EVACES'07

INTERNATIONAL CONFERENCE ON

Experimental Vibration Analysis for Civil Engineering Structures

DATE:

October 24 – October 26, 2007

LOCATION OF THE CONFERENCE:

Porto, Portugal

HOW TO PREPARE YOUR PAPER

1 column A4.zip

– A4temp.doc Microsoft Word Document - instructions for paper size A4

– A4temp.dot Microsoft Word Template - template for paper size A4

1 column US-Letter.zip

– UStemp.doc: Microsoft Word Document - instructions for paper size US-Letter

– UStemp.dot : Microsoft Word Template - template for paper size US-Letter

Instructions.pdf: Sample paper with instructions

Readme.pdf: This file

MICROSOFT WORD USERS

Open the file A4temp.doc (if you have a printer printing on A4 size paper - European standard) or UStemp.doc (if you have a printer printing on Letter size paper - American standard). Print this document. It gives detailed instructions on how to proceed when you still have to type your paper and also when you want to use the text from an old file.

Note that you should always use the tag "First paragraph" after a heading. For the rest of the text, use "Standard text". When importing figures always set the paragraph tag on "Figures". Figures cannot be imported on the paragraphs tag. Use only the headings 1, 2, and 3.

1. Copy the correct template file to the template directory. The name of this directory can be found in File Locations of Options (Tools Menu).

2. Start MS Word and select the template file in "New" (File Menu).

3. Rename this new file in "Saving As" (File Menu).

You are now ready to type your paper (see 4-7 below), or/and to insert text from another file (see 8-10 below).

4. Type the correct title, author(s) and affiliation(s), and delete old text without deleting the return at the end of the line.

5. Type your abstract behind "ABSTRACT:

6. Type the text of the first heading and delete old text without deleting the return at the end.

7. Now type the text of your paper using tag "First paragraph" for all paragraphs which follow after a heading and tag "Standard text" for all other normal paragraphs. Figures should be placed in paragraphs with a "Figure" tag and equations with a "Formula" tag.

8. To insert text from another file open, that file as well, select (Mouse) the text to be copied (Edit Menu), and paste (Edit Menu) it into the new file. In the Window Menu you can switch between opened files.

9. Check if setting of paper size and margins (Page Set Up in File Menu), and Columns (Format Menu) are still correct (see table 1 in Instruction file).

10. Change the old tags for the new tags (see 7 above). Before doing this apply automatic formatting: From the Format Menu select AutoFormat and click AutoFormat now.

FINAL NOTE TO ALL AUTHORS

Your paper has the same typography as the specimen paper enclosed, whether you used the templates or not. The publisher will reduce your paper to 85% and print it in black. For this reason please check that the print is clear and of a high quality.