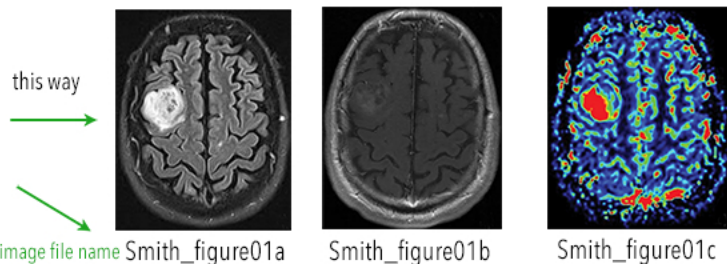
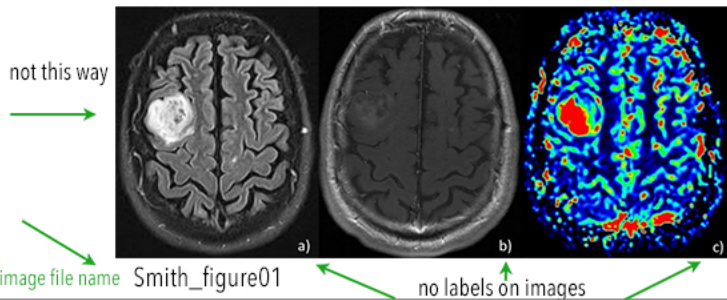


## Saving and sending images for publication

Do not embed images in a Word document, send them separately as noted below.



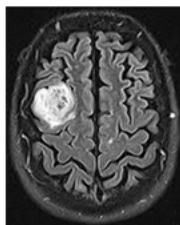
**Images here are not to scale but just for demonstration**

large enough for print  
(plenty of pixels [dots, data] in the image)

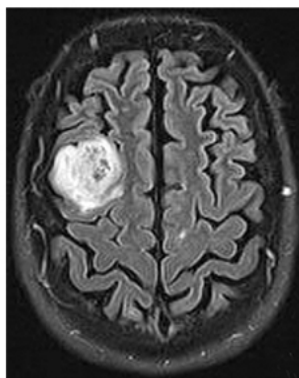
**4 inches wide (or wider)**

too small for print  
(will be blurry or pixelated  
when enlarged for placement)

**2 inches wide**



**72 dpi**  
(dots per inch)



**300 dpi**  
(dots per inch)

**Merely enlarging an image in an editing program does not create more data (pixels, dots). The original image needs to contain as much data as possible.**

**If taking a screen shot, make the image as big as possible on the screen before capturing.**

**If sending a diagram or chart, send the original file (PowerPoint or other program) so it can be converted.**