O'REILLY®

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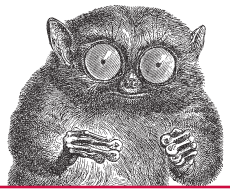


O'REILLY MEDIA ILLUSTRATION GUIDELINES

Congratulations on signing your book with O'Reilly Media, Inc. This document will help you understand the procedure for using screenshots and technical illustrations in your book. This information can be found online at:

https://prod.oreilly.com/external/illustrations/illustrations_guidelines.html

username: guest; password: <leave_it_blank>

Determining What Should Be Illustrated

A graphic can go a long way toward promoting understanding and supporting text. You and your editor are responsible for identifying possible figures from the outset. Most authors are comfortable deciding which concepts would benefit from a graphic depiction, but editors are happy to assist and suggest potential figures if you are less graphically inclined. All potential figures should be identified and brought to our attention.

Schedule

You'll want to be sure that all artwork is submitted early enough to allow time for figure creation. Screenshots may be submitted seven working days before you submit the text files for production. For drawn figures, you may need to submit artwork sooner. Please contact the Illustration department (illustrations@oreilly.com) as soon as possible with samples of figures to be created and estimates of how many you expect there to be, and we can work with you to create a schedule for file submission. Once we've created the figures, there will be a review process, with you commenting and editing, and us updating. This revision cycle continues until the figures are satisfactory. You will be able to review and edit your figures through the QC1/proof stage of production; after the book is pagebroken (QC2), only minor changes can be made.

Organizing Your Figures

The way you organize and track your figures is a critical part of the production process, and effort here can really help ensure a speedy production cycle.

Numbering Figures

As you write and compile art, you may not be keeping your files very organized; however, keep in mind that eventually these files will need to be numbered according to where they will appear in the book.

When your book is submitted, the text and art files are sent to different departments. Art embedded in Word files are usually stripped out and discarded, to be replaced by the processed images from the Illustration department. Extracting images directly from the Word files yields very poor results, so please plan on submitting your art separately. If the submitted figure files are not numbered, there is no way for us to know the chapter and order they go in. The best way to rectify this is to rename all of your image files before submitting them, following the scheme 0101.*ext* (for chapter 1, figure 1,*file extension*), 0102.*ext* (chapter 1, figure 2), 0201.*ext* (chapter 2, figure 1), 1001.*ext* (chapter 10, figure 1), etc. Not only will this help us process your book faster, but it will allow us more time to fix missing or incorrect images.

One of the most helpful organizational tools to keep your figures numbered correctly and track any changes is a figure list.

The Figure List

Organization is key. A well-organized figure list allows us to move your book through production more quickly and accurately. When you contact us, you are responsible for providing figures and a figure list. The figure list must contain the filename, location, and caption for each figure. You are responsible for identifying any figures that move or chapters that shift position.

When creating figure lists, please use the following conventions:

1. **Fig# column**: This is where the figure will be in the printed book.

2. **Filename column**: These are the files you send in. This tells us which files to use where. It is very important that this information be as accurate as possible.

3. **Caption column**: The figure captions. Please use sentence-style capitalization ("This is a good figure caption"), not headline style ("This Is a Bad Figure Caption").

4. **Type column**: Drawings are handled differently than screenshots. For all screenshots, please submit electronic files.

Try to keep all figure lists uniform. Here's an example of an ideal figure list:

Windows NT - File System Internals			
Fig#	**Filename**	**Caption (or description)**	**Type**
1-1	wfi_0101.gif	Overview of the Windows NT operating system environment	Drawing
1-2	wfi_0102.tif	Namespace presented by the Object Manager	Screenshot
1-3	wfi_0103.tif	Filter drivers in the driver hierarchy	Screenshot
2-1	wfi_0201.tif	Local File System	Screenshot
2-2	wfi_0202.tif	Hierarchical name space for directories and files	Screenshot
2-3	wfi_0203.tif	Remote (network) file system	Screenshot
2-4	wfi_0204.tif	Sharing a directory across the network	Screenshot
2-5	wfi_0205.tif	Global name space presented by distributed file systems	Screenshot
4-1	kernel.png	Kernel-mode components, including the I/O subsystem	Drawing
4-2	syncproc.png	Synchronous/asynchronous processing	Drawing
4-3	dAttach.png	A device object being attached to another	Drawing

The list contains all the information necessary to keep the figures organized. In this list, the first two chapters use the O'Reilly filename convention. The filename identifies the book, location, and file type. We strongly encourage you to use this convention, but it is not necessary as long as the filename is accurately noted in the figure list, as shown in the Chapter 4 examples.

Types of Figures

There are two main types of figures: screenshots and drawn figures.

Screenshots

Most readers want a literal depiction of what they see as they use new software; a screenshot provides just that. Because it would be impossible to specify every way in which screenshots can be taken and manipulated, the Illustration department requires that samples be provided *before* all images for the book are captured. Doing this will allow us to test your screenshots for quality and, hopefully, to fix any problems early in the process.

Our goal is to produce quality printed versions of what users will see on screen. Here are a few tips to make this possible (and to save you time):

- Do not use the JPEG file format for saving screenshots. These are not ideal for print. Please use GIF, TIF, PNG, or BMP.

- Do not crop, add callouts, or modify your files. We will do all of that for you; just let us know if you require callouts and supply one file with callouts added and one without. (Callouts are text added to screenshots or photos that label or describe elements.)

- Please send in several sample figure files so we can make sure that your files are OK for print.

Creating a screenshot

Each system has a different method for creating screenshots. Here we document the simplest method using the most basic tools.

Macintosh OS X

1. Launch System Preferences.
2. Click on the Desktop & Screen Saver → Desktop panel.
3. From the Collection menu, select Solid Colors.
4. From the tiles that appear, scroll all the way to the right and select the last one, Solid White.
5. Close the System Preferences window.

This will set your Desktop background to a solid white; a white background behind windows makes the screenshots look cleaner in the finished product.

Please use the OS X utility called Grab. This is a very easy application to use and allows the user to save screenshots as TIF files rather than PDFs, which is the default on OS X for Shift-Command-3.

The PDFs generated on OS X are anti-aliased to look good on screen, but type will be blurry in print.

Windows

1. Please turn off the "Clear Type" utility in Windows.
2. Control Panel → Display → Appearance → Effects
3. Set the "Use following method to smooth font edges" drop down to "standard".

To screendump an individual window, select the window and then use Alt + PrintScreen. This puts it in the clipboard. Open the Microsoft Paint application or another basic bitmap editor. (Do not use MS Paint to convert screenshots to JPEGs; they will become corrupted.) Now paste the image and save. The image will be saved as a *.bmp* file.

To screendump an entire screen, press PrintScreen only. The rest of the procedure is the same as for individual windows.

Unix

There are various ways to make screenshots in xwindows; we usually use the simplest, xwd, as in:

```
% xwd -out [filename.xwd]

 or

% xwd > [filename.xwd]
```

You can also give an id number (obtainable by running xwininfo) to the xwd command if you prefer that method; just use xwd -id and then the number. When you give the xwd command this way, it converts the cursor into crosshairs that you can move into the window where you wish to obtain a screen dump. Then click with the leftmost button on your mouse to choose the window; the command will beep and then take a few seconds to generate the screen dump.

To make a dump of a menu that's popped up, use:

```
% sleep 5; xwd -root -out menu.xwd
```

While the command is sleeping, you pop up the menu. Then the xwd -root command takes over your cursor and makes a dump of the *whole root window*, including the menu that you are popping up. Use a graphics program like xv, xgrabsc, or asnap to pluck out the menu that you want from the dump of the root window. This is also the way to get a dump of a root window. It's worthwhile to set the color of the root window to a contrasting color by using the xsetroot command, as in:

```
% xsetroot -solid snow
```

where snow is one of the many kinds of white you can pick.

Linux

There is an applet that works on the GNOME toolbar that can take snapshots and save them in any of 15+ formats, including TIF.

The required programs are:

- *screenshooter_applet-0.8.2*: The screen grabber
- *ImageMagick*: Set of tools for manipulating images under X11

With these packages installed, just click on a button on the GNOME toolbar; a second later, you have an image file. You select the format by telling the applet which extension to use on the filename; this extension determines what the resulting file format will be.

KDE users can use ksnapshot, which is typically found in the K menu, under Utilities → Desktop. It offers a user-settable delay, full desktop or single window, and can also choose to include or omit window decorations.

The Gimp can take screen snapshots on its own. From the File menu, choose Acquire → Screen Shot. You can choose to take a snapshot of a single window or of the entire desktop. You can set a delay in seconds, so you can set up the shot, menu pick, etc.

Third-party screen capture applications: There are many third-party applications that can assist in screen captures. There are too many for Illustration to test, so again, please send samples of any images created with these kinds of applications *before* all of the images are collected. Testing these beforehand will help us determine whether or not that particular application is suitable for use.

Drawn Figures

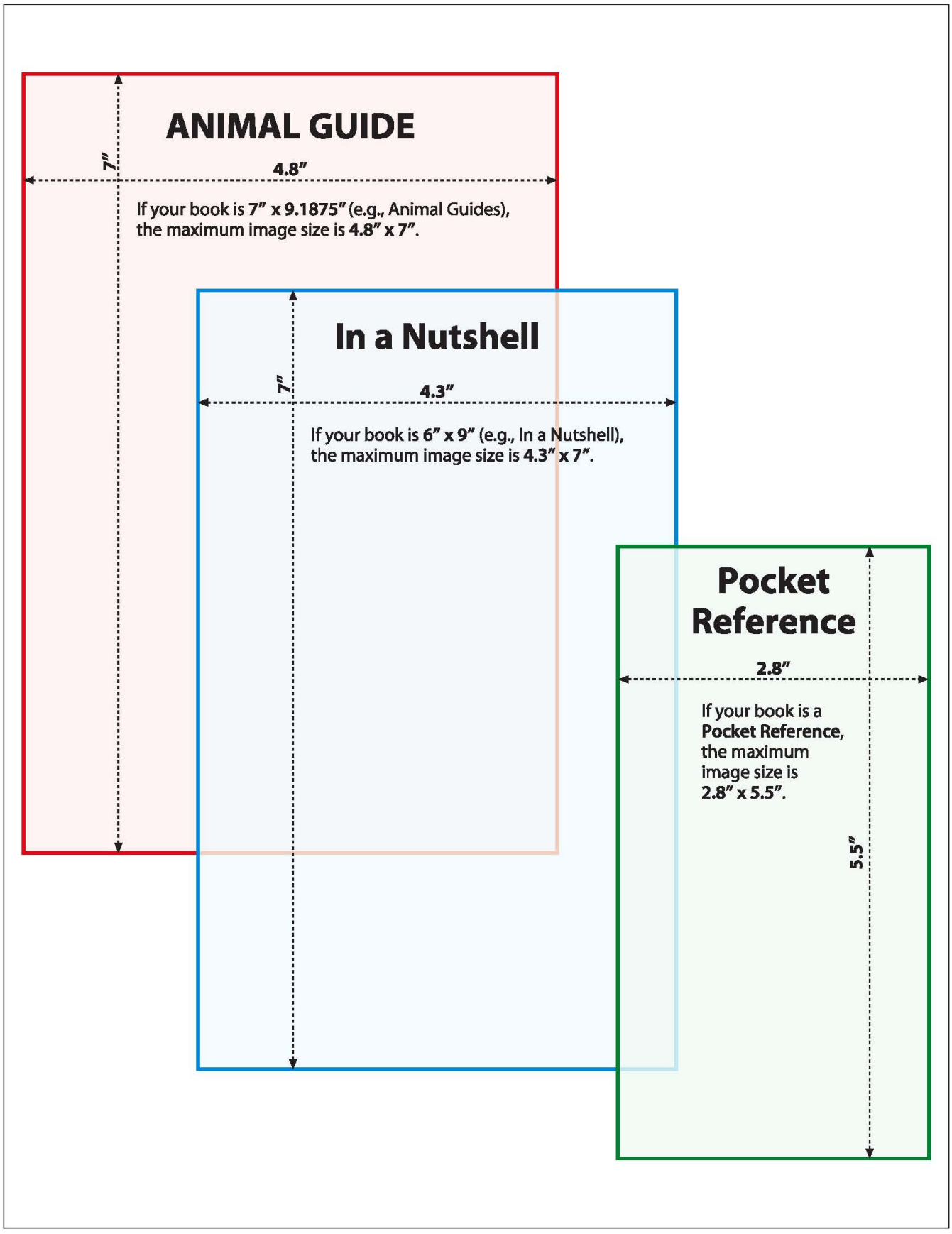
Drawn figures can help clarify concepts that are difficult to convey to your readers through text alone. When initially rendering your figures, you should use whatever method is most comfortable for you. Figures can be sketched, described in text, or generated using a computer drawing program. If you are using an application such as CorelDraw or Adobe Illustrator, please send us a few samples early in the process so that we can determine whether you can submit the files in a native format.

All illustrations will be modified to fit the style of O'Reilly books; you should not be concerned with creating a masterpiece. The quality of the initial artwork is irrelevant. We will work with you to create a refined graphic.

While many figures are straightforward, some are complex and require a collaborative effort. In these instances, you'll need to explain the intent of the figure or supply supporting text to us. We can then determine the most effective manner to graphically represent the information.

Figure Sizing

When creating your figures, please be aware of page size limitations. See graphic on following page (not to scale).


ANIMAL GUIDE
7″
4.8″
If your book is 7″ x 9.1875″ (e.g., Animal Guides), the maximum image size is 4.8″ x 7″.
In a Nutshell
7″
4.3″
If your book is 6″ x 9″ (e.g., In a Nutshell), the maximum image size is 4.3″ x 7″.
Pocket Reference
2.8″
If your book is a Pocket Reference, the maximum image size is 2.8″ x 5.5″.
5.5″

Thank you, and we look forward to working with you.

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