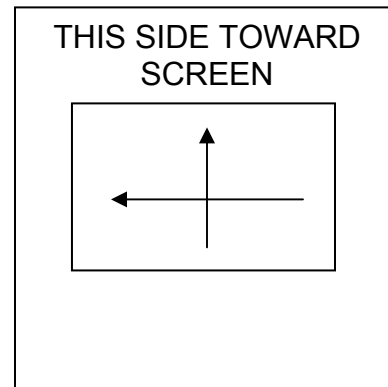
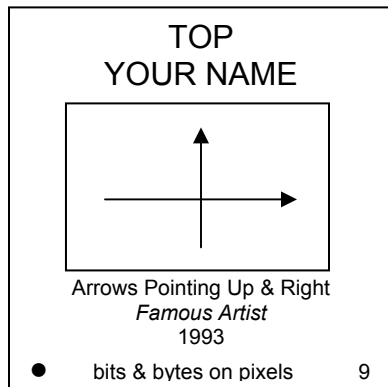


How to Label Your Slides



In order to ensure that your slide image is properly projected, we ask that you label your slides in the manner shown above. Remember that the technician who inserts your slide into the machine, or the viewer of your slide, probably does not know the work. The more you can do to assist him/her, the more you will assist yourself.

The left view above shows the slide with the image in its proper orientation. Put identifying information on this side. Be sure to indicate the TOP of the slide and YOUR NAME. Put a dot in the *lower left* of the slide. It may be any color, but red will stand out well. *If your slide is one of a series, sequence or group you are submitting, place the order number in the lower right hand corner.* This enables the slides to be shown in the proper order in spite of any changes that might have inadvertently occurred in the slide order since they left your hands.

On the other side of the slide, write THIS SIDE TOWARD SCREEN as shown in the right drawing above. This legend is often printed on slides that are commercially developed, but you should take no chances and write it in yourself.

Following these instructions will assist everyone to make sure that your arrows point up and right.