What about the printing of digital files? As Paul Bozuwa of Capital City Press told us, a properly prepared computer-generated image is rare indeed. Often the camera-ready figure suffers from inadequate resolution, deficiencies of the output device, colors outside the spectrum of the offset press, and tags (letters or arrows) in fonts not available to the printer. Moreover, digitization effectively shifts costs from the laboratory to the print shop. Digital files demand highly trained operators, a large array of peripherals for different media, sophisticated equipment and software for graphics manipulation, increased interaction with publisher and author, and longer production times.

The presenters suggested the following authors’ guidelines for preparing digital files of artwork:

- Line drawing: Scan at 1000–1200 dpi and save the file in EPS format with fonts saved as an outline or path or as a TIFF file.
- Halftones: Scan at 300 dpi; set the tonal range at 2% to 96%; and save as a TIFF file.
- Combination: Import the halftone image (at 600 dpi) into Photoshop, crop and set the tonal range at 2% to 96%; export to a drawing program to create the labels; then remove the TIFF image layer; save the fonts as paths or outlines in EPS (600 dpi); open both the image and label files in Photoshop and combine; save as a TIFF file.
- Color: Produce a TIFF file at 300 dpi and save in CMYK format.
- All files should be able to be opened in Photoshop.
- Submit a hard copy suitable for reproduction which has been generated from the same version of the digital file. Store large files in Zip, Jaz, or Syquest media. Check with the compositor/printer to determine which media are acceptable.
- To compress large files, use a lossless utility like PKZIP or LHARC for PC systems or StuffIt or DiskDoubler for Macintosh systems.

Committee Report

Cheryl Iverson, Chair

Although long out of school, I have never lost the feeling of the student that fall is the time for fresh notebooks, sharp pencils, and setting out on an exciting course. The Education Committee will meet in early November, following the Airlie House Retreat, to take stock of what we have accomplished and plan what lies ahead.

During the last year, Christy Wright, one of our valuable members who contributed so much to the Airlie House retreats, rotated off the committee and 2 new members, Barbara Drew and Elisabeth Heseltine, joined us. (Other members are Paul Bozuwa, Lew Gidez, Michael Held, and Faith McLellan.) We are fortunate to have the committee’s former chair, Susan Eastwood, remain on the committee as liaison to the board and inspiring presence.

In 1996 to date, our activities have included the following:

- Working with Judy Dickson and Pat Stephens of the Author’s Editors Committee, we added a 2nd Short Course—Short Course for Manuscript Editors—to the popular premeeting series. (See CBE Views 1996;19(4):98-9.)
- The 3rd Airlie House Retreat, “The Fate of the Scientific Paper in a Paperless Age”, coordinated by Faith McLellan, will be held 1 to 3 November 1996.
- Two half-day workshops will precede the Airlie House Retreat: “Navigating the Internet and the World Wide Web”, led by Kerlyn Brandt, and “Digitizing Figures”, led by Michael Held, Paul Bozuwa, and Todd McGee (Stanford University).
- For 1997 we plan to continue with the 2 short courses and perhaps for 1998 develop a 3rd short course for this series: Short Course for Managing Editors. If you would be interested in taking a 1- or 2-day course on this topic, I would be most interested in hearing from you about the topics you’d like included.
- Two new courses have also been added before the 1997 meeting: a workshop on how to write a scientific paper, taught by Elisabeth Heseltine, and a course on the principles of meta-analysis for journal editors taught by Ingram Olkin of Stanford University and Joseph Lai of Harvard University.

Paul Bozuwa is making plans for 2 Windows sessions immediately following the 1997 Annual Meeting.

Barbara Drew and Lew Gidez have been working on the development of an independent-contractor model, which will allow us to work, in a contractual arrangement, with members who have developed successful courses so that these courses can be given throughout the year at diverse locations with benefit to both the member-leader and to CBE. Several of the premeeting courses planned for 1997 will allow us to better develop the specifics of this model.

Finally, at our committee meeting, we will discuss how best to use CBE’s new Website to publicize our educational activities (and perhaps allow people to register for them online) and to serve the educational needs of our members. Again, I welcome your ideas and suggestions. cheryl_iveson@ama-assn.org