Requirements for PDF Files of Reports Posted on BES Web Site

RE: http://science.energy.gov/bes/

PDF files of reports submitted to Basic Energy Sciences (BES) should be optimally formatted for posting on the BES web site. To avoid the confusion that results from reformatting a PDF file after its initial release, the original electronic version should be created with the following requirements. These PDF files are meant to be _archival_ _electronic versions of the final reports_. Please make sure that they are as complete and accurate as possible from the onset!

1) Create two PDF versions, as appropriate. The primary file should be a screen-optimized version where the text is fully searchable, while the images are lower resolution to keep the file size reasonable for online viewing (e.g., 72 dpi images; file size: 1–15 MB, depending on how many images are in the body of the report). The second version should be the full print version used to make brochure-quality copies with images at their highest resolution (e.g., 300-600 dpi; file size: 15–80+ MB). The latter version is more archival and should be serviceable, for example, for directly copying report images for Powerpoint presentations or for other graphic purposes.

2) Use correct Title and Author names. Using Adobe Acrobat, change the PDF file "Document Properties" to the document's full name and author (e.g., BESAC, NSTC, BES). This should aid Internet search engines to find and properly identify the document.

3) Bookmark the PDF file.   Add the appropriate bookmarks with Adobe Acrobat to bookmark the important sections or chapters of the report.   Change the default "Initial View" setting to "Bookmarks Panel and Page" so that the file opens with bookmarks showing.

4) Match the page number formats of the PDF file to those in the actual document.   For better on-line navigation, renumber the pages of the PDF file to match the actual numbering used in the document (e.g., instead of starting with page "1," your document should start with "Cover," "Inside Cover," and then possibly page "_i_"). To make PDF page number changes in Acrobat Professional, you need to click on the "Pages" tab to the left of the "Bookmarks" pane. Right click on the page(s) that you want to change and select "Number pages …"   The pop-up window has all the options that you need to make changes to the page numbers and formats.

5) Assign short filenames.   The filenames of reports are usually the initials of the document title followed by "_rpt.pdf" (i.e., ABC_rpt.pdf). Please select a filename that is not already used by BES (http://science.energy.gov/bes/news-and-resources/reports/). The high-resolution version should use the same initials followed by "_rpt_print.pdf" (e.g., the two files might be named: ABC_rpt.pdf and ABC_rpt_print.pdf). Once the filename acronym is decided, the URL of the PDF file can be referred to within the report itself, e.g.,
"This report is available at _http://science.energy.gov/~/media/bes/pdf/reports/files/ABC_rpt.pdf_"

6) Use the correct DOE logo, as appropriate. Download the high-resolution versions here: http://science.energy.gov/about/resources/logos/.