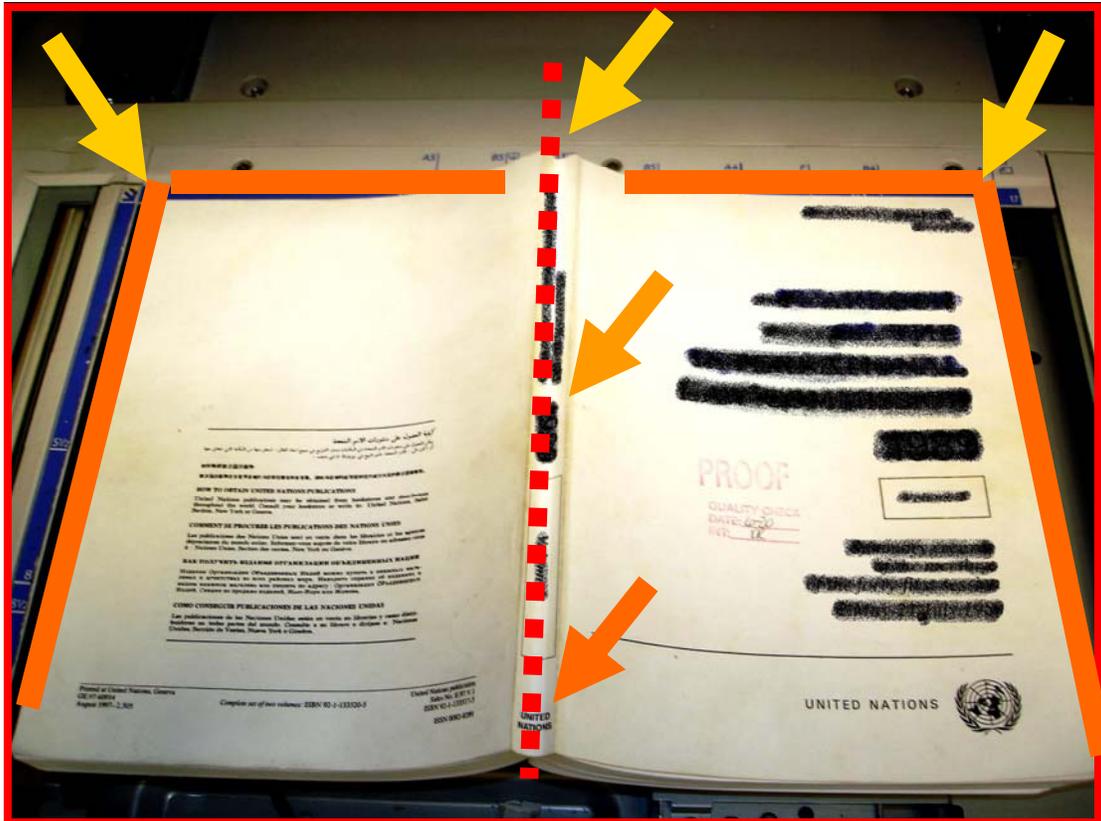


## Guidelines on copying bounded treaties and related documents to be submitted for publication with the UN Secretariat when electronic copies do not exist

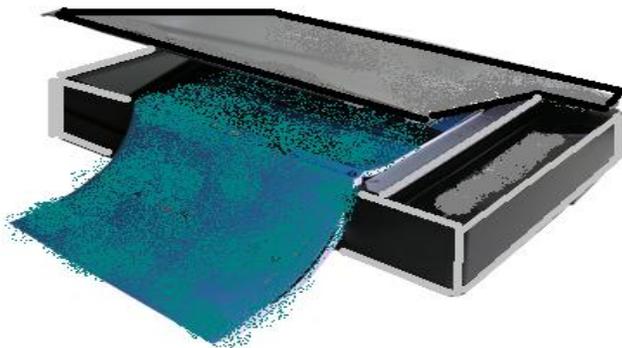


- Align treaty margins and spine to copier guides (avoids skewed, distorted images)
- Use best quality original documents available
- To avoid spots or smudges on copies, clean the copier glass according to recommended procedures in the maintenance manual
- Adjust brightness and contrast settings for poor quality / old documents



- Apply pressure on treaty spine, it will eliminate / minimize “shadows” and background noise

- For best results, use a book scanner (see image below), especially for thick, bounded documents. The resulted image can be saved in electronic format or printed on paper.



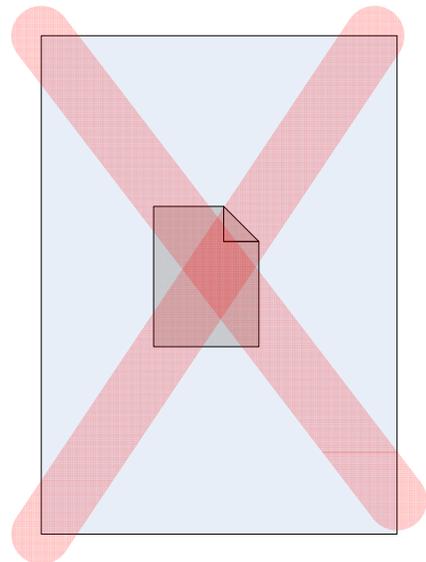
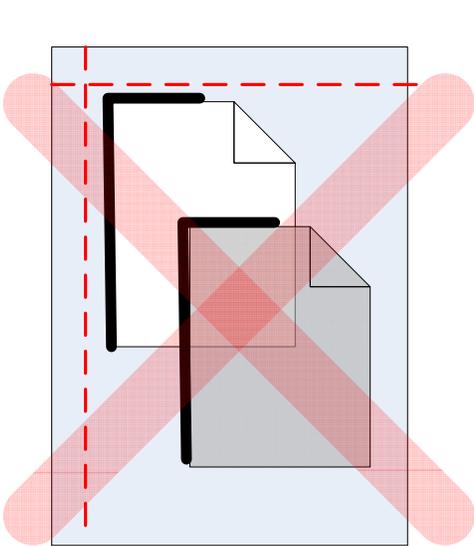
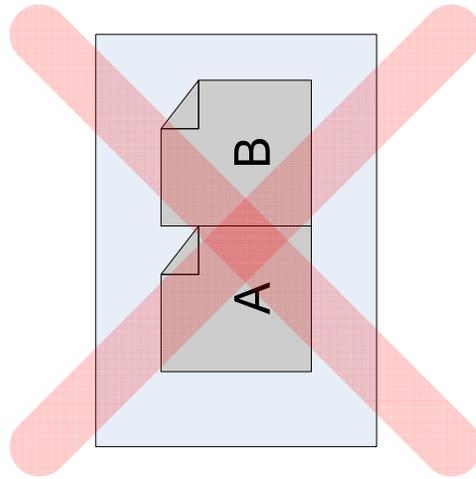
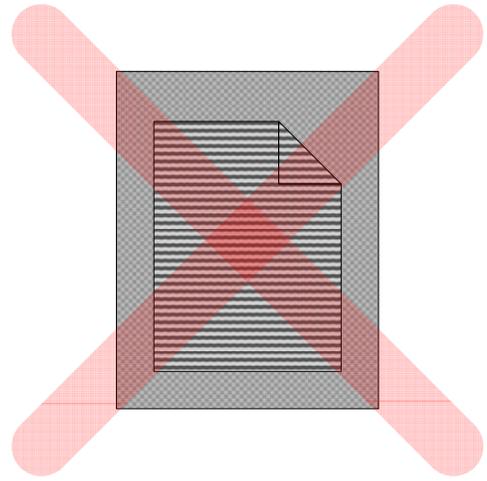
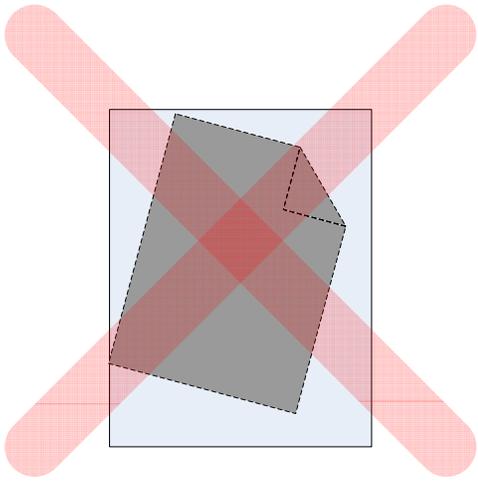
**Visual Aid for Document Image Quality Checking (intended for desktop / web publishing)**

(see next page)

Use this poster for checking document image quality, submitted for publishing in the UN Treaty Series (for print and Web).

Avoid :

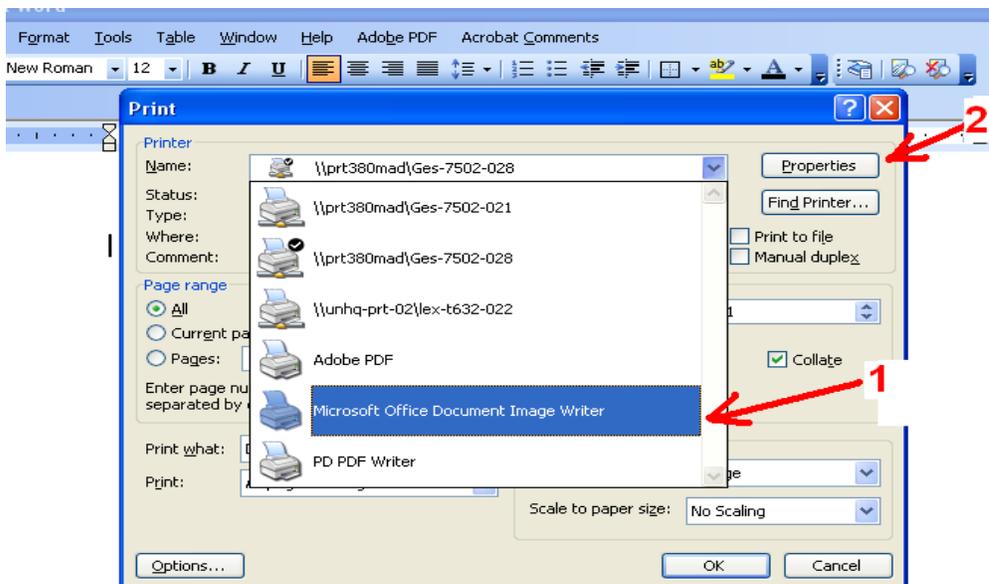
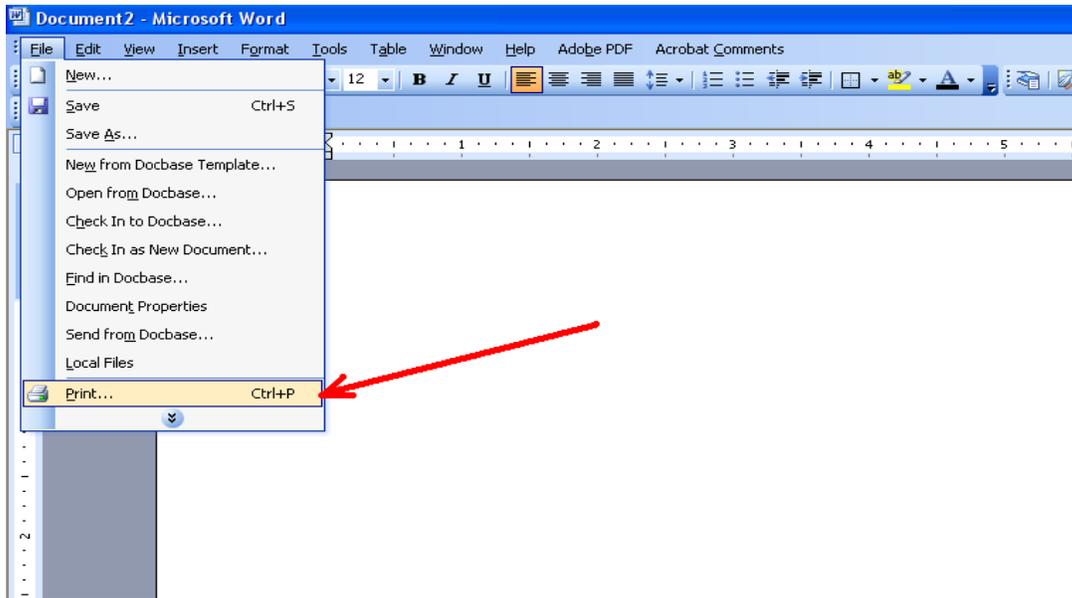
- Skewed images
- Dark/noisy background, low contrast
- Two images on one page (e.g. books)
- Borders
- Pages with different alignment
- Reduced sized pages

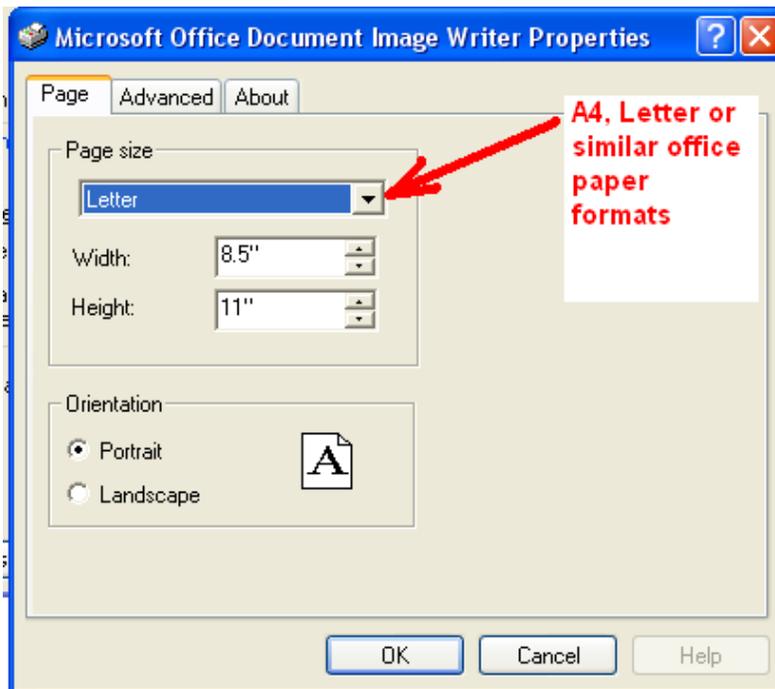


# Guidelines for electronic submissions typed and saved in Word format

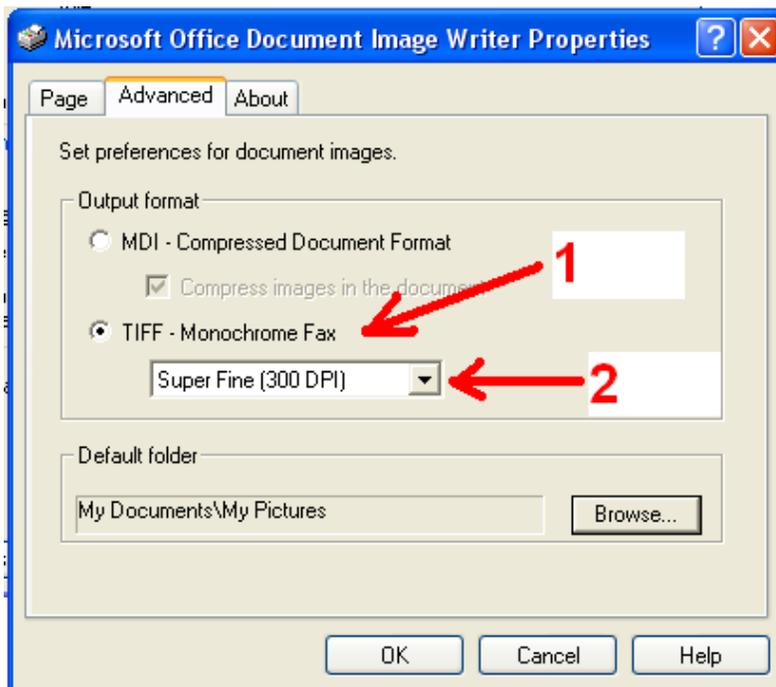
- Create TIFF file from Microsoft Word document

- Open treaty, then select Print function
- From the Printer List, select “Microsoft Office Document Image Writer”
- Click on the Properties button



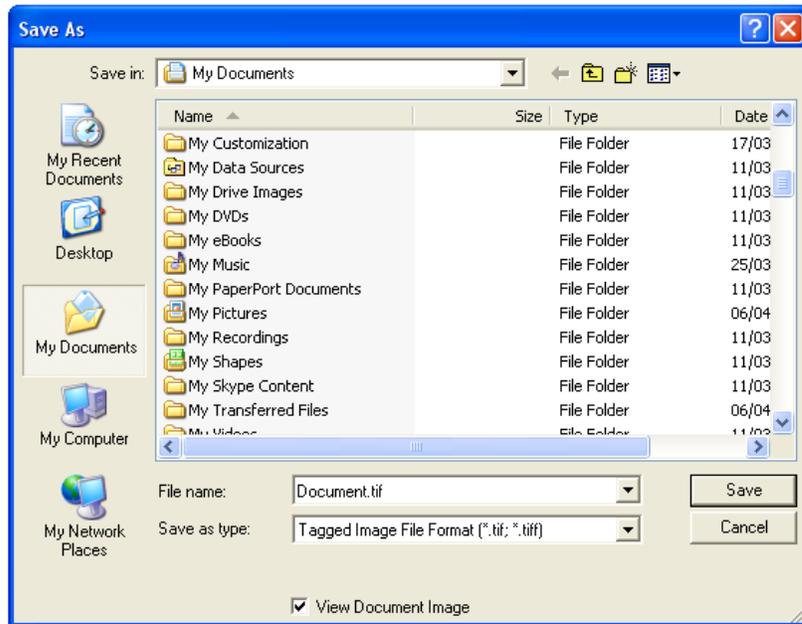


- Select Page Size (A4 or Letter), and Portrait for page orientation



- On the Advanced tab, select TIFF format and 'Super Fine—300 DPI' for best image quality

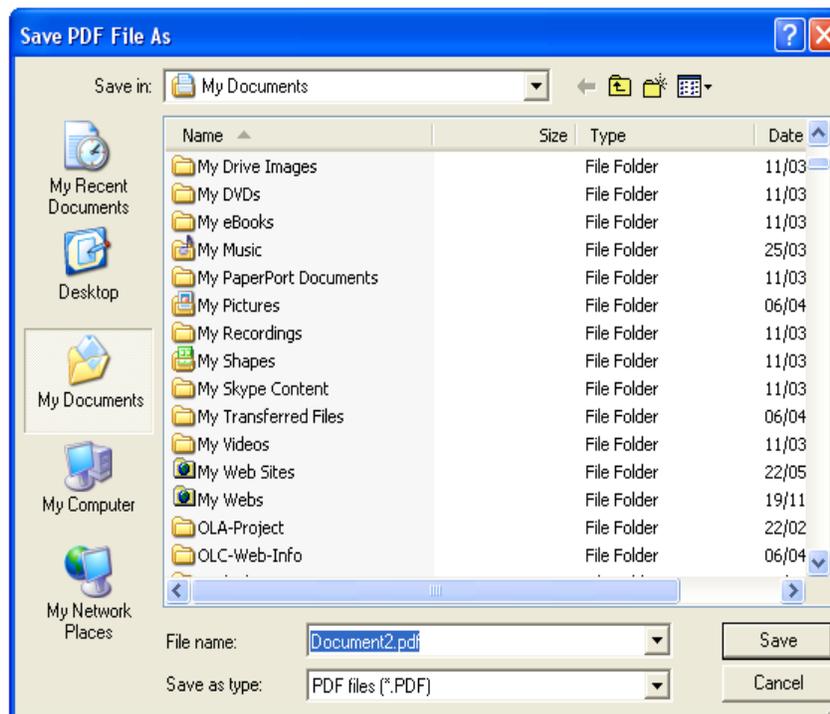
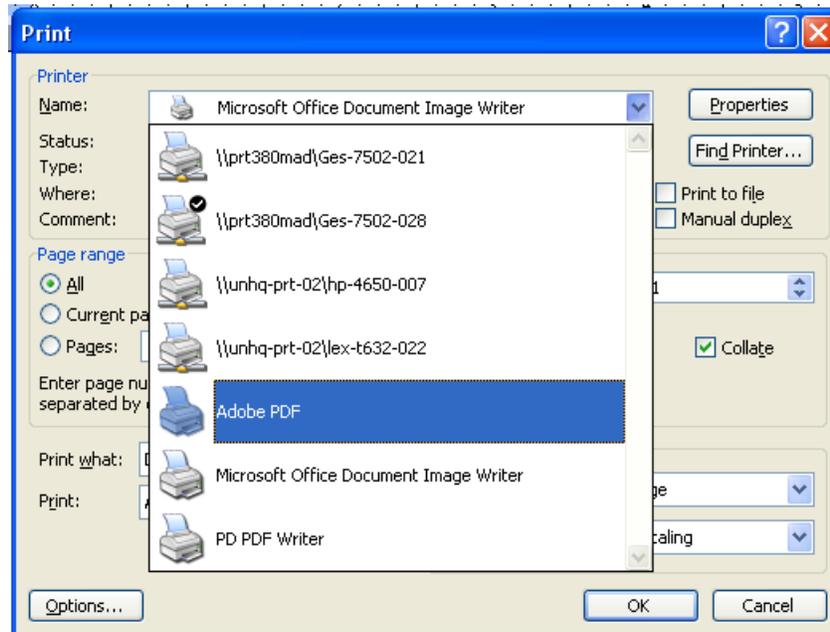
- Click OK to save selected settings



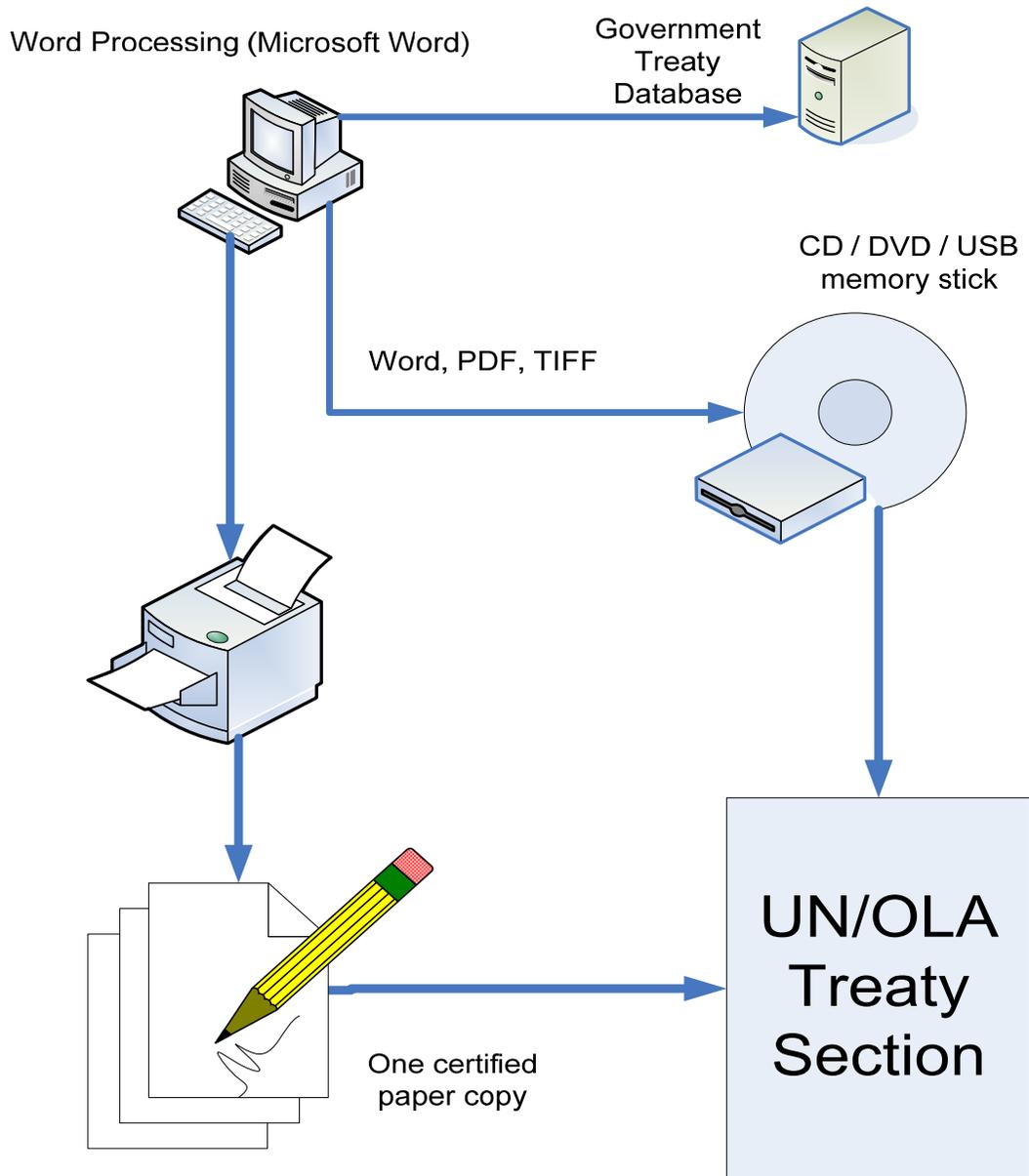
- Provide file name and location and click “Save” button

## Create PDF file from Microsoft Word document

- Open treaty, then select Print function
- From the Printer List, select “Adobe PDF” (requires installation of Adobe software or compatible PDF printer; check Adobe website for details on PDF format properties and embedded fonts)



## Treaty Submission Workflow for Treaties Typed and Saved in Word



## Internet Resources

- Adobe website for worldwide office locations :

<http://www.adobe.com/aboutadobe/contact.html>

- Microsoft website for worldwide partner location:

<http://www.microsoft.com/solutionfinder/Marketplace/Home.aspx>