

Tables and Figures: You may need to submit tables and figures for inclusion in your evaluation report. If at all possible, tables should be prepared in one of the following softwares, and submitted on disk or as an e-mail attachment: WordPerfect; MS Word; or Excel. *Please contact the ICC-ES regional office that is processing your report for detailed information concerning submission and processing of electronic files.* Tables submitted on disk *must* be accompanied by hard copies that are clearly marked with the table numbers, and you must indicate on the disk itself the software in which the tables were created.

Art for figures may be submitted in one of two ways, as follows:

- a. Art may be prepared electronically and submitted to ICC-ES on disk or as an e-mail attachment. Such art should be prepared as a .pdf, .tif, or .jpg file. If you submit the art on disk, you must indicate on the disk the software in which the art was created, and you also must furnish us with hard copies of the art. These hard copies should be marked with the figure numbers. Also, *make sure the hard copies match what is on the disk.*
- b. Applicants may send us camera-ready copies of their art, and we will scan these copies on a high-resolution scanner to bring the art into an electronic format. Please note that when we ask for “camera-ready” copies, we are asking for the best-possible original image. The original art should be clean and sharp; there should be no broken lines or type, and the type should be no smaller than 8-point; every element of the art should be clear and easy to read.