

How to Supply Graphics to the IEEE in Microsoft Applications and Adobe PDF



Microsoft Word

Microsoft Power Point

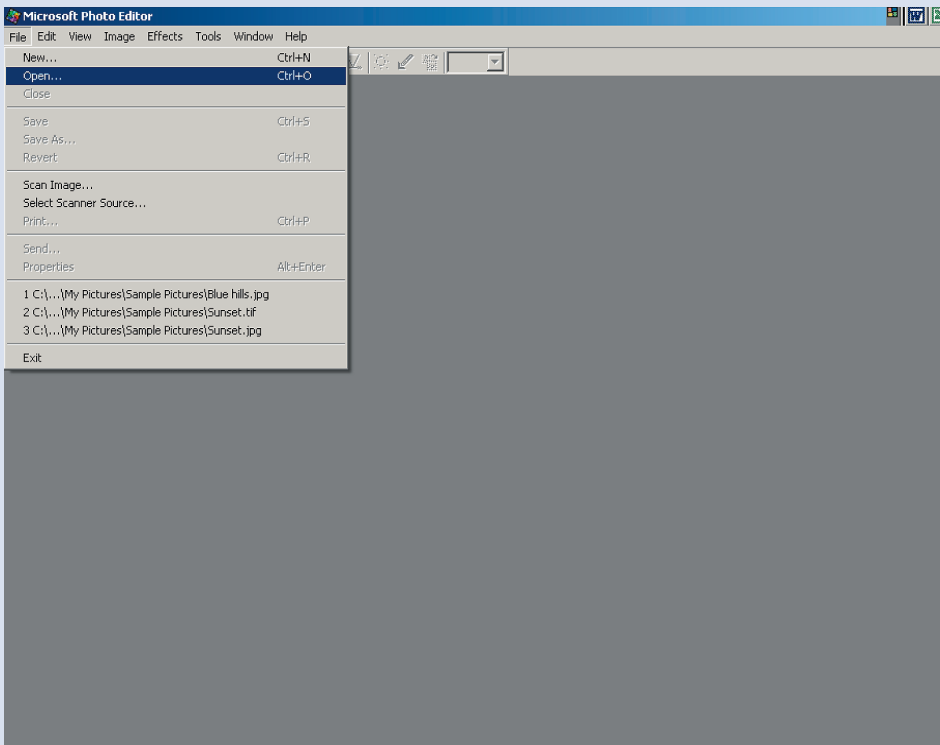
Microsoft Photo Editor

Microsoft Excel

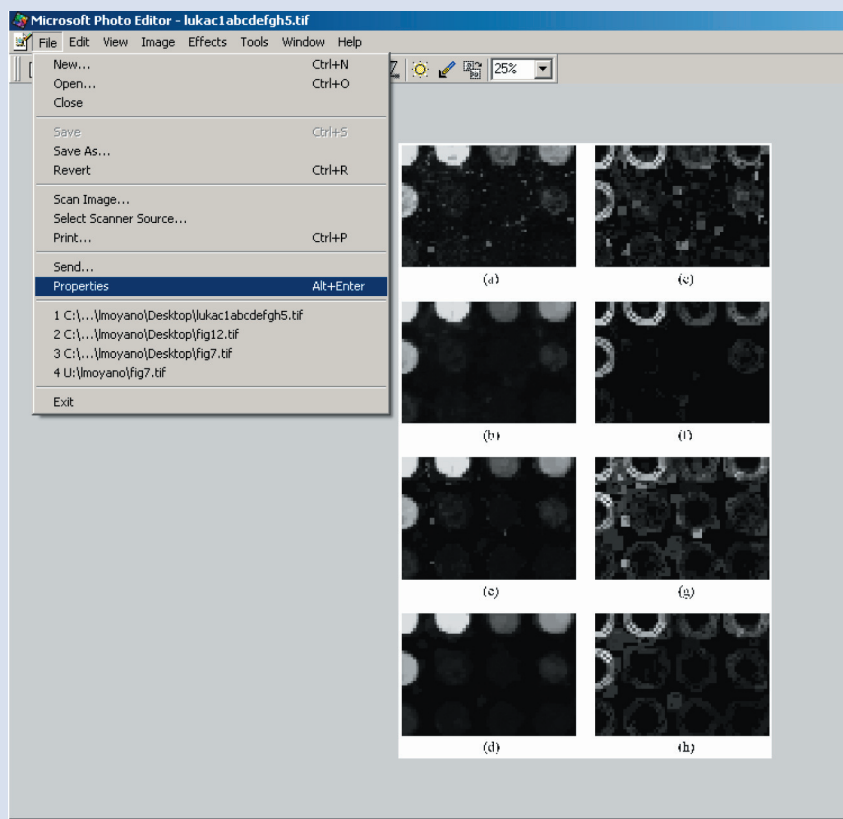


Portable Document Format (PDF)

How to import Graphics into Microsoft Photo Editor

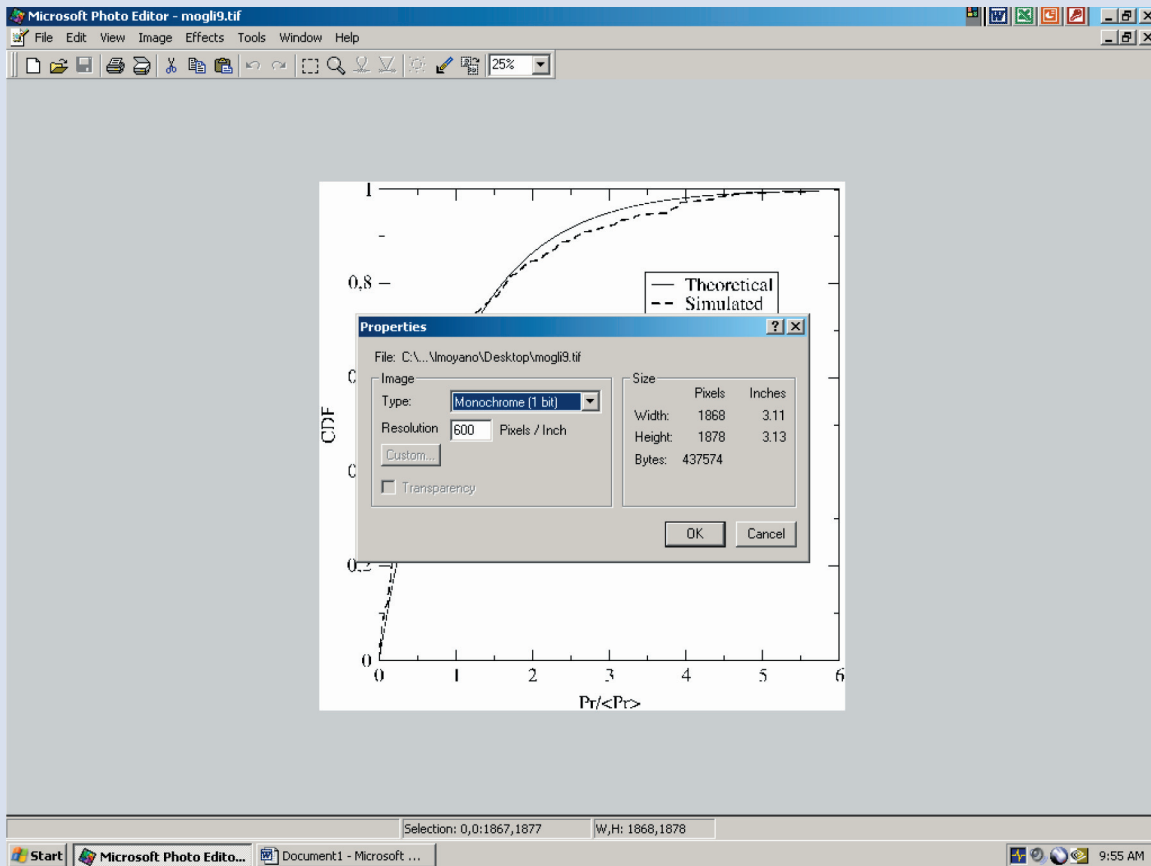


1. Under **FILE** scroll down to **OPEN**

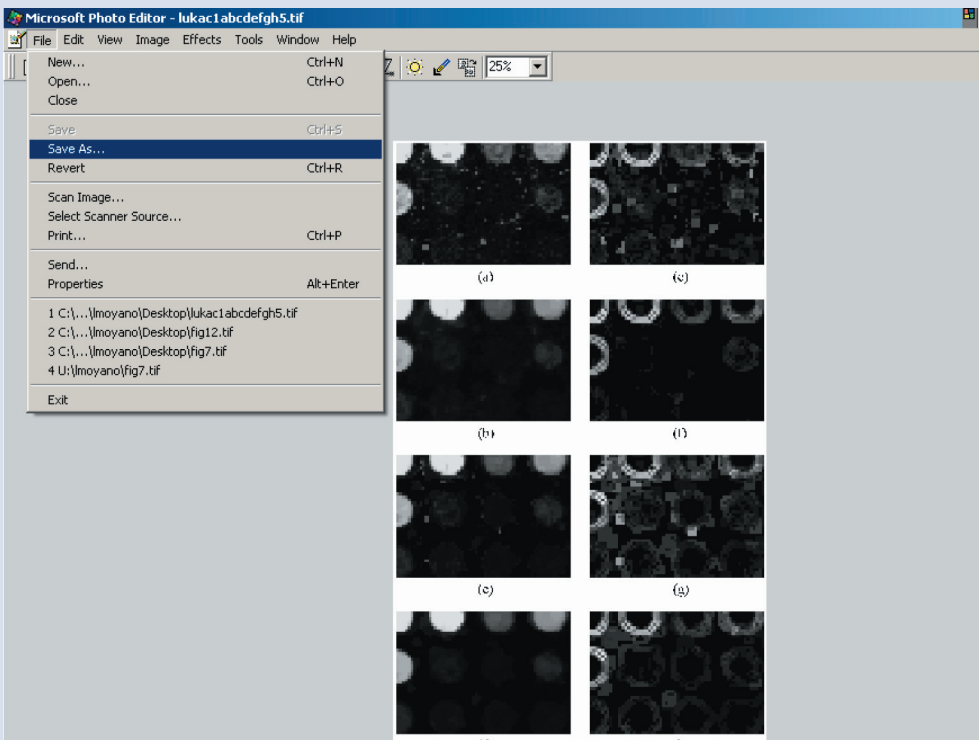


2. Open the file by highlighting the figure and click **OPEN**

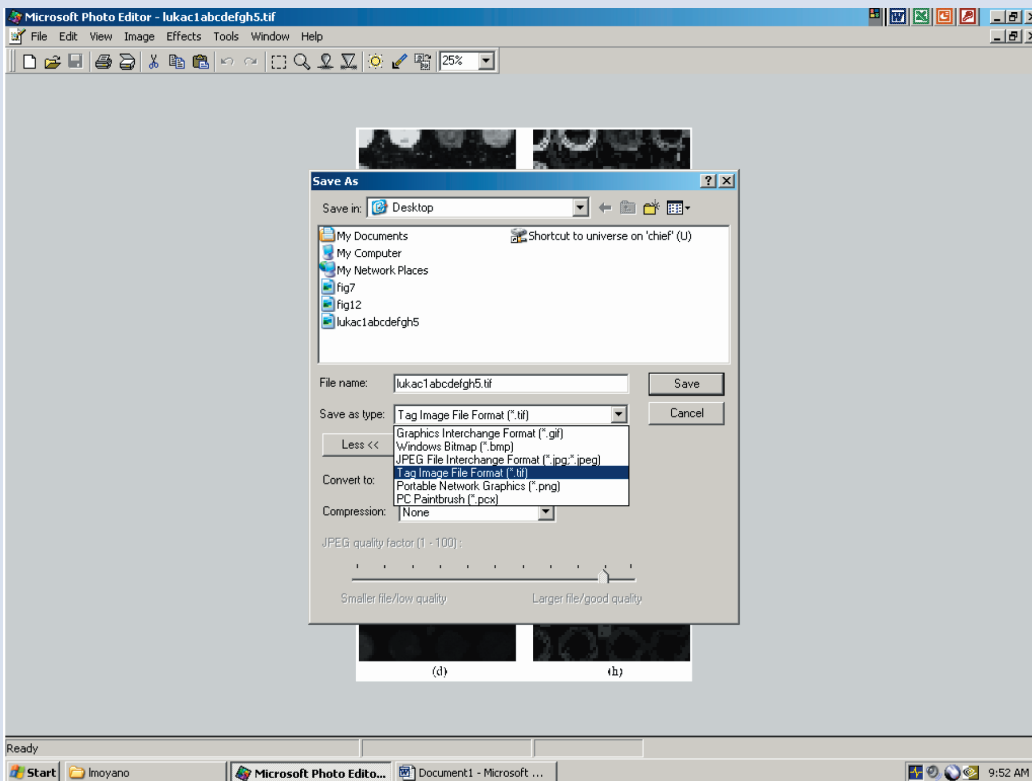
3. Under the **FILE** Menu select **PROPERTIES**
A **PROPERTIES** dialog box will appear, change the settings to the following for grayscale:
TYPE: Gray Scale (8 bit)
RESOLUTION: 220
Click **OK**



Or for line Art Graphics following this setting: **TYPE:** Monochrome (1 bit)
RESOLUTION: 600
Click **OK**



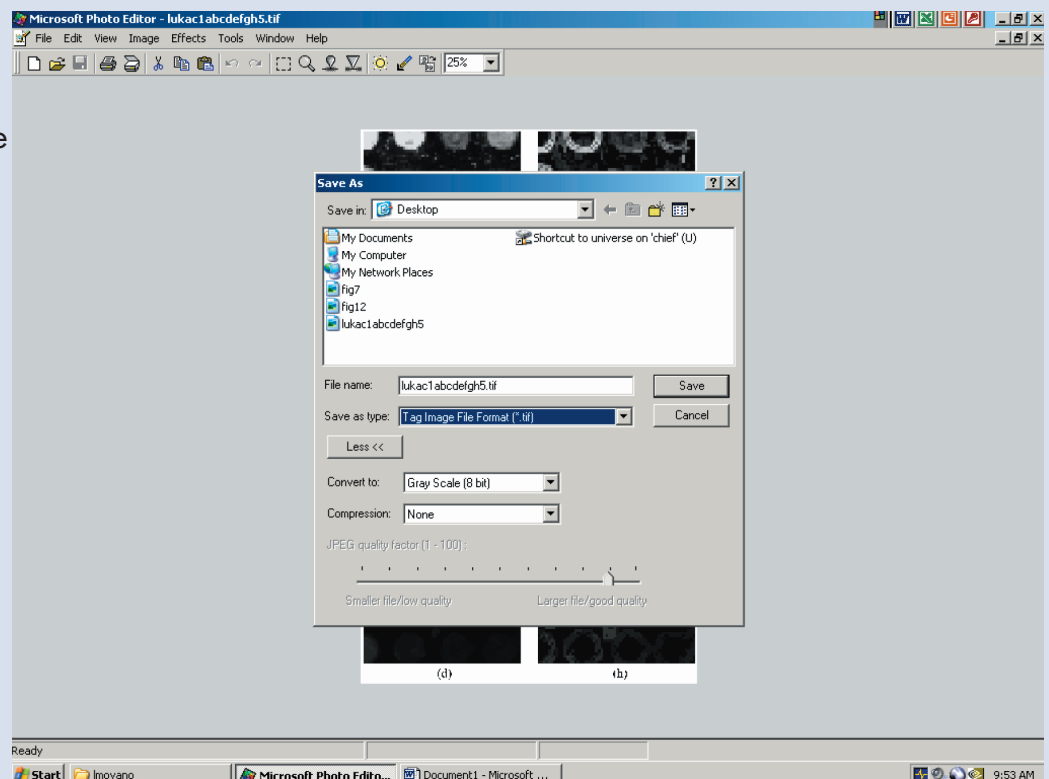
5. To **SAVE** the file: go to **SAVE AS** in the **FILE** menu.



6. A **SAVE AS** dialog box will appear, change the settings to the following: Rename the figure to the first five letters in the authors last name followed by the figure number.

SAVE AS TYPE: Tag Image File Format (*.tif)

CONVERT TO:
Gray Scale (8 bit) or
Monochrome (1 bit)
COMPRESSION: None



For Microsoft Word, Microsoft PowerPoint, and Microsoft Excel, there is no need to convert the files to PS, EPS, or TIFF before submission. Please save these files in their native format and give them a logical and descriptive name (i.e., fig1.doc, table2.ppt).

ADOBE PDF files can be created from Microsoft and many other applications and are an excellent way to submit quality graphics to the IEEE. At <http://www.adobe.com>, you will find instructions on how to create high-quality PDFs from the computer platform of your choice at no cost.

FINALLY, when submitting your graphic files, please remember that image quality is essential to how yours graphics will reproduce. Even though the IEEE can accept graphics in many different formats, we cannot improve low-quality graphics.

FOR further help or questions, please e-mail the IEEE Graphics Help Desk at graphics@ep.ieee.org.