How to Produce the Electronic Document

Deadline: January 12, 1996 If we do not have an electronic version of your accepted submission(s) by this date, your work will not be included in the electronic publications.

These instructions describe how to prepare your accepted submission(s) for inclusion in the CHI 96 Electronic Proceedings and/or Conference Companion.

Below we go over the following:

- Why we are doing this
- Steps for converting your document into HTML format
- Steps for transferring HTML formatted files and graphics to CHI 96 Publications team
- Additional information on including non-text elements (Appendix A)
- Sample HTML Document (Appendix B)

If you find that you need help with this process, please contact us immediately, either by emailing `chi96-ep-help@acm.org` or calling the CHI 96 Conference Office, so that we can assist you with getting your work included in these electronic publications.

WHY WE ARE DOING THIS:

For CHI '95, electronic copies of the Proceedings and Conference Companion volumes were made available electronically, to accompany the traditional bound hard copies. These publications were made available through the World Wide Web (WWW) and on CD-ROM. The WWW URL is:

`http://www.acm.org/sigchi/chi95/Electronic/chi95cd.htm`

For CHI 96, electronic copies of these publications will once again be available through the WWW (no CD-ROM). This makes it much easier to distribute the information at a lower cost, and allows readers to quickly search for topics they are interested in. We need your help converting your accepted submission(s) into text and graphics files that can be easily incorporated into this electronic version. We use HTML (HyperText Markup Language) here to format the ASCII (simple plain character) text and included graphics of your accepted submission(s) so they can be displayed on the WWW.

STEPS FOR CONVERTING THE TEXT OF YOUR DOCUMENT INTO HTML FORMAT

1. Complete camera-ready copy of accepted submission
2. Make a separate copy of the file to use for the electronic version
3. Save graphics and unusually formatted text that appears in the document into separate image files
4. Replace graphics and unusually formatted text with labels and filenames
5. Go through text of file and add HTML formatting tags
6. Add HTML header and footer information
7. Save file into ASCII format

Step 1. Complete camera-ready copy of accepted submission

As another part of your author kit you have instructions for preparing and submitting a camera-ready copy of your accepted submission if you have not already done so, entitled the *How to Produce the Camera Ready Document*. Follow the instructions provided there and make sure to send the camera-ready copies into the CHI 96 Conference Office by January 5, 1996.

Step 2. Make a separate copy of the file to use for the electronic version

Save a copy of the file separately for editing into HTML format.

Step 3. Save graphics and unusually formatted text that appears in the document into separate image files

Go through your document, and save all graphics and specially formatted text (such as tables, charts, and equations) into separate image files (preferably GIF). *See Appendix B for more information about creating non-text document components.* If you have photographic or other unique images then you must get digitized copies of these before you send them in with the camera-ready copy.

Please use the following DOS file naming conventions: use the first two or three initials of the contact author's name, followed by an underscore, a 3-character label for the file, and a three letter file extension identifying the format. For a submission with Robert L. Mack as contact author, you might have the following files for the same contribution:

`rlm_fg1.gif` (Figure 1 in GIF form)

`rlm_fg9.mov` (Dynamic figure 9 in QuickTime MOV form)

`rlm_tb2.jpg` (Figure 2 in JPEG format)

If the contact author has more than one accepted submission, replace the underscore with a number to keep the groups of files distinct from each other.

`rlm1fg1.gif` (Figure 1 in 1st accepted submission)

`rlm2fg1.gif` (Figure 1 in 2nd accepted submission)

Step 4. Replace graphics and unusually formatted text with labels and filenames
After saving each of the graphics or specially formatted text into a separate image file, replace each one with a label (a simple description of the image such as Table 1) and the file name you saved the image in. When you have finished this step, your working document should include only simply formatted text.

Step 5. Go through text of file and add HTML formatting tags
The final layout formatting in your document will be lost when you convert it into ASCII (this includes formatting of paragraphs and characters). This means the only formatting that the WWW browser will show readers will be based on the HTML tags. Before you lose this formatting, go through the document and add HTML formatting tags. First, HTML does not support multiple columns, so convert your document into single column format. As you are formatting, remember that WWW browsers vary significantly on how they display HTML documents -- what you see through one browser might be displayed quite differently through another. It is important to remember, so that you do not spend time trying to "format" the look of your document. The format will be dependent on the browser being used by the viewer.

< > (less than/greater than brackets) are used to start and end formatting commands. & (ampersand) and " (quotes) are also perceived as codes in HTML. If you have any of these in your document text, they need to be changed as follows so they will be printed as text instead of interpreted as HTML codes:

Replace	With
<	`<`
>	`>`
&	`&`
"	`"`

Commands starting with </ (a bracketed slash) are for ending a formatting command.

The following tags are the most commonly used. *See Appendix A for an example of a document formatted in HTML, and how it looks when viewed through Netscape Navigator (a commonly used WWW browser).*

`<H1>` Your Paper title `</H1>`

`<H2>` Level 2 heading (topmost) `</H2>`

`<H3>` Level 3 heading (next level) `</H3>`

`<H4>` Level 4 heading (next level) `</H4>`

`<P>` Paragraph break (end of paragraph -or- extra blank line)
Includes a blank line following the paragraph

`<BR>` Forces a line break with no extra space between lines

`<B>` Begin Bold font `</B>` End Bold font

`<I>` Begin Italic font `</I>` End Italic font

`<CENTER>` Centers the following data `</CENTER>` Stops the Centering

`<PRE>` Begins pre-formatted text `</PRE>` Ends pre-formatted text

`<HR>` horizontal rule (a line that can be used to separate sections)

`<img src="rlm_fg1.gif" alt="Figure 1">` Include image file (rlm_fg1.gif, for example) and also provide a textual label for when a non-graphical browser is used.

Use this where you have replaced an image with a filename and label, inserting your filename between the 1st set of quotes, and your label name between the 2nd set of quotes. This command should appear on a line by itself.

By default the figures/images will be placed on the left hand margin. If there is a positional tag in operation, `CENTER` for example, then the image would be centered by the browser.

```
<OL>    Numbered list
  <LI>    List item 1
  <LI>    List item 2
  </OL>   End of list
<UL>    Bulleted list
  <LI>    List item 1
  <LI>    List item 2
  </UL>   End of list
<DL>    Definition list
  <DT>    Term 1 to be defined
  <DD>    Term 1's definition
  <DT>    Term 2 to be defined
  <DD>    Term 2's definition
  </DL>   End of list
```

Some commands can be nested, and there are many other possibilities when using HTML. If you would like to learn more, we recommend looking up

`http://kuhttp.cc.ukans.edu/lynx_help/HTML_quick.html` - or -
`http://www.w3.org/hypertext/WWW/MarkUp/MarkUp.html`

If you are already familiar with HTML, you may use additional formatting tags to achieve the look you might want. There are some formats (such as interactive or offsite links) that we cannot support; if you use a format we cannot support, we will work around it or simply remove it. If you want an example please look at the CHI'95 pages at the URL listed at the start of this document.

Step 6. Add HTML header and footer text

An HTML document requires special beginning and ending tags that define the details of the whole file. HTML documents each have a head and a body. So far, the work you have done is on the body, now you need to add a head. *See the example in Appendix A for a complete overview of an HTML document.*

At the beginning of your document insert the following:

```
<HTML><HEAD>
<TITLE>The title of your accepted submission</TITLE>
</HEAD>
<BODY>
```

The head will contain the title of the document, which most browsers prominently place so that it is displayed on all the screens your document is displayed on. The title should be the same as the title you use for the Heading one, e.g. `<H1>`. After the document head, the document body starts. At the very end of the document body, you should insert:

```
</BODY>
```

Step 7. Save file into ASCII format

Once you have placed all the HTML tags you wish to use, have your word processor save your document in ASCII format (Text-Only with Line Breaks). Again, please use the DOS file naming conventions: use the first two or three initials of the contact author's name, followed by an underscore, the tag 'txt' (for body of text), and the three letter file extension 'htm'. Continuing with the earlier example, for a document with Robert L. Mack as contact author, use: `rlm_txt.htm` If you have more than one accepted submission with the same contact author, again use a number instead of an underscore, such as `rlm1txt.htm` and `rlm2txt.htm` to keep the groups of files distinct and make sure they go with the matching image files.

Step 8. Preview what their HTML file will look like through a web browser
Once you think that you have finished, we would like you to try loading your file into a WWW browser. This way you will be able to see what the resulting document might look like. Most browsers have a load file option which will allow you to load a local file rather than making a call over the Internet. If you need any assistance e-mail `chi96-ep-help@acm.org` or contact the CHI 96 Conference Office.

STEPS FOR TRANSFERRING HTML FILES TO CHI 96 PUBLICATIONS TEAM

1. Creating a `README` file and email message to go with your collection of files.

Then choose one of the following for sending your files:

2. Using FTP to transfer files (preferred method)
3. Using email to send files
4. Using diskettes to send files

Once you have all your files ready to send in, you can use FTP to get them to the machine we're using for these publications. Alternatively, if FTP is not available to you, you can send them by email. As a last resort, you can send diskettes.

1. Creating a `README` file and email message to go with your collection of files.

Before you send all your files in, you should create a `README` file to accompany them. In this file, please include the name, email address, phone number(s) of a person we can contact if we have any trouble setting up your files (yourself preferably) and how you are sending your files. Please also include a complete list of the files being sent or transferred, and any special instructions for working with them. Remember - these files should be named using the DOS naming conventions discussed above. In our example, Robert L. Mack's `README` file would be named `rlm_rdme.txt`

Besides including this `README` file with the files you transfer, please also send a copy of the `README` file in an email message to `chi96-ep-submitted@acm.org` to notify us when your files have been transferred, or are on their way through email or on diskettes.

2. Using FTP to transfer files

The easiest way to transfer files is via FTP. First, upload your files to the machine you use for FTP. Then FTP to

`ftp.uni-paderborn.de`
`login:` `chi-author`
password: `Xcepted`

The directory structure is broken into the different submission categories (Papers, Panels, Videos, etc.). Change directory into the appropriate category and you will find a list of subdirectories for all contact authors with accepted submissions in a category. Change directory into the one appropriate for your files. Verify that there are no other files in the directory, and then transfer the files you prepared above from your machine to this directory. When you have finished, send email with a copy of your `README` file to:

`chi96-ep-submitted@acm.org`.

If the contact author is the same for more than one accepted submission in a category, there will be a separate subdirectory for each accepted submission (such as `mack_robert1` and `mack_robert2`), and you will get to choose which directory gets which set of files (just make sure to keep them separate!).

We will send a reply as soon as we have verified receipt of all files, and will follow-up if we need further information. Once your files have been transferred and we have checked them in, the directory will be made read-only.

3. Using email to send files

Electronic mail is designed primarily for sending ASCII files. It frequently scrambles non-text files (such as GIFs), unless they are properly converted before being sent. Image files must be encoded in order to be sent over email. To encode files there are many systems: `BINHEX` encoders can be used on Macintosh, PC and UNIX machines, and `UUENCODE` is available on PC and UNIX.

You may also want or need to compress files. For compression, use `StuffIt` on Macs, `PKZip` or `gunzip` on PC, and `gzip` or `compress` on UNIX. Once your files are in a format that can be sent by email, go back into the `README` file you have created and make sure all the information about how files are compressed or encoded is included. Then upload all your files to the machine you send email from.

Send the README file by email to: chi96-ep-deliver@acm.org
and cc: chi96-ep-submitted@acm.org.

Then send all of your other files to chi96-ep-deliver@acm.org as attachments to individual email messages.

We will check your files into the directory described in the FTP directions above. This directory will then be protected from further access. We will use the list in your README file to verify we have received all files, and then notify you by email. We will follow-up if there were any problems receiving or using your files, or if we need further information.

4. Using diskettes to send files

If you cannot send all your files by FTP or email, you can still copy them on to diskettes and send them to us. If you are going to send a diskette, please include all your files on the diskette, even if you have already sent a file or files using FTP or email. This way we can be sure we receive all the files together. Include a printout of our README file.

If individual files do not fit on one diskette, use compression software to compress files onto one or more diskettes. PKZip or StuffIt will write the compressed files on multiple diskettes if needed. Include a print out of the README file in your package, describing the contents and formats of the files (PC, Macintosh, compressed, etc.). Label the order in which diskettes are written onto if there is more than one.

Also, please send a copy of the README file to chi96-ep-submitted@acm.org. If you cannot use email, please fax it to the conference office or call them and leave a message to notify us that your files are coming on diskette and that they are on their way, so that we can watch for them and follow up if we do not receive them.

Thank you for making your submission available in an electronic format. We appreciate the extra work it takes.

The CHI 96 Electronic Publication Team:
Ralf Bilger, CHI 96 Electronic Publications Webmaster
Steve Guest, CHI 96 Technology Support Chair
Keith Instone, CHI 96 Hypermedia Support Chair
Robert Mack, CHI 96 Electronic Publications Chair
Michael J. Tauber, CHI 96 General Co-Chair

Appendix A - Creating Non-Text Document Components

Here are some basic guidelines on multimedia submissions. Please note that this is a very rapidly developing area still and we, the CHI 96 Electronic Publication Team, cannot know about every software system that people can use. These are basic guidelines and we will try to help and advise you in your submission. If you have a major problem that cannot tackled by your local support team then do contact us via e-mail at `chi96-ep-help@acm.org`.

Graphic File Formats
Please use the following formats for your separate non-ASCII text files:

Images or bitmaps: GIF, JPEG, PICT, DIB, BMP, or TIFF

Tables or charts: Captured as an image (GIF), RTF or MIF (same as the main document), or Encapsulated PostScript (EPS).

We prefer GIF or JPEG files if possible. If you use FrameMaker (MIF format), make sure graphic objects are in anchored frames.

Treat Any Formatted Text That Cannot Be Converted Into Plain ASCII As An Image File
The simplest way to do this is to copy and paste your table from your word processor to a paint program, and save as a bitmap file (or GIF if you can convert it).

If you do not have a WYSIWYG word processor (or computer) save the text object as an encapsulated PostScript file (EPS) and send this to us. Please do this only as a last resort.

Scanning Graphic Material
You may need to scan material. Most scanners should produce the graphic formats identified. Please be aware that the CHI 96 Electronic Publication Team will not be able to scan or edit scanned information. So the scanned information will appear in the electronic version as you captured and digitized it. If you want it to fit within a standard document margin, make sure your scanned image file has the appropriate dimensions. We cannot do this for you. If we reduce its size to fit, it may lose it detail.

Many computer stores, print shops or copying shops will scan graphic material for you (check the yellow pages).

If you have a problem getting material in appropriate electronic form, please contact the CHI 96 Electronic Publication Team via e-mail at `chi96-ep-help@acm.org`.

DIGITIZING VIDEO OR ANIMATIONS
CHI 96 invited technical paper submitters to submit "dynamic pictures" consisting of videos or animations. Whatever you submitted for review purposes, we need that material *digitized* using QuickTime (file extension MOV), Intel's Indeo Video format for Microsoft Windows (file extension AVI) or MPEG. In general, if we do not get your submission in one of these file formats, we will not be able to guarantee to include the material.

The CHI 96 Electronic Publication Team cannot help very much in this specialist area. Your first point of assistance should be your local support team. They will be much more familiar with your hardware and your needs. Again due to the diverse and very specialized equipment used, it is very unlikely that the CHI 96 Electronic Publication Team will have any knowledge or expertise in your particular setup.

OTHER MULTIMEDIA MATERIAL
The use of the Web give the opportunity to include many different types of material that could not normally be made available via conference proceedings. If you feel that you have any other electronic format submission that would be useful to the reader of your publication, please ask if we will consider it for inclusion.

It must be remembered that the idea of this presentation service is to reach out to many more CHI aware people. Yet we must remember that this service is based on the accepted submissions. Therefore if you do wish to have some material included please send your request to `chi96-ep-help@acm.org`. Someone will get back to you on the possibilities and arrange for a possible review of the materials.

Appendix B - Sample HTML Document

The following is a sample HTML document, first as written, and then as it would be displayed in Netscape Navigator (a commonly used WWW browser). Remember that WWW browsers vary significantly on how they display HTML documents -- what you see through one browser might be displayed quite differently through another.

```
<HTML><HEAD>
<TITLE>Your CHI 96 Paper Title</TITLE>
</HEAD>
<BODY>
<H1> Your CHI 96 Paper Title </H1>
You should only use H1 for the title of your document.<P>
<H2>Level 2 Heading</H2>
<H3>Level 3 Heading</H3>
<H4>Level 4 Heading</H4>

This paragraph shows some character formatting.
      This is a word in <I>italics</I>.
      This is a word in <B>bold</B>.
      This is a word in <B><I>bold italic</I></B>.
<P>

Until a paragraph end is included, all the text is combined into one paragraph. Compare the above paragraph's original text with how it is displayed to see an example.  Carriage returns, extra spaces and blanks lines don't usually mean anything in HTML.
So this

will appear right next to this.  <P>
            And this line will not appear            indented or show extra spaces between the words appear and indented.
This means you can use extra lines, spacing and indentation to help keep your document reasonably readable even with all the HTML tags included.<P>

<CENTER>This paragraph is centered.  In it is included a &amp;quot;Quoted&amp;quot; word and an &amp;amp; which require special characters to keep them from being interpreted as HTML commands.  &amp;lt; and &amp;gt; also require special characters.</CENTER><P>
The following is a section of text using &amp;lt;PRE&amp;gt;. &amp;lt;PRE&amp;gt; maintains the line breaks and extra spaces.  This is a good way to include longer quotes and some preformatted paragraphs, but keep in mind that it will be displayed as a fixed-width font (not necessarily the same as the default font used for the rest of your text). Please do not use this for your entire document. <P>
<PRE>
    &amp;quot; In modern thought, (if not in fact)
        Nothing is that doesn't act,
    So that is reckoned wisdom which
        Describes the scratch but not the itch. &amp;quot;
                                  -Unknown    </PRE>
```

```
<P><CENTER>
The following is a horizontal rule <HR>
And this is an example of including an image:<P>
<img src="rlm_ex1.gif" alt="Example of including an image">
</CENTER>
<H2>Lists</H2>
Here are some ways of using lists, including nesting one type within another.<P>

<OL>
<LI>This is a numbered list
<LI>This is #2 in the list
</OL>

<UL>
<LI>This is a bulletted list including nested lists
<LI>A numbered list
      <OL><LI>This is a nested numbered list
      <LI>This is #2 in the list
      <LI>This is #3 in the list.  This line will run long so you can see how longer
lines included in lists will typically be displayed.  How long should this line go
on? </OL>
<LI>A definition list
      <DL><DT> 1st Term to be defined
      <DD> 1st Definition
      <DT> Ways to make lists without bullets or numbers
      <DD> You can use &lt;BR&gt; to end a line without adding a blank line before
the
            next text.  Or you can use a definition list without terms or without
            definitions.
      <DD> You could also use &lt;PRE&gt; as described above.  For example.
<PRE>
                              Line one
                              Line two
      </DL>
<LI>This is the last bullet in the main list
</UL>

This is the typical way to end an HTML file:<P>
<ADDRESS>
Title of document / Contact author's email address
</ADDRESS>
</BODY>
```

WHAT IT LOOKS LIKE THROUGH ONE WWW BROWSER

(replace this page with the pages showing the screen images from Netscape Navigator)