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)

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.