
How to submit documents for design to the USDA Design Center

To provide you with a finished product quickly and accurately, we offer the following guidelines for submitting your projects.

Word Processing Files

Types of Diskettes Accepted

- We accept 3.5" high-density IBM-formatted diskettes, as well as Macintosh diskettes, JAZ cartridges, ZIP cartridges, and CD ROM formatted for use in Macintosh.

Best Software To Use

- Please save document in one of the following formats:*
- WordPerfect 5.0 and above
- Microsoft Word 5.0 and above
- ASCII (TEXT format)

Please label your diskette with the document name(s), your name, date, and format.

**It is easiest for us to use files saved in a word processing format than in any other software, such as PageMaker or spreadsheet programs.*

How to Type Your Copy

- Copy should be flush left, upper and lower case. Please do not type copy in all caps.
- Take out all paragraph indents. Instead, place one line space between paragraphs to separate them.
- Delete all rules, symbols, and framing boxes from your file.
- Type only 1 space after the period at the end of a sentence, not two.
- Do not save document in columns or in table format.

Please Include Marked Hard Copy

- Hard copy must be included, shown or marked with specifications for italic, bold, and levels of heads and subheads. For example, it should be clear which head/subhead is "level 1" head for most important, "level 2" for next, and so on.

Special Instructions for Tables

- Please do not save tables in cells. Instead, convert all tables from spreadsheet programs or table editors into text. Provide hard copy prints of your table(s).

If your project consists of many tables, submit a test file first to the Design Center.

Transmitting Documents Through E-mail

You can transmit small files to your Design Representative via email. The address for your design representative is:

<first name.last name@usda.gov>

If you have questions on Internet transfer or are unable to send to address listed, please call your Design Representative, or 202 720 6641.

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