

Instructions for Electronic File Formats

EPE 2001 papers will be published in electronic format on CD-ROM.

Papers will be searchable by keyword, title, author name, company, topic, session, country and by the use of a full text search engine.

An overview of the EPE 2001 Conference and Exhibition will be available as well.

This fully independent multimedia application will allow users to display or print papers on PC, under MS – Windows.

A Mac/OS version will be also available on demand after the symposium.

Your efforts to follow the guidelines are essential to ensure the integration of your documents on the CD-ROM. Otherwise, we cannot guarantee the integration of your document.

Below, you will find guidelines for file and graphics format.

A help desk by e-mail will be reachable within the users' guide section of the host.

Don't hesitate to use it before uploading your paper.

For your information, the following operations will be done from the original file format:

- Conversion to MS-Word 2000 format (if needed)
- Extraction of the keywords (TXT format)
- Extraction of the abstract and conversion to HTML, PDF and RTF
- Conversion of the full document to PDF format
- Conversion to TXT format (for full text indexing)

All operations need that the original file is compliant with the general guidelines.

A special care should be taken for countries that use special fonts: double byte fonts (Asian countries), east European fonts,...

The help desk by e-mail will help you to solve these problems.

File size

The papers must be limited to ten A4 pages and the file size of your paper (in MS Word format) should not exceed 1.5 Mb.

But you can use a compression software (like WinZip) to decrease the file size of your document.

File Format

Papers should be prepared and saved in Microsoft Word for Windows or Macintosh format (at least version 2).

If you are using another text editor (WordPerfect for example), use the « save as » option to save your file in MS-Word format.

You can also upload your paper in PDF format but, in that case, we need the original file format as well (for full text indexing, abstract and keyword extraction). You can compress both files in a single ZIP file.

Template

For easy formatting, templates are available on Internet in the Users' Guide section of <http://epe2001.wamisoft.be>.

You can download the following files:

- EPE2001.DOT : Word 2000 for Windows template
- EPE2001.DOC : This document in Word 2000 for Windows
- EPE2001.RTF : This document for Mac users

Fonts

Paper Title: Times New Roman - Headings : Times New Roman - Body text : Times New Roman
Formulas : SYMBOLS - MS Equation format – MathType Format

Graphics

All graphics must be inserted in the MS Word document. Available file formats are: WMF, EPS, TIFF, PICT, BMP, JPG and GIF. Graphics, pictures and other non-text elements could increase unnecessarily the file size. To avoid this, graphics must be prepared at the right size and color depth before including them into the final document. Avoid cropping or other distortion to ensure a good printed quality of your document.

The use of JPG or GIF format is the best solution to decrease the total file size of your document.

How to transfer your document to EPE

When your synopsis is accepted, you will receive by e-mail or by regular mail the following information:

- Your **Login**
- Your **Password**

At this time, you can reach the EPE 2001 host at: **<http://epe2001.wamisoft.be>**

This site is exclusively reserved to registered authors.

Your login and password will be necessary to access the host.

You will be guided into the different available procedures.

The main functions of the host allow you to:

- Verify and modify your registration form (paper title, author list, ...)
- Upload your paper

When uploading your paper, it will be automatically renamed as: **PPXXX.DOC** where XXX is your paper number.

If you are using a compression software other than WinZip or a text editor other than MS-Word or Word Perfect, could you please inform the help desk by e-mail (see the Users' Guide section of the host).

You can upload your paper only **ONE** time **before** the deadline. By uploading your paper, you expressly agree that the paper version is the one that will be included into the proceedings (CD-ROM). So, we recommend you to carefully check your paper before you upload it.

After the first upload or after the deadline, you will be billed an administration fee for each new upload of your paper (60 Euros).

Your paper will be checked and converted by Visual during the week following your upload.

If errors or problems are encountered, you will be informed and your working area will be opened again for further upload.

All questions about the host can be submitted directly from your working area.

In addition, an e-mail address, available on the host will allow you to subscribe to an interactive screen show of your company or organisation on the EPE 2001 CD-ROM.

Three options are available:

- A single page presentation : One page of information containing your logo, one photograph and a 100 words text information (budget : 120 EUROS)
- A slide show : Up to 10 screens, with basic screen show effects (budget : 400 EUROS)
- A custom presentation

All these features and procedures will be available on the Users' Guide section of the host.