



2010 Forest Health Monitoring Workgroup Meeting

January 25-28, 2010

Albuquerque, NM

2010 FHM Electronic Poster Presentation Submission Guidelines

This year, there are two options for submitting electronic copies of your poster:

(1) Submit your poster presentation on a CD to Tricia Wurtz at the FHM Working Group Meeting in Albuquerque. If you are unable to attend the meeting, get the CD to submit your FHM regional coordinator prior to the meeting date. Write the following information on the CD with permanent marker:

1. Name of poster
2. Contact name
3. Email address
4. Telephone number
5. Region

(2) Or, copy your poster onto the FHM ftp site:

ftp://ftp2.fs.fed.us/incoming/wo/fhp/fhm/Albuquerque/Posters2010/. Unfortunately, not all cooperators will be able to access this ftp site due to firewall restrictions. If you cannot access it, please bring a CD to the meeting. The deadline for poster submission via the FTP site is **January 25, 2010**.

Please submit the following files for all posters:

(1) The **original file format** (such as Microsoft PowerPoint (.ppt or pptx), Adobe Illustrator (.ai, .eps), Adobe InDesign (.indd), Macromedia Freehand (.FH11, .eps), or Microsoft Publisher (.pub). For all file formats, please include any non-standard Windows system fonts. For file formats other than PowerPoint please include any linked files such as photographs.

(2) In addition, please submit a **high resolution .pdf file** at 100% of the size (do not scale) along with the file Metadata placed in the original file or as text in a separate file (.txt, .doc, .rtf). See the accompanying document called "ConvertingPowerPointPosterstoPDF.doc" for steps on how to create a high resolution .pdf file from PowerPoint. If you are unsuccessful at creating a high resolution .pdf file, please be sure your original file with all necessary fonts and any linked files are on the CD. We will attempt to create a high resolution .pdf file for you.

(3) If you did not include metadata in the original file, please include a short metadata file (.doc, .txt, or .rtf). An example of a separate metadata file is shown below.



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Metadata (example)

File Name: ambrosia_beetle.ppt

Title: Spatio-temporal analysis of redbay ambrosia beetle invasion in the southeastern U.S.

Author: Frank H. Koch; William D. Smith

Subject: Spatio-temporal analysis of redbay ambrosia beetle invasion in the southeastern U.S.

Keywords: ambrosia beetle

For general questions please contact Nick Lisuzzo at nlisuzzo@fs.fed.us or for technical questions contact Sheryl A. Romero at saromero@fs.fed.us

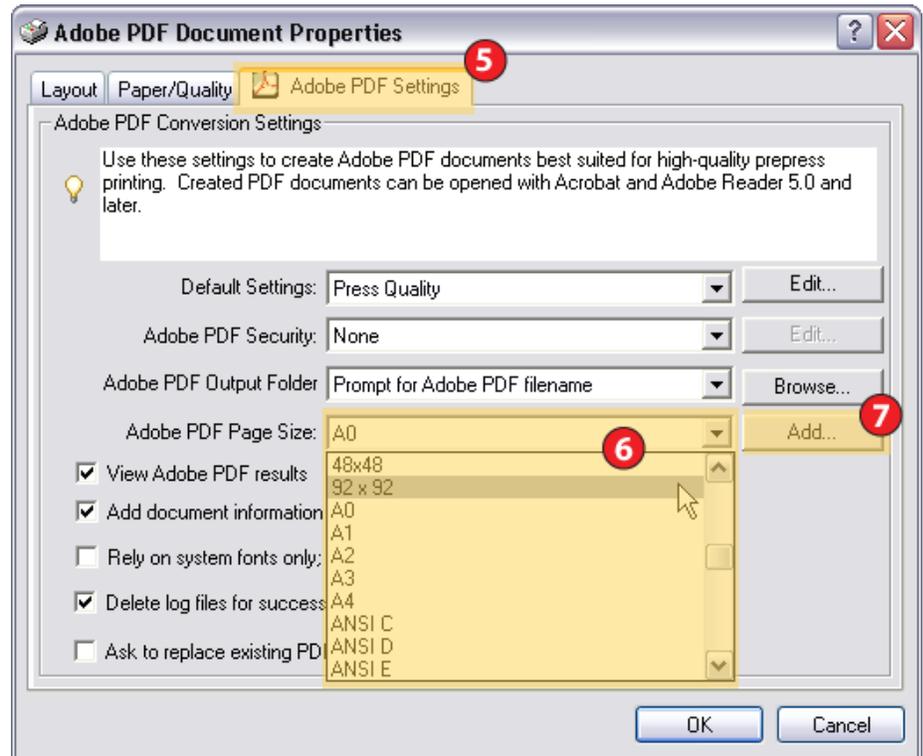


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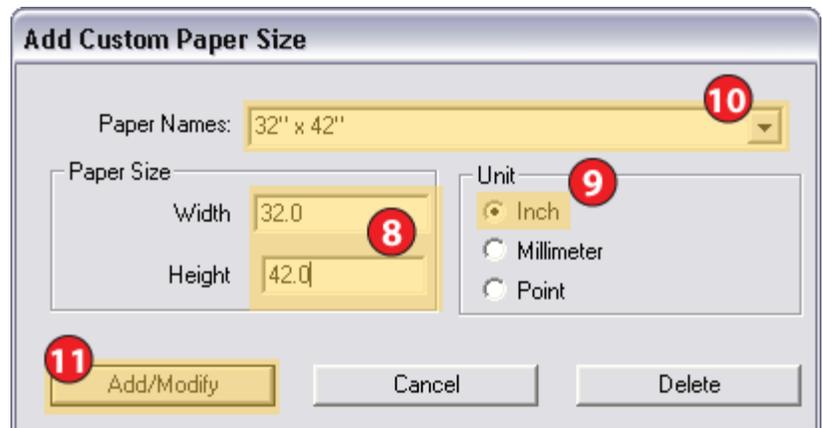
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5. Click on the **Adobe PDF Settings** tab.
6. Look at the list of named **Adobe PDF Page Sizes**. If a predefined paper size matching the size of the poster is present, select it from the list and proceed directly to Step 13. Otherwise, proceed to Step 7.
7. Click on the **Add Custom Page...** button.



8. In the **Add Custom Paper Size** window, enter the appropriate **Width** and **Height** of the paper for the poster. *It is essential to switch the values for the height and the width.* That is, if the poster is supposed to be 42" x 32", set the width to 32" and the height to 42".



9. Click on the **Unit** labeled *Inch* (or whatever units may be needed).
10. In the **Paper Names:** field, enter (type in) the dimensions of the poster in the form "Width x Height". (The new name must be entered manually even though the field appears to be a pull-down menu: default paper sizes cannot be modified.) For example, '36" x 48"' would be a name descriptive of the page size (with the dimensions swapped as in Step 8.).
11. Click on the **Add/Modify** button to set the paper size and close the window.

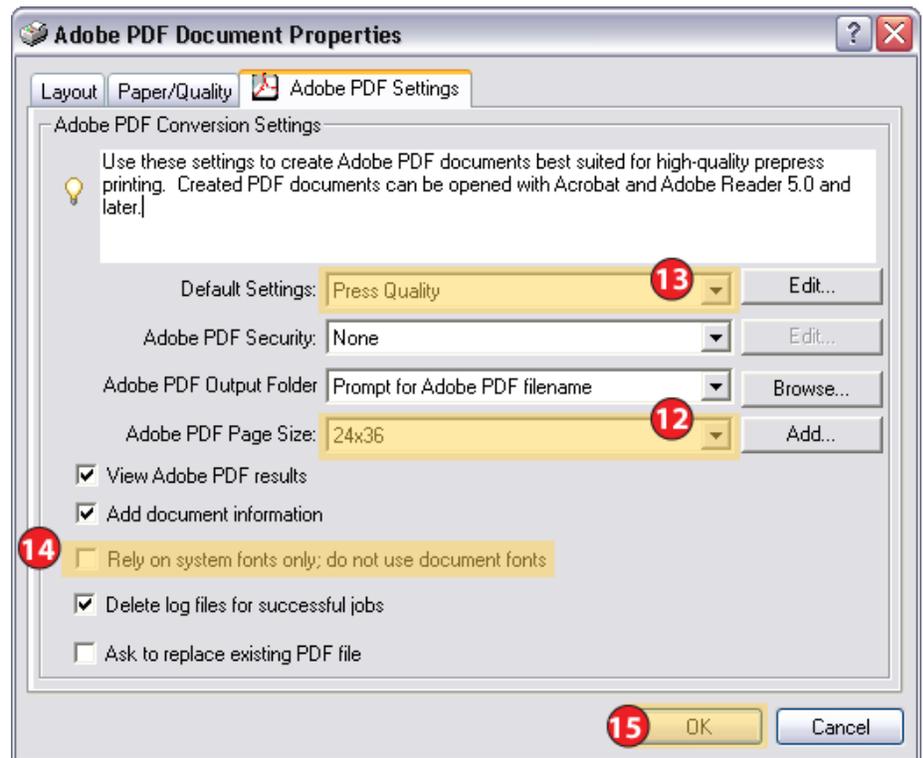


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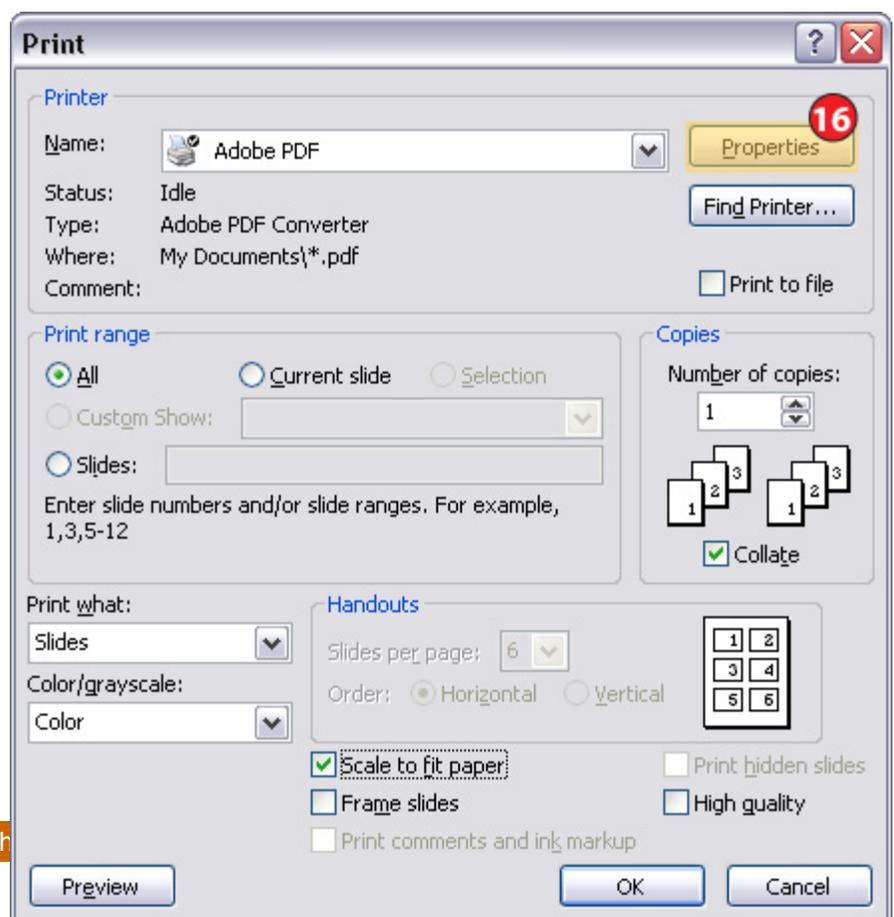
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12. Back in the Adobe PDF Document Properties window, select the newly created paper size from the **Adobe PDF Page Size** pull-down menu.
13. In the region entitled **Adobe PDF Conversion Settings**, change the **Default Settings**: pull-down menu to read *Press Quality*.
14. Uncheck the box labeled: **Rely on system fonts only; do not use document fonts**.
15. Press the **OK** button to close the window.



16. **IMPORTANT!** Confirm the values just set by repeating steps 4 through 15! PowerPoint resets itself to the default settings. Go through steps 4 through 15 and confirm:

- a. the PDF Settings window shows the correct page





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- size, not “Letter”
 - b. “Default Settings” is set to “Press Quality”.
 - c. “Rely on system fonts only; do not use document fonts” is not checked.
17. Once confirmed, press the **OK** button in the main Print dialog box.
 18. Select a location to save the PDF file and press the **Save** button.
 19. Be patient while your poster is being converted to PDF. The first time of printing sometimes results with an Adobe error message. Try printing again. When finished printing, Acrobat will automatically open the file so that you can see and proof the result.

20. Once your PDF file is created successfully the next step is to add metadata to your poster.

Document Properties

Description **22** Fonts Initial View Custom Advanced

Description

File: test.pdf

Title: FHM Poster **23**

Author: Author(s) Name

Subject: FHM Poster Subject

Keywords: Forest Health Monitoring, etc...

Created: 10/21/2009 9:36:52 AM Additional Metadata...

Modified: 10/21/2009 9:39:36 AM

Application: PScript5.dll Version 5.2.2

Advanced

PDF Producer: Acrobat Distiller 9.2.0 (Windows)

PDF Version: 1.4 (Acrobat 5.x)

Location: C:\

File Size: 4.92 MB (5,156,717 Bytes)

Page Size: 42.00 x 32.00 in Number of Pages: 1

Tagged PDF: No Fast Web View: No

Help **24** OK Cancel

21. With the newly created document still open in Adobe Acrobat select **File: Properties**
22. From the Document Properties window click on the **Description** tab
23. Type in the Poster **Title**, **Author**, **Subject** and any **Keywords** appropriate to your poster.
24. Click the **OK** button to finish your high resolution PDF file.