

# INSTRUCTIONS FOR ELECTRONIC VERSION (CD ROM) OF PAPER

**IF YOU ARE UNABLE TO PRODUCE AN ELECTRONIC VERSION OF YOUR PAPER, CONTACT PMMI AS SOON AS POSSIBLE.**

**Make sure your CD or ZIP discs (2) have your name, paper title, and type of application printed on the label.** Include any notes or comments for the production company. **DO NOT** password protect your files.

## **Style and Format:**

Refer to the Instructions for Technical Digest Paper in this Technical Digest Preparation Guidelines regarding the style and format of your manuscript as it should be identical in format. You must submit your manuscript on-line in a pdf format (saving instructions below).

## **Electronic File Requirements:**

1. Once your paper is finished, distill a PDF file from your paper. Although the PDF format is supposed to be portable, there are numerous pitfalls leading to incompatible files resisting the straightforward printing in conference proceedings and flawless inclusion in CD-ROMs. To ensure as smooth a process as possible, please follow the electronic file generation guidelines (PDF document). **NOTE:** For those using Word, once your paper is finished, use Adobe Acrobat Distiller and be sure to embed fonts and graphics. Be sure to follow procedures in the electronic file generation guidelines (PDF document). If this procedure is not followed properly, the text could reflow, or drop off of the page all together.

Name your file *ID.pdf*, where *ID* denotes the abstract identification number. This is the reference number assigned to your paper during the abstract submission process. The number should be a four-digit number. Examples of valid names are *0001.pdf*, *0423.pdf*, etc. Please contact us if you can not locate your number.

Please review the attached file "Creating a PDF.pdf" for instructions on how to correctly create your pdf file. More detailed information is available for those that request it. If you are interested in receiving the expanded instructions, please email Shirley Galloway at [sgalloway@pmmiconferences.com](mailto:sgalloway@pmmiconferences.com) and she will send you a copy.

If the production company has difficulty with your electronic formatted version, we may need to scan from your hard copy. Your electronic and hard copy must match. If you make changes new hardcopies will need to be submitted.

2. You are required to upload your pdf file to <http://www.mems2005.org/abstracts/upload.html> **Note that your file should not exceed 2 MB. Please optimize it accordingly.** Upon pushing the "Upload Paper" button, you will be prompted to enter your paper ID (must be 4 digits, ex. 0001, 0423). If you resubmit your paper, the old version will be replaced. Deadline for completion of the upload is **November 1, 2004 11:59 p.m. PST.**
3. Include both *ID.pdf* and *ID.ps* on two (2) CDs. If you don't feel sure about the quality of your PDF and postscript files (are all fonts included? Is the resolution okay?) and you used MS Word or Acrobat FrameMaker, also include the original document file in a separate folder *ID\_CompleteDoc* on the CDs. Your document file should contain all figure files and not reference any items external to it. The document file will at most be used for generating a publisher-friendly PDF version of your paper, and will be deleted once the conference proceedings are printed.

Deadline for receipt of the packages is **November 1, 2004, 11:59 p.m. PST.**

## **Media Requirements:**

- CD ROM
- Iomega Zip disks (if not able to burn to a CD)

## **Graphic Format Preferences:**

- Photoshop 3.0/2.0
- TIFF
- EPS

## **Document Application Preferences:**

- Microsoft Word 6.0 or upgraded version
- Quark (Mac or PC)
- PageMaker 6.5 (Mac or PC)

All images must be grayscale Tif or EPS files

1. PDF images must be placed in the file at 300 dpi. - using the lowest compression level (not the smallest level).