

How to Prepare Figures for Publication

1. Make sure all photographic images made in Photoshop or another similar program has a resolution of 300 DPI.
2. To check or change your DPI in Photoshop, go to the Image menu and then choose Image Size. If you need to, change the resolution to 300 pixels/inch. Make sure that the resample image box at the bottom of the window is unchecked.
3. Recheck the resample image box and change the document size to the desired size. Note that resizing more than 200% will create unsatisfactory results.
4. Make any final adjustments to color/contrast etc... at this point.
5. Change the image color space to CMYK (which is the standard for publication) by going to the Image menu, choosing Mode and selecting CMYK color. Save as a TIFF or PSD document.
6. For graphs and other types of line drawings, copy and paste from their native program into a PowerPoint slide.
7. Resize the image until it fills the slide as completely as you can either by selecting the image and dragging the corners diagonally until the slide is filled or from the Format menu, choose Picture, click on the Size tab and adjust the height and width % numbers until the image fills the slide.
8. To save the PowerPoint using a Mac computer, choose File>Save As. Under the File Type choose .pict, and under options choose the highest resolution there is. Each of the slides will be saved in a new folder as a .pict image.
9. To save the PowerPoint using a Windows computer do one of the following. If you have the option to export to a PDF (which the latest version of PowerPoint can do and is available for free download at the Case Software Center) go to the Adobe PDF menu and select Change Conversion Settings. Choose either High Quality Print or Press Quality as the setting. Then choose go back to the Adobe PDF menu and choose Convert to PDF, or use the Convert to PDF symbol on the toolbar.
10. If you cannot convert the file to a PDF, save as a TIFF with the highest possible dpi available.
11. Create a new 300dpi and CMYK Photoshop image, 8 x 10 is a good size to start.
12. Open all TIFF or PSD documents, than copy and paste them into your new document.
13. Resize all the different images that you pasted into the new document with the Edit menu by choosing Transform>scale.
14. For graphs on a Mac choose Import>Anti-Alias PICT, and resize to the max allowed, usually 2000 pixels wide. Change the resolution as described in step 2, copy and paste into the new document. Resize the picture as described in step 13.
15. For graphs on a Windows computer saved as a PDF, open the PDF files and make sure they are 300dpi. Then copy and paste into the new document and resize as described in step 13.
16. Move, align, add text or other information as needed to finish the final figure, flatten the layers by choosing Flatten Image in the Layers menu.
17. Make sure the figure is in the correct color space as described in step 5, crop any unwanted space around the figure, resize as described in steps 2 and 3, and save as a TIFF.