipage PDF of all slides. IT WILL BE ASSUMED that Slide 1 = Figure 1, Slide 2 = Figure 2, etc. You should have NO captions or figure numbers on the slides.

To export PDF (without Acrobat)

Follow the instructions provided above for Office 2000–XP.

PHOTOSHOP CS/CS2/ CS3

We recommend only TIFF formats exported out of Photoshop; 1/2-page graphics maximum size.

1. Crop out any excess white space around your image using the Crop tool. White space adds unnecessarily to the file size of bitmap images, so you should try to eliminate it as much as possible.
2. Resize your graphic as follows:
 - Image > Image Size:**
 - Pixel Dimensions:** (use defaults)
 - Print Size:**
 - Width (no more than 7 in.—use guidelines in [Illustration Sizes](#))
 - Height: (default)
 - Resolution: 300 dpi
 - Check Constrain Proportions
 - Check/uncheck Resample Image, as necessary
 - OK
3. **File > Save As > TIFF**
4. **TIFF Options** dialog box:
 - Byte Order: IBM PC
 - Resolution: 32 bits/pixel
 - OK.
 - Compression: None
5. OK.

MOVIE SPECIFICATIONS

Clients may submit animations or movie files in place of figures, but only for CD ROM products. (We cannot embed movie files in stand-alone PDFs.) Movie files will enable the CD ROM users to view animations (such as flow models) as they read your paper.

Submitting Everything to Us

Acceptable formats are Windows Media (.avi) or Apple QuickTime (.mov). Make your movies viewable on any operating system. When you save your movies, use compression or encoding (codec) that is common and does not require the user to download the newest media player (this may decrease the resolution of your movie). Please keep movie files to 5 MB or less.

Along with the movie, you should send a “snapshot” to serve as a placeholder; usually you will want to use the first frame of the animation. This snapshot should conform to standard figure sizes.

Your movie must be complete and ready to go—our publication staff will not make any modifications or corrections to movies after they are submitted.

Submitting Everything to Us

Once your manuscript, figures, tables, and captions are complete, Zip them together and either email to: gail.bergan@bergan.com, or if the Zip file is too large, upload to our FTP server. To upload:

1. Use your browser and go to: <http://www.bergan.com/guest/upload>
2. Enter: **Username:** guest
Password: bergan
3. You will see the **File Upload Page**. Click the **Browse** button, locate your Zip file, and then hit **Upload**. You will get the option to upload another file if necessary.
4. Send an email to gail.bergan@bergan.com letting us know of the upload.

VIRUS SCANNING AND QA/QC

You are responsible for virus-scanning all digital files before sending to us, as well as ensuring the digital integrity of your files. We are not responsible for any corrupted digital files, and any digital file or CD ROM arriving with a suspected virus will be immediately destroyed. In both cases you will be asked to resubmit your files, which may significantly delay the review or production process.