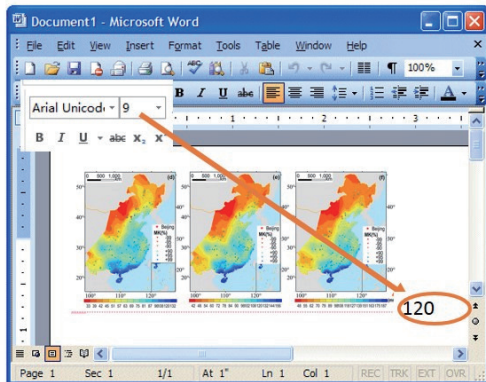


Step 1. To resize a picture, on the **Picture Tools Format** tab, in the **Size** group, enter the new measurements into the **Height** and **Width** boxes.

Please produce the figures as 100% of the publication size.

For the publication size, figures are adjusted into three sizes, one-column size of about **70 mm** wide, two-column size of about **140 mm** wide and three-column size of **160 mm** wide.



Step 2. To compare the font sizes, please insert an example text behind your publication sized figure. Choose Arial font style from the drop-down list given, and changes the size of the font to 9.

Step 3. If the fonts in your figures are smaller than the inserted text, please increase the font sizes.

