

# Figure Submittal Standards Cheat Sheet

## Windows 95,98, 2000, ME—Wiley Scheme Settings

The Wiley scheme is based on the Windows Standard scheme, with the following differences:

Item	Size	Item Color 1	Item Color 2*	Font	Font Size	Font Color	Bold
3D Objects	N/A	Other: Red 192 Green 192 Blue 192	N/A	N/A	N/A	Black	N/A
Active/Title Bar	18	Black	Black	Arial**	10	White	Yes
Active Window Border	1	Other: Red 192 Green 192 Blue 192	N/A	N/A	N/A	N/A	N/A
Application Background	N/A	Other: Red 128 Green 128 Blue 128	N/A	N/A	N/A	N/A	N/A
Caption Buttons item	18	N/A	N/A	N/A	N/A	N/A	N/A
Desktop	N/A	Other: Red 128 Green 128 Blue 128	N/A	N/A	N/A	N/A	N/A
Icon Item	32	N/A	N/A	MS Sans Serif	8	N/A	Yes
Icon Spacing (Horizontal)	50	N/A	N/A	N/A	N/A	N/A	N/A
Icon Spacing (Vertical)	50	N/A	N/A	N/A	N/A	N/A	N/A
Inactive Title Bar	18	Other: Red 128 Blue 128 Green 128	Other: Red 128 Blue 128 Green 128	Arial**	10	Other: Red 192 Blue 192 Green 192	Yes
Inactive Window Border	1	Other: Red 192 Green 192 Blue 192	N/A	N/A	N/A	N/A	N/A
Menu	18	Other: Red 192 Green 192 Blue 192	N/A	Arial**	10	Black	Yes
Message Box	N/A	N/A	N/A	Arial**	10	Black	Yes
Palette Title	18	N/A	N/A	Arial**	10	N/A	Yes
Selected Items	18	Black	N/A	Arial**	10	White	Yes
ToolTip	N/A	Other: Red 192 Green 192 Blue 192	N/A	Arial**	10	Black	Yes
Window	N/A	White	N/A	N/A	N/A	Black	N/A

\*Color 2 is available only in Windows 98 and 2000.

\*\*For Windows 98, use Arial (Western)

## Macintosh OS 9 Settings

- \* **Color Depth:** Millions
- \* **Appearance:** Other: 0%
- \* **Large System Font:** Charcoal
- \* **Views Font:** Geneva, 10 pt.
- \* **Resolution:** 800 x 600 or 1024x768
- \* **Variation:** lvy
- \* **Small System Font:** Geneva
- \* **Desktop pattern:** Azul Light

# Windows\_Display Settings

## *In This Chapter*

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- ❖ Changing Windows 95–2000 display settings (Page 2)
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- ❖ Setting up Windows XP (Page 14)

This document is intended as a supplement to the Authors\_Figure Submittal Standards not as a substitute. If you have not read or received the Authors\_Figure Submittal Standards please contact your editor for a copy.

## *Windows 95, 98, 2000 Setup*

### *Selecting Color and Resolution Settings in Microsoft Windows*

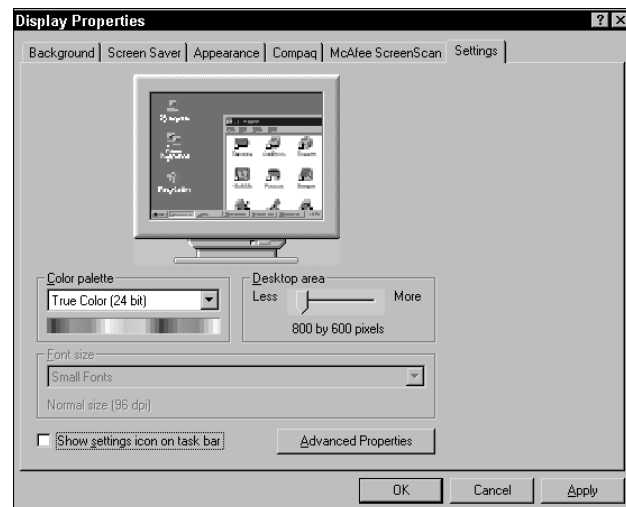
Color palette settings in the Microsoft Windows environment can be tricky because your computer and monitor may not be able to support the optimal settings. The graphics department recommends the True Color 24-bit or 32-bit settings because they support the maximum range of colors. Try the optimal settings first and then drop back if you find that your computer does not support them. Follow these steps to:

1. Choose Start ⇨ Settings ⇨ Control Panel and then double-click the Display icon.

The Display Properties dialog box appears as shown in Figure 1.

2. Click the Settings tab.
3. Change the Color palette to True Color (32-bit or 24-bit).

Windows 2000 has a 32-bit True Color option; use this if 24-bit is not available.



**Figure 1**

4. In the Screen Area panel, move the slider to the desired setting (generally 800x600) and then click Apply.

Windows tests the resolution settings and then asks whether you want to retain them.

5. Click Yes to retain the settings.

In some cases, Windows must restart before the new settings are final.



If you leave your resolution settings alone after setting them and keep them set properly until your book is complete, then you won't have to remember to reset them to take screen shots. If you do change them, remember to set them back before taking screen shots.

## Changing Microsoft Windows Display Settings

Before you can take a screen shot for testing, you must configure the display settings on your computer. The settings that we show you in this section cut the processing time for your screen shots drastically. Following these directions carefully provides the following benefits to you and to Wiley Publishing Inc.:

- ❖ The screen shots in your book are processed more quickly — cutting down production time and getting your book to market earlier, which can give your book a competitive advantage.
- ❖ The screen shots have a standardized size and appearance which is more visually appealing than the art from many competitors.
- ❖ The graphics department operates at maximum efficiency, handling screen shots from many books simultaneously because each screen shot requires less custom processing.



Figure 2

The following documentation guides you through the process of creating a new **display scheme**. These changes modify your screen's appearance so you can capture screen shots at maximum clarity and ensure the quickest possible turnaround by the graphics department. The changes aren't permanent. You can save this scheme so that you don't have to follow these steps the next time you work on screen shots for an Wiley project.



When you've completed these steps, don't forget to capture a screen shot for the graphics department to test. The previous section on capturing a test shot shows you how to take one screen capture that can test most aspects of your scheme.

## 1. Display Control Panel Settings

All the changes you need to make use the Display Control Panel. Although you make only a couple of changes on the Background tab, they're vital to a correct result. Follow these steps:

1. Choose **Start** ⇨ **Settings** ⇨ **Control Panel** and then double-click the **Display** icon.

The Display Properties dialog box appears. (See Figure 2).

2. Make sure the **Background** tab is visible (if it's not, then click it).
3. In the **Pattern** panel, select **None** and then click **Apply**.
4. In the **Wallpaper** panel, select **None** and then click **Apply**.
5. Click the **Appearance** tab and then select **Windows Standard** from the **Scheme** drop-down list box.

The remaining steps make changes to the Windows Standard scheme and eventually become the new Wiley scheme.

## 2. Make changes to the 3D Objects

A *3D Object* is any part of the interface that appears to jut out of the screen or recess into it (such as a button or a tab; this also applies to scrollbars). To set up the appearance of these objects, follow these steps and refer to Figures 2 and 3:

1. Click the down arrow in the **Item** drop-down list box, select the **3D Objects** item, and then click the **Item Color** button.

A color palette expands.

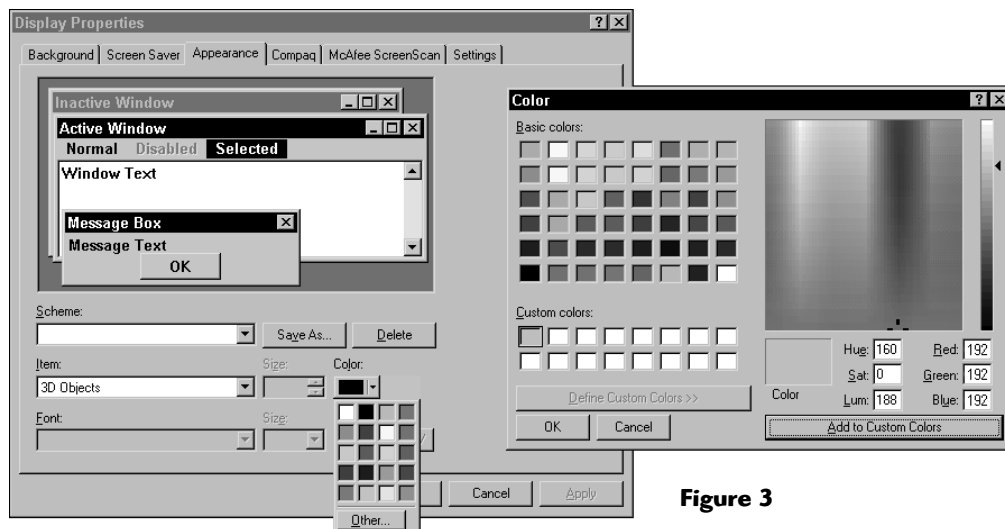


Figure 3

2. Click the **Item Color** button and select **Other**.
3. Enter the settings that correspond to the color palette you selected:  
Red: **192**, Green: **192**, Blue: **192**.
4. Click **OK**.
5. Ensure that the **Font Color** button is set to black. If it isn't, click the **Font Color** button and select black.  
  
If the font color is the same as the object color, then the text on the buttons won't be visible.
6. Click **Apply**.



It has been discovered that even though you set the correct values in the 3D Objects item, it does not always take effect. To make sure this is set the first time, you can follow these instructions:

Change the 3D Objects color to something completely different like Purple or Red, then click **Apply**. You will notice that all of the medium gray tones change to this color. Then change it back to the specified RGB color settings as described previously. Click **OK**, then **Apply** to keep the settings. Be sure to resave your Wiley display scheme.

### 3. *Make changes to the Active Title Bar*

1. Click the down arrow in the **Item** drop-down list box and then select the **Active Title Bar** item.
2. Change the **Item Size** to 18.
3. Click the **Item Color** button and select black. If a **Color 2** button is available, click it as well and select black (as shown in Figure 4).



The **Item Color 2** button is only available in Windows 98 and Windows 2000. You must change the **Color 2** setting to avoid giving the title bar a gradient look; a solid title bar is correct for Wiley screen shots. Check the preview to ensure that the title bar appears solid.

4. In the **Font** drop-down list box, select **Arial**.



In Windows 98, your font choice may be **Arial (Western)**, an acceptable version of **Arial**. Two other versions, however, are unsuitable for screen shots: **Arial Black (Western)** and **Arial Narrow (Western)**.

5. Change the **Font Size** to 10.
6. Click the **Font Color** button and select white.
7. Click the **Bold** button to apply bold formatting to the font.
8. Click **Apply**.

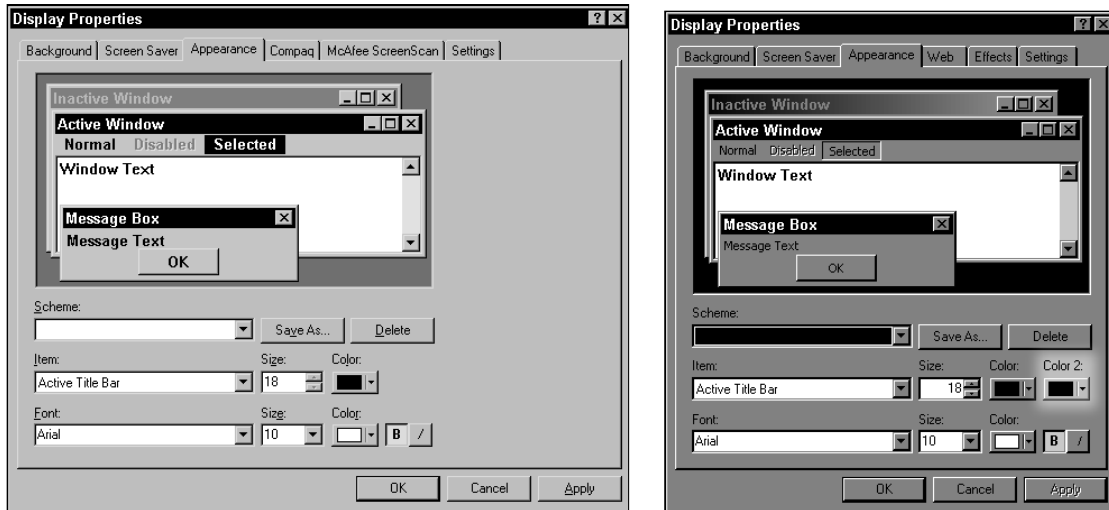


Figure 4

## 4. Make changes to the Active Window Border

The *active window border* is the (normally) thin border that surrounds the active window. Follow these steps to ensure that its width is correct and to change its color to match the rest of the window:

1. In the Item drop-down menu, select Active Window Border.
2. Ensure that the Item Size is 1.
  - This is the default, so you probably don't have to change it.
3. Click the Item Color button and choose Other.
  - The Color dialog box appears.
4. In the Color dialog box, enter the settings that correspond to the color palette you selected:
  - Red: **192**, Green: **192**, Blue: **192**.
5. Click OK and then click Apply.

## 5. *Make changes to the Application Background item*

The *application background* is the area that's visible as a backdrop when no document is open in your application. Some applications show a small amount of space around the active document, so this setting could cause some problems if incorrect.

1. In the Item drop-down list box, select Application Background.
2. Click the Item Color button and choose Other.
3. In the Color dialog box, enter the following settings for both color palettes:  
Red: **128**, Green: **128**, Blue: **128**.
4. Click OK and then click Apply.

## 6. *Check the size of the Caption Buttons item*

The *caption buttons* are the buttons in the upper-right corner of each window. In Windows 95 and later, ToolTips identify them as (left to right) Minimize Window, Restore Window (which toggles between full-screen and window views), and Close Window. Set their size by following these steps:

1. In the Item drop-down list box, select the Caption Buttons item.
2. Ensure that the size is set to 18.  
This should be the default.
3. Click Apply if it's available.

## 7. *Make changes to the Desktop item*

The *desktop* is, of course, the area of the screen that's visible behind applications. Set the desktop color as follows:

1. In the Item drop-down list box, select the Desktop item.
2. Click the Item Color button and choose Other.
3. In the Color dialog box, the setting should be:  
Red: **128**, Green: **128**, Blue: **128**.
4. Click OK and then click Apply.

## 8. Check size for the Icon item

Icons are the pictures that start an application when double-clicked. These settings should stay at their defaults, as follows:

1. In the Item drop-down list box, select the Icon item.
2. Ensure that the size to set to 32.
3. Ensure that the font is set to its default: MS Sans Serif.

For Windows 98, your default font setting is MS Sans Serif (Western); which is correct for use in icon labels.

4. Ensure that the Font Size setting is 8.
5. Click the Bold button to bold the font.
6. Click Apply if it's available.



## 9. Make changes to the Icon Spacing (Horizontal) item

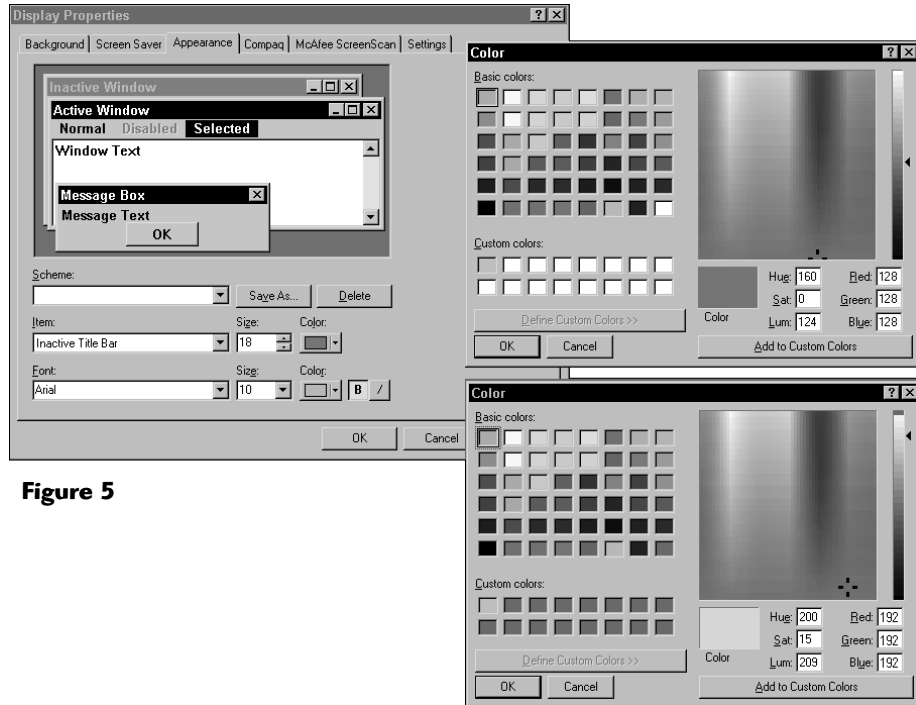
This setting affects the minimum horizontal distance between icons.

1. In the Item drop-down list box, select the Icon Spacing (Horizontal) item.
2. Change the Item Size to 50.
3. Click Apply.

## 10. Make changes to the Icon Spacing (Vertical) item

This setting affects the minimum vertical space between icons.

1. In the Item drop-down list box, select the Icon Spacing (Vertical) item.
2. Change the Item Size to 50.
3. Click Apply.



**Figure 5**

## 11. Make changes to the Inactive Title Bar item

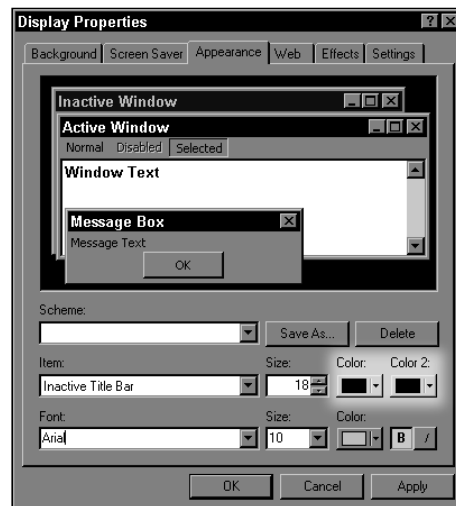
The *inactive title bar* is any visible title bar other than that of the active window, see Figures 5 and 6 as you follow these steps.

1. In the Item drop-down list box, select the Inactive Title Bar item.
2. Ensure that the Item Size is set to 18.
3. Click the Item Color button and choose Other.

The Color dialog box appears.

**In the Color dialog box, enter the settings that correspond to the color palette you selected:**

**Red: 128, Green: 128, Blue: 128.**



**Figure 6**

4. If an **Item Color 2** button is available, then click it and enter the same settings that you entered in Step 3.

The **Item Color 2** button is only available in Windows 98 and Windows 2000. To avoid getting a nonstandard gradient pattern across your inactive title bars, set the **Item Color 2** button to the same settings as the **Item Color** button.



5. **Change the Font to Arial.**

In Windows 98, your font choice may be **Arial (Western)**, an acceptable version of **Arial**. Two other versions, however, are unsuitable for screen shots: **Arial Black (Western)** and **Arial Narrow (Western)**.



6. **Change the Font Size setting to 10.**
7. **Click the Font Color button and choose Other.**

The **Color** dialog box appears.

**In the Color dialog box, enter the settings that correspond to the color palette you selected:**

Red: **192**, Green: **192**, Blue: **192**

8. **Click the Bold button to bold the font.**
9. **Click Apply.**

## ***12. Make changes to the Inactive Window Border item***

The *inactive window border* is the small area surrounding each inactive window. Adjust this setting as follows:

1. In the **Item** drop-down list box, select the **Inactive Window Border** item.
2. Ensure that the **Item Size** is set to 1.
3. **Click the Item Color button and choose Other.**

The **Color** dialog box appears.

**In the Color dialog box, enter the settings that correspond to the color palette you selected:**

Red: **192**, Green: **192**, Blue: **192**.

4. **Click OK and then click Apply.**

## 13. Make changes to the Menu item

*Menus*, in this instance, are drop-down menus accessed through the menu bar. Set up the menus as follows:

1. In the Item drop-down list box, select the **Menu** item.
2. Ensure that the Item Size setting is **18**.
3. Click the Item Color button and choose **Other**.

The Color dialog box appears.

In the Color dialog box, enter the settings that correspond to the color palette you selected:

Red: **192**, Green: **192**, Blue: **192**.

4. Change the Font to **Arial**.

In Windows 98, your font choice may be Arial (Western), an acceptable version of Arial. Two other versions, however, are unsuitable for screen shots: Arial Black (Western) and Arial Narrow (Western).

5. Change the Font Size setting to **10**.
6. Click the Font Color button and select **black**.
7. Click the Bold button to bold the font.
8. Click **Apply**.



## 14. Make changes to the Message Box item

The *message box* item affects the text that's displayed within message boxes. Make changes to this item as follows:

1. In the Item drop-down list box, select the **Message Box** item.
2. Change the Font to **Arial**.

For Windows 98, select Arial (Western). Be careful not to choose Arial Black (Western) or Arial Narrow (Western).

3. Change the Font Size to **10**.
4. Click the Color button and select **black**.
5. Click the Bold button to bold the font.
6. Click **Apply**.



## 15. Make changes to the Palette Title item

The *palette title* refers to the title bar of an undocked toolbar or toolbox control. Make changes to this item as follows:

1. In the Item drop-down list box, select the Palette Title item.
2. Change the Item Size to 18.
3. Change the Font to Arial.

In Windows 98, your font choice may be Arial (Western), an acceptable version of Arial. Two other versions, however, are unsuitable for screen shots: Arial Black (Western) and Arial Narrow (Western).

4. Change the Font Size to 10.
5. Ensure that the Bold button is selected.
6. Click Apply



## 16. Check settings for the Scrollbar item

The *scrollbars* are elongated elements along the sides of the screen that provide buttons and a movable box that you can use move to areas off the current screen. Set them as follows:

1. In the Item drop-down list box, select the Scrollbar item.
2. Ensure that the Item Size setting is 16.
3. Click Apply if it's available.

## 17. Make changes to the Selected Items item

*Selected items* are the highlighted items within menus and list boxes that become active when the user clicks them or presses Enter. Make changes to these items as follows:

1. In the Item drop-down list box, select the Selected Items item.
2. Change the Size to 18.
3. Click the Item Color button and select black.
4. Change the Font to Arial.

In Windows 98, your font choice may be Arial (Western), an acceptable version of Arial. Two other versions, however, are unsuitable for screen shots: Arial Black (Western) and Arial Narrow (Western).

5. Change the Font Size setting to 10.
6. Click the Font Color button and select white.



7. Click the **Bold** button to bold the font.
8. Click **Apply**.

## 18. *Make changes to the ToolTip item*

The *ToolTip* item is the box that pops up and identifies a tool when you move your cursor across it. Change the appearance of the ToolTip item in the following ways:

1. In the **Item** drop-down menu, select **ToolTip**.
2. Click the **Item Color** button and choose **Other**.

The **Color** dialog box appears.

In the **Color** dialog box, enter the settings that correspond to the color palette you selected:

Red: **192**, Green: **192**, Blue: **192**.

3. Click **OK**.
4. Change the **Font** to **Arial**.

In Windows 98, your font choice may be **Arial (Western)**, an acceptable version of **Arial**. Two other versions, however, are unsuitable for screen shots: **Arial Black (Western)** and **Arial Narrow (Western)**.

5. Change the **Font Size** to **10**.
6. Click the **Font Color** button and select **black**.
7. Click the **Bold** button to bold the font.
8. Click **Apply**.



## 19. *Make changes to the Window item*

The *windows* are partitioned areas on your computer screen, through which you look at and work with documents. Set the appearance of your windows in the following ways:

1. In the **Item** drop-down menu, select **Window**.
2. Click the first **Color** drop-down menu and select **white**.
3. Click the second **Color** drop-down menu and select **black**.
4. Click **Apply**.

Do not click **OK** yet. Finish the next step before you do.



## 20. Save the Wiley Scheme

After you complete all the necessary steps in creating the proper scheme for capturing screen shots, be sure to save it. That way, the next time you work on a Wiley project, all you have to do is switch your scheme. Refer to Figure 7.

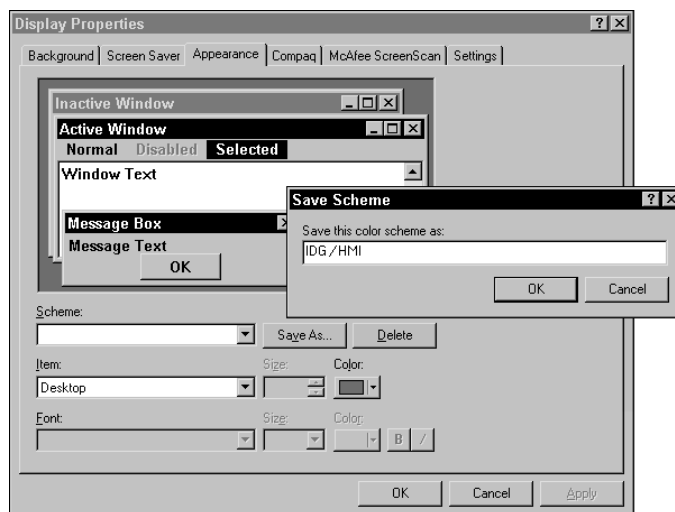
Don't forget to give your scheme a distinctive name so you know what it is.

1. To save and name a scheme, click the **Save As** button.

A dialog box appears.

2. Type a name for your scheme, such as **Wiley Scheme**.
3. Click **OK**.

In the future, make sure you have this scheme selected when you capture screen shots for any Wiley book.



**Figure 7**

## Setting up Windows XP for screenshots

Windows XP heavily depends on the use of Themes, which are preset appearance schemes with very few options. You have the choice of using these Themes or selecting Windows Classic. If you choose Classic mode you will be able to set all of the same settings as in the previous versions of Windows. However, if you desire to show the look of Windows XP, there are some ways to optimize the appearance of the themes for the purposes of creating screenshots aimed at printed material. Please follow these steps to set-up your machine for capturing screenshots using Themes:

Right-click on the desktop and select Properties from the dropdown menu.

Using the Theme tab, select Windows XP as the theme and click Apply.

Using the Desktop tab, select None in the Background menu and click Apply.

Using the Appearance tab, select Silver in the Color scheme, Normal as the Font size and click Apply.

Click on the Advanced button and select Desktop from the Item menu. Click on Color 1 and select the white square from the drop-down menu. Click OK.

Back at the Display Properties window, click Apply. This will immediately make the Desktop white.

Click the Advanced button again. You will need to set each item which contains text settings. Use the following as a guide:

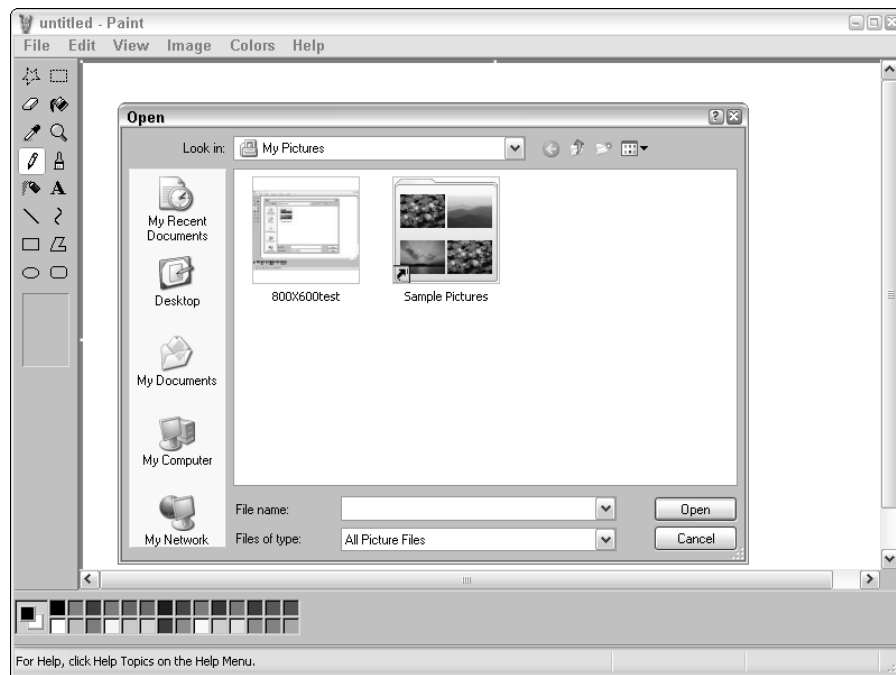
<b>Item</b>	<b>Font</b>	<b>Size</b>	<b>Color</b>	<b>Style: None, (B) or (I)</b>
Active Titlebar	Arial	10 pt	Black	B
Inactive Titlebar	Arial	10 pt	* R=128,G=128,B=128	B
Menu Bar	Arial	10 pt	Black	B
Message Box	Arial	10 pt	Black	None

After completing the text settings, click OK.

This will take you back to Display Properties. Now, click Apply.

Click Save As and, under file name, type "Wiley scheme" or something similar. Click Save. Each time you wish to capture screenshots for your book, activate this scheme before beginning to capture any screenshots.

Please shoot a testshot after completing the setup procedure. The screen resolution of 800x600 is preferred, however, if you cannot get everything you need to show at that resolution, 1024x768 is acceptable. Please, do not use any higher resolution without raising the issue with our Graphics department via your editor. If a higher resolution is chosen, the text may not be legible after the screen shot is processed to the size it will be used in the book.



**Example of a correctly setup Windows XP screenshot.**

*\* To create the requested color, please set as RGB by clicking on the Color selector and click on Other. Then, set each of the RGB values and click OK.*