Requirements for
IEEE Sponsoring Entities and Conference Organizers
Submitting Extended Objects for IEEE Xplore®

Version 1.0

12 January 2006

IEEE Content Management

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DOCUMENT STATUS RECORD

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1   INTRODUCTION

Conference organizers, IEEE sponsoring entities (societies, etc.), and authors have expressed the desire to submit ancillary material as part of their conference proceedings[1]. Such material, formerly known as multimedia objects, is now referred to as extended objects. An extended object provides information that enhances the value of the material in the paper. An extended object can be, but is not limited to, a presentation, an audio clip, a video clip, an executable program, source code, data, or similar material. It is expected over time that authors will define new types of extended objects. Such extended objects are typically provided as separate files, not included in the main body of the submission.

In order to process extended objects a packing list is required. Please refer to Section 3, item 4 below for more details. The packing list generator and documentation is available on the IEEE Online Resource Center for Conference Publication Organizers site (http://www.ieee.org/confpubcenter).

The requirements defined in this document are the minimum needed to process extended objects. The IEEE sponsoring entity (society, etc.) and conference organizer may choose to require additional criteria such as specific file formats, additional submission requirements, or naming conventions. This is acceptable so long as the criteria are consistent with the requirements described in this document. This document does not describe how to meet the requirements because each conference environment is different.

Please note that, if an extended object does not meet the appropriate criteria as defined in this document it will not be accepted for publication in IEEE Xplore®.

2   EXTENDED OBJECT DEFINED

Extended objects are simply one or more files intended to enhance the reader's understanding about one or more points made in an article. Once the files are received by IEEE, the file names will remain the same but any other information associated with the file(s), such as location and linking, is subject to change.

Two broad classes of extended objects are defined. The first is a playable file of some sort, such as a video clip or a sound file. The second is a data set, where the author has provided raw data, possibly along with some sort of program or viewer to help readers of the paper manipulate and analyze the data. This class includes (1) program source code and the directions for its use, and (2) discipline specific extended objects. The best way to treat discipline specific extended objects, however, is left to the IEEE sponsoring entities (societies, etc.) and conference organizers.

2.1   Examples of Playable Extended Objects

Playable extended objects can usually be recognized by their file extensions. These include but are not limited to the types below:

> Audio: .aiff (older but still common Audio Interchange File Format)
> .au (Unix audio)
> .midi
> .mov (Quicktime audio)
> .mp3
> .ra (Real Audio)
> .wav (Windows audio)

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[1]The conference proceedings includes covers, front matter, papers, indexes and all other material as defined in the document "IEEE Content Types".

Video: .asf and .wma (Microsoft Media Player)
.avi (Microsoft's Audio-Video Interleaved)
.gif (animated GIFs)
.mpeg
.mov (Quicktime)

Graphics: .gif (GIF image)
.jpg (JPEG image)
.png (Portable Network Graphics)
.psd (Photoshop Image)
.ps and .eps (PostScript and Encapsulated PostScript graphics)
.svg (Scalable Vector Graphics)
.tif (TIFF image)

Presentations: .ppt (Powerpoint)
.pdf (Representation of a presentation)

2.2 Examples of Data Set Extended Objects

Data sets are usually described by the author in some detail and are often in compressed formats. These might have the following compressed file extensions:

Unix:	.gz
	.tar.gz
	.tar.Z
Macintosh:	.hqx
	.sit
Windows:	.gz
	.zip

A program's source or executable code may be present in a data set either with the data or without the data the program needs to run.

2.3 Processing of Extended Objects

Extended objects are associated with the paper through the packing list. If the extended object is not already in an archive format it is automatically archived. This allows downloading of executable code.

2.4 Copyrights and Extended Objects

Generally, no additional IEEE Copyright Forms are required for extended objects since the one, signed Form is usually sufficient at covering all intellectual property associated with the paper. However, the IEEE sponsoring entity (society, etc.) and conference organizer must still obtain a signed IEEE Copyright Form (electronic or paper) for each accepted paper.

Should a copyright question arise, please contact the IEEE Intellectual Property Rights Office at w.hagen@ieee.org or +1 732 562 3966.

3   REQUIREMENTS FOR SUBMITTING EXTENDED OBJECTS

It is the IEEE sponsoring entity (society, etc.) and conference organizer's responsibility to decide on whether authors will be encouraged to submit extended objects for each conference. If the conference agrees to include extended objects in IEEE Xplore®, they must be submitted on the IEEE Xplore® compatible CD[2].

Prior to preparing the IEEE Xplore® compatible CD the conference organizer must ensure that:

1. The author has submitted: (1) all of the extended object(s); (2) a single README file describing the extended objects for the paper; and (3) a single SUMMARY file providing an overview of the extended objects for the paper.
2. The README file has these characteristics:
   - The file is **either** in ASCII (text) or PDF format.
   - The name of the file is either "<paper-filename>.README.txt" or "<paper-filename>.README.pdf". Where "<paper-filename>"[3] is the name of the paper without the extension. For example, in the file name "wave-propagation.doc" The ".doc" part is the extension[4]. The readme file for this paper is either "wave-propagation.README.txt" or "wave-propagation.README.pdf". See Appendix F3 for additional information.
3. The summary file has these characteristics.
   - The file **must be** in ASCII (text) *only* to facilitate automatic processing.
   - The file should be no longer than 5 sentences or approximately 25 to 50 words.
   - The name is "<paper-filename>.SUMMARY.txt". Where "<paper-filename>[5]" is the name of the paper without the extension. For example, in the file name "wave-propagation.doc" the ".doc" part is the extension[6]. The summary file for this paper is "wave-propagation.SUMMARY.txt". See Appendix F3 for additional information.
4. A Packing List must always accompany the PDF files and extended objects. The packing list for the conference proceedings is only created and updated with the Packing List Generator (PLG) application. It is available at http://www.ieee.org/confpubcenter in the middle section under "Packing List Generator."

It is recommended that the IEEE sponsoring entity (society, etc.), conference organizer, or vendor ask the author to provide the information necessary for the README and SUMMARY files. Otherwise the conference organizer or IEEE sponsoring entity (society, etc.) is responsible for creating these files. If a vendor is used these files must still be created.

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[2]Such a CD meets the minimum requirements for processing by IEEE Xplore®. *This CD is different from the CD distributed at a conference.* Please refer to the latest IEEE Xplore® PDF documentation for the requirements.

[3] The purpose of "<paper-filename>" it to uniquely identify each README file. A conference may use another unique identifier (such as paper ID); however, the file must end in either README.txt or README.pdf. See Appendix F.

[4] The extension is a standard set of endings that identify what type of file it is.

[5] The purpose of "<paper-filename>" it to uniquely identify each SUMMARY file. A conference may use another unique identifier (such as paper ID); however, the file must end in SUMMARY.txt. See Appendix F.

[6] The extension is a standard set of endings that identify what type of file it is.

4   ADDITIONAL INFORMATION

IEEE does not limit the kinds of extended objects a conference may publish.

Appendix A contains sample letters requesting this information from the author for both playable and data set extended objects. All information requested in the sample letter is required. In general, no additional information should be requested.

Appendix B contains sample README files for playable and data set extended objects. The README files contain the information requested in Appendix A. In general, no additional information should be included in the README file.

Appendix C contains sample SUMMARY files for playable and data set extended objects. The SUMMARY files correspond to the README files in Appendix B. The SUMMARY file provides an overview of the extended objects and helps users of IEEE Xplore$^{®}$ to make download decisions.

If submitting extended objects is encouraged, Appendix D provides suggestions on how to refer to them in the paper. Although not required, it is recommended that the paper informs the reader of the presence of extended object(s).

Appendix E shows how extended objects appear in IEEE Xplore$^{®}$.

Appendix F suggests naming conventions for the paper, README, SUMMARY, and extended objects.

APPENDIX A
SAMPLE LETTERS REQUESTING AUTHOR PROVIDED README AND SUMMARY FILES

APPENDIX A1
SAMPLE LETTER FOR PLAYABLE EXTENDED OBJECTS

Dear Author:

This is in reference to your paper (title) to be published in (conference proceedings title). It appears that supplemental electronic files are included with your paper's submission. Authors who submit supplementary electronic content with their papers (called "extended objects" for brevity) must provide a README file and a SUMMARY file with their material.

There are two basic types of author-submitted extended objects: 1) playable files (such as .au, .midi, .mov, .mp3, .mpeg, .wav, etc.), and 2) data set or collections of extended. Playable files require some sort of client player software and are usually fairly straightforward to use. Data sets are inherently more complex, consisting of raw data, often with an accompanying program(s) to manipulate the data. It appears that you submitted playable extended object(s). The requirements for playable extended object submission are described below:

For *playable* extended objects, the author README file must include the following sections:

    a.   **Description:** An overall description of the objects and what the audience can expect to gain by downloading them;

    b.   **Size:** The total size of all objects, in kilobytes if less than one megabyte in size, or in megabytes if one megabyte or greater in size. This will allow IEEE to provide IEEE Xplore users with information that will help them to make downloading decisions;

    c.   **Player Information:** Provide the minimum version of the player software that is required to play the submitted files. Include the name of the software, the version number, and any special requirements for the player. For non-standard applications, please include what platform(s) is required along with more detailed information about interacting with these objects;

    d.   **Extended Object List:** A complete list of all the files included in the set of extended objects;

    e.   **Contact Information:** The author should provide contact information in case users have questions regarding the extended material. IEEE will not provide any technical support.

For *playable* extended objects, the author SUMMARY file must:
    a.   Describe in 5 sentences *or less* the contents or value of the extended objects. This file helps IEEE Xplore users to make downloading decisions.

Please make sure that the README file is in PDF or text format so that it is available to the widest possible audience of readers. Please make sure that the SUMMARY file is in text format. *Other formats may delay processing your paper.*

Please note that your supplemental files must be compressed into a .zip file or .tar.gz file (as appropriate), including your README file and your SUMMARY file, and will be placed on IEEE Xplore for authors to access along with the paper. IEEE staff will make sure that all files are loaded, but will not provide support to readers on how to use the materials or troubleshoot them if there are problems. Therefore, it is important that the README file contain complete instructions for using the supplemental files and that all files work properly.

We appreciate your cooperation.

Regards,

APPENDIX A2
SAMPLE LETTER FOR DATA SET EXTENDED OBJECTS

Dear Author:

This is in reference to your paper (title) to be published in (conference proceedings title). It appears that supplemental electronic files are being submitted with the paper. Authors who submit supplementary electronic content with their papers (called "extended objects" for brevity) must provide a README file and a SUMMARY file with their material.

There are two basic types of author-submitted extended objects: 1) playable files (such as .au, .midi, .mov, .mp3, .mpeg, .wav, etc.), and 2) data set or collections of extended content. Playable files require some sort of client player software and are usually fairly straightforward to use. Data sets are inherently more complex, consisting of raw data, often with an accompanying program(s) to manipulate the data. It appears that you submitted data set extended object(s). The requirements for data set or extended collection submissions are described below:

For extended *data sets* or *collections*, the author README file must include the following sections:

 a. **Description:** An overall description of the objects and what the audience can expect to gain by downloading them;
 b. **Size:** The total size of all objects, in kilobytes if less than one megabyte in size, or in megabytes if one megabyte or greater in size. This will allow IEEE to provide IEEE Xplore users with information that will help them to make downloading decisions;
 c. **Platform:** The platform required to use these files;
 d. **Environment:** The environment needed (operating system, version, particular libraries, compiler versions, DLLs, etc.);
 e. **Major Component Description:** A detailed description of the major components of the data set;
 f. **Detailed Set-up Instructions:** These instructions should be set up in a step-by-step format, including information on how to perform any necessary set-up. For example: creating directories, copying/moving files into particular locations, etc.;
 g. **Detailed Run Instructions:** A set of detailed instructions on how to compile or run any program(s) associated with the data set or collection, any special set-up of the computer environment required, etc.;
 h. **Output Description:** A description of the expected output of the program(s) so users will know if they are seeing what the author intended;
 i. **Contact Information:** The author should provide contact information in case users have questions regarding the extended material. IEEE will not provide any technical support.

For extended *data sets* or *collections*, the author SUMMARY file must:
 a. Provide an overview in 5 sentences *or less* of the contents or value of the extended objects. This file helps IEEE Xplore users to make downloading decisions.

Please make sure that the README file is in PDF or text format so that it is available to the widest possible audience of readers. Please make sure that the SUMMARY file is in text format. *Other formats may delay processing your paper.*

Please note that your supplemental files will be compressed into a .zip file or .tar.gz file (as appropriate), including your README file and your SUMMARY file, and will be placed on IEEE Xplore for authors to access along with the paper. IEEE staff will make sure that all files listed are loaded, but will not provide support to readers on how to use the materials or troubleshoot them if there are problems. Therefore, it is important that the README file contain complete instructions for using the supplemental files and that all files work properly.

We appreciate your cooperation.

Regards,

APPENDIX B
SAMPLE README FILES

<div align="center">

APPENDIX B1
SAMPLE README FILE FOR PLAYABLE EXTENDED OBJECTS

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Supplementary Material to "A Methodology for Extracting Objective Color from Images," by Bob Jones, Steve Smith, and David Gold

Description: Here we provide all the color figures in the printed paper in their electronic format. Since the paper is about color correction, this will allow readers to analyze the images at finer resolution and color fidelity than is available in the print version. For the color images that appear in the print version as black and white, readers will find the corresponding color version here. We also provide MPEG-1 animations to go along with Figure 20 of the paper.

Size: The total size is about 856 Kbytes

Player Information: The 25 still images are available in jpeg format and the 2 videos are available in mpeg formats. The still images should be viewable using any readily available image viewers on Windows (Microsoft Photo Editor, Microsoft Paint, ImageMagik, Adobe Photoshop) and Unix (ImageMagik). The videos should be viewable using Windows Media Player.

Extended Object List: There are 25 still images in jpeg format and 2 videos in mpeg format. Specifically, the following files are included:

Figure-14a.jpg (5975 bytes)	Figure-7a.jpg (13504 bytes)
Figure-14b.jpg (9298 bytes)	Figure-7b.jpg (28471 bytes)
Figure-14d.jpg (6135 bytes)	Figure-7c.jpg (10510 bytes)
Figure-14e.jpg (10070 bytes)	Figure-7d.jpg (12857 bytes)
Figure-16a.jpg (5633 bytes)	Figure-8a.jpg (9119 bytes)
Figure-16g.jpg (10367 bytes)	Figure-8b.jpg (12288 bytes)
Figure-17a.jpg (20906 bytes)	Figure-8c.jpg (8967 bytes)
Figure-17b.jpg (30520 bytes)	Figure-8d.jpg (9759 bytes)
Figure-18a.jpg (46431 bytes)	Figure-8e.jpg (7509 bytes)
Figure-18b.jpg (51334 bytes)	Figure-8f.jpg (8516 bytes)
Figure-19a.jpg (20942 bytes)	Figure-9.jpg (128687 bytes)
Figure-19b.jpg (22606 bytes)	Figure-20a.mpg (126761 bytes)
Figure-3a.jpg (32487 bytes)	Figure-20b.mpg (154697 bytes)
Figure-3b.jpg (72882 bytes)	

The MPEG streams were encoded by UCB Encoder (mpeg_encode) v1.5b.

Contact Information: For any questions please contact: Author (author@ieee.org), (732) 555-1234.

APPENDIX B2
SAMPLE README FILE (ABRIDGED[7]) FOR DATA SET EXTENDED OBJECTS

This README file contains information on the extended object data set that accompanies the paper
"Creating Data Set Extended Objects for IEEE Conferences" by Bob Smith and Bill J. Jones

Overall Description
This extended object data set contains supplementary info related to the above paper. The data set
contains these two groups of files:

Group 1 is a set of eighteen (18) animated gif files that reside in the file folder named "Gif". These files can be
viewed on any platform and require a web browser such as "Internet Explorer" or "Netscape".

Group 2 is a set of files and subfolders that reside in the file folder named "html_documents". They facilitate the
installation of the free 2D electromagnetic field simulator "MEFiSTo-2D Classic" (henceforth called simply
"MEFiSTo") from Faustus Scientific Corporation (install image in subfolder "mefisto_2d_classic") and the
selection of the animated gif files forming Group 1 above. The html files can be viewed on any platform and
require a web browser such as "Internet Explorer" or "Netscape".

Total Size of all Objects
The total size of the complete set of 73 files, 2 folders is 19.5 MB (18.4 MB when compressed into a
single WinZip file).

Platform
The html files and animated gif files can be viewed on all platforms. The tlm files require MEFiSTo-2D
Classic to be installed.

Environment
MEFiSTo-2D Classic runs on IBM and compatible computers under Windows 95 (SR2), 98, 2000, ME,
XP or NT version 4.0 or later. The html and animated gif files can be viewed on all platforms with a web
browser.

Major Component Description
Group 1 is a set of eighteen (18) animated gif files that reside in the file folder named "Gif". These files have been
created by running the virtual experiments and saving sequences of screen images. Since the gif files are platform-
independent, they can be viewed by readers who do not have a PC or do not want to install MEFiSTo-2D Classic for
any reason. The animated gifs can be started directly by clicking on them.

Group 2 "html_documents" contains a local MEFiSTo install page "main.html" that facilitates the installation
of the free 2D electromagnetic field simulator "MEFiSTo-2D Classic" from Faustus Scientific Corporation.
The install image itself resides in the subfolder "mefisto_2d_classic" together with auxiliary files and the file
"classic.html" that contains step-by-step instructions for the installation of MEFiSTo-2D Classic. "main.html"
is linked to "Mefisto_2d_classic\classic.html" which, in turn contains links to the setup file "Setup.Exe".

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[7] This is a shortened version of an actual README file. Please include all the necessary information to use the data
set extended object.

Detailed Set-up Instructions
1) Download the extended object set of files and extract the entire set into a single directory on your hard disk.

2) To run the animated gif files open the file "gif_link.html" with your Internet browser and click on the desired link. The file "gif_link.html" resides in the directory named "html_documents".

3) To install MEFiSTo-2D Classic on a Windows 2000/XP/NT PC, Administrator privileges are required. It is preferable to log on as an Administrator before installing the program on those PCs.

Detailed Run Instructions
All files can be opened by double-clicking on their icons, in which case the appropriate application program will start up and load the file.

All files can also be opened from within the appropriate application program using the "Open" command in its "File" menu.

To run a tlm file using MEFiSTo-2D Classic, open the tlm file and click on the "++" button in the simulation tool bar, or select "Forward" in the "Simulation Control" menu of MEFiSTo.

To stop the simulation, click on the "S" button in the simulation toolbar, or select "Stop" in the "Simulation Control" menu of MEFiSTo.

To run the simulation again, click on the "R" button in the simulation toolbar, or select "Reset Simulator" in the "Simulation Control" menu of MEFiSTo.

For further instructions on how to use MEFiSTo, consult the documentation in the Help menu of MEFiSTo or in C:\Program Files\Faustus\MEFiSTo-2D Classic\HelpDoc\PDF. The latter is also accessible from the Start menu of your PC. Follow the path Start\Programs\MEFiSTo-2D Classic\Documents\

Output Description
Opening html files brings up text as well as buttons with appropriate links.

Opening animated gif files results in the dynamic display of field pattern generated by running the tlm files with MEFiSTo. Most of them are sequences of screen captures run in a closed loop.

Opening tlm files displays the geometry of a structure in the graphics editor window of MEFiSTo. Starting the simulation with the "++" button initiates a dynamic field visualization. For further information, consult the user manual of MEFiSTo.

Contact Information
Bob Smith   rsmith@ieee.org
Bill J. Jones   jones@ieee.org

Department of Electrical and Computer Engineering
College of Engineering
New York, NY

APPENDIX C
SAMPLE README FILES

APPENDIX C1
SAMPLE SUMMARY FILE FOR PLAYABLE EXTENDED OBJECTS

This supplementary extended object contains 25 color JPEG files and 2 MGEG videos. Since the paper is about color correction, color versions of the figures are provided in JPEG format at a higher resolution than the print version. The MPEG files are animations that go along with figure 20.

APPENDIX C2
SAMPLE SUMMARY FILE FOR DATA SET EXTENDED OBJECTS

This extended object data set contains includes 18 animated GIF files, installation instructions of the free electromagnetic field simulator MEFiSTo-2D, and sample files to run virtual experiments using MEFiSTo-2D.

APPENDIX D

Creating References to Extended Objects in the Paper
If the author decides to reference an extended object in the paper, the author should try to briefly describe the additional content and why it is essential to gain a complete understanding of the paper. There is no specific location in the paper where the reference must appear. Any reference to the location of an extended object **must** reference http://ieeexplore.ieee.org. Referencing other locations is not permitted and may cause confusion to users of IEEE Xplore®.

The author might consider placing a reference to extended objects in: (1) opening page footnote, (2) a footnote further on in text or (3) in paragraph text that directly refers to extended object(s). The author is free to choose another location if desired.

The following examples show how an paper might reference an extended object.

1. Opening page footnote (e.g., in the author affiliation block):

Manuscript received July 7, 2000; revised February 3, 2001. The work of P. Matsakis, J. Keller, J. Marjamaa, and O. Sjahputera was supported by the Office of Naval Research under Grant N00014-96-0439. The work of J. Keller was supported in part by the Humanitarian De-mining MURI Program from the Army Research Office under Contract DAAG55-97-1-0014. This paper was recommended by Associate Editor A. Bensaid.

This paper has supplementary downloadable material available at http://ieeexplore.ieee.org, provided by the authors. This includes six extended AVI format movie clips, which show natural scenes with linguistic descriptions. This material is 2.1 MB in size.

P. Matsakis, J. M. Keller, J. Marjamaa, and O. Sjahputera are with the Department of Computer Science and Computer Engineering, University of Missouri, Columbia, MO 65211 USA (e-mail: pmatsakis@cecs.missouri.edu; keller@cecs.missouri.edu).

2. *A footnote in text (In the example below, the footnote at the bottom of the page is part of the example.).*

The motivation for using synthetic images is that it is easy to have reliable pixel-based ground truth. More recently, some authors have developed evaluation methods using pixel-based ground truth on real images. Use of real images, rather than synthetic, should inspire greater confidence in the results.[8]

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[8]This paper has supplementary downloadable material available at http://ieeexplore.ieee.org, provided by the authors. This includes the wood block and Lego house image data sets, a set of Solaris C programs for manipulating and interpreting the images, a setup script and readme file. This material is 34.3 MB in size.

3. A paragraph reference (not footnoted) with a sample image:

To explain the general ideas behind the approach presented here, we implemented and applied a KGSL system to 93 color images collected outdoors. As we proceed to the latter sections of this paper, these color photos will be used as an explanation aid. The color photos were collected using a Cannon Elan II camera and Kodak 35-mm color film. The camera's position was fixed throughout photo collection. Photos were collected under different light conditions: morning, noon and afternoon; sunny, rainy, and cloudy (see Fig.2). We have included a supplementary color MPEG file that contains four images taken at different times under different conditions.
This will be available at http://ieeexplore.ieee.org.

Fig. 2. Caption text here.

APPENDIX E

Sample of Extended Objects on IEEE Xplore®

When the conference proceedings is posted to IEEE Xplore®, three links are shown (Abstract, Full-Text PDF, Multimedia) rather than the usual two links (Abstract, Full-Text PDF). See the first screenshot below for an example. When a reader clicks on Multimedia, he or she is brought to a screen that describes the extended object in more detail, including the size of the file and access to the README file for more information. See the second screenshot for an example.
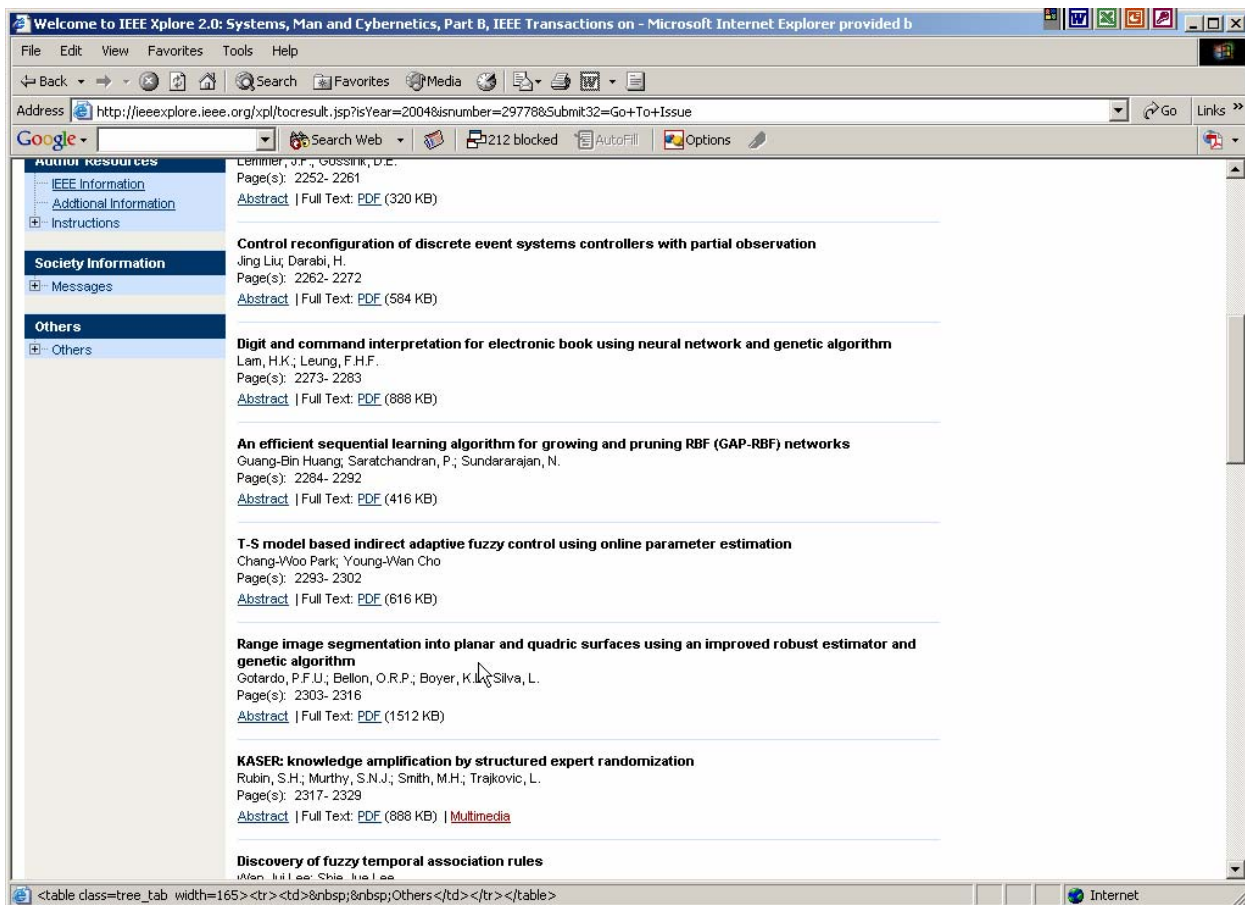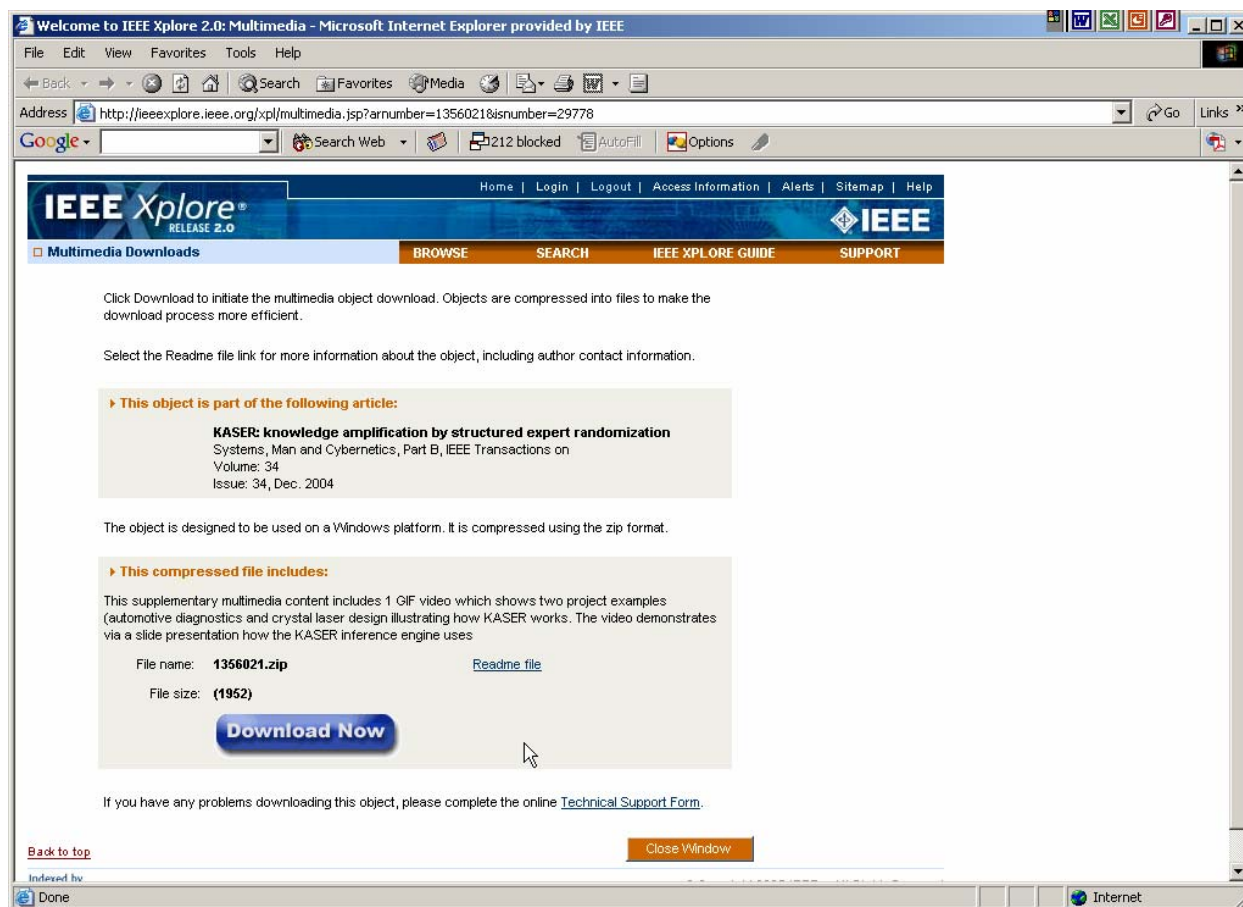
APPENDIX F
SUGGESTED NAMING CONVENTIONS

Introduction
This appendix suggests how to name the files so they are easily readable on all operating systems.

Suggested File Name Characters
Therefore we suggest the names should contain only letters [A thru Z and a thru z], numbers [0-9], periods [.], underscores [_], and dashes [-].

Sample PDF Paper Names
Using the suggested file name characters allows papers names such as processing_elec.pdf, 0011.pdf, or 0001_smith.pdf. The last two examples tend to work better with the packing list generator. In this case the numbers describe the order of the papers in the conference. This number is typically the page number or gives the paper order.

Sample README and SUMMARY File Names
As noted in Section 3, the README file must end in README.txt or README.pdf. This section also requires that the SUMMARY file ends in SUMMARY.txt.

Using the suggested file name characters allow README names such as processing_elec.README.txt, or processing_elec.README.pdf; 0011.README.txt or 0011.README.pdf; and 0001_smith.README.txt or 0001_smith.README.pdf.

Similarly, the SUMMARY files are named processing_elec.SUMMARY.txt, 0011.SUMMARY.txt, and 0001_smith.SUMMARY.txt is allowed.

Sample Extended Objects Names
There are two approaches to naming extended objects.
- Use the base or root of the paper name. For example, processing_elec.mov, processing_elec.jpg, or processing_elect.ppt; 0011.mov, 0011.jpg, or 0011.ppt; or 0001_smith.mov 0001_smith.jpg, or 0001_smith.ppt.
- Add a number to the base or root paper name. For example, processing_elec_01.mov, processing_elec_02.jpg, or processing_elec_03.ppt; 0011_01.mov, 0011_02.jpg, or 0011_03.ppt; or 0001_smith_01.mov, 0001_smith_02.jpg, or 0001_smith_03.ppt.

Putting it all Together
Using all the information in this appendix the table below shows: (1) the paper name, (2) the README file name (3) SUMMARY file name, and (4) the extended objects names.

Paper Name	README Name	SUMMARY Name	Extended Object Name
processing_elec.pdf	processing_elec.README.txt or processing_elec.README.pdf	processing_elec.SUMMARY.txt	processing_elec.mov processing_elec.jpg processing_elec.ppt or processing_elec_01.mov processing_elec_02.jpg processing_elec_03.jpg processing_elec_04.jppt

Paper Name	README Name	SUMMARY Name	Extended Object Name
0011.pdf	0011.README.txt or 0011.README.pdf	0011.SUMMARY.txt	0011.mov 0011.jpg 0011.ppt or 0011_01.mov 0011_02.jpg 0011_03.jpg 0011_04.ppt
0001_smith.pdf	0001_smith.README.txt or 0001_smith.README.pdf	0001_smith.SUMMARY.txt	0001_smith.mov 0001_smith.jpg 0001_smith.ppt or 0001_smith_01.mov 0001_smith_02.jpg 0001_smith_03.jpg 0001_smith_04.jpg

In the table above the first column corresponds to the "Filename" in the packing list. The remaining columns are stored in the extended objects column of the packing list. Refer to the packing list generator documentation for additional information.