Reporting IDEAS plots and images for publication

Reporting

Preparing plots and images for Word manuscripts

1. Right click on the plot or image(s) of interest. For plots select the *Copy Graph/Stats to Clipboard*. For images select the appropriate *Copy to Clipboard* option.

2. Paste the plot or image(s) into Word. Left click on the plot or image(s) to select and drag the right lower corner to resize to fill entire document page. Make sure to keep the aspect ratio fixed when resizing. Increase document zoom to point where the plot or image(s) occupies the entire screen. The goal is to get the plot or image to its largest size that can fit in the monitor view. This ensures that the plot or image is at the highest pixel resolution possible prior to capture. To maximize an image row, first select the image, right-click and select Text Wrap Text > Tight, then change to landscape layout (Page Layout > Orientation > Landscape) then maximize and zoom the image to fit the screen.

3. Open Snagit or MWSnap (freeware) screen capture software that allows the captured image to be saved in TIF format. MWSnap is freeware and can be downloaded at the following URL: http://download.cnet.com/MWSnap/3000-2072_4-10524229.html. Using the screen capture tool highlight the plot or image regions to be copied and capture. Save the captured image as TIF format.

4. Insert the saved TIF image(s) into Word using insert picture. Resize the image(s) in Word to appropriate size by selecting and dragging corner of image(s) or right clicking on image(s) and selecting size adjustment. Make sure to keep aspect ratio locked when resizing.

5. To maintain images in Word at their highest resolution make sure to select the option to not compress images in Word. In Word 2007 or greater this is done by going to File > Options > Advanced > Image Size and Quality and select the checkbox for "do not compress images in file". Also when using Save As to a new Word document or Word format, make sure prior to saving at the bottom of the options window select Tools > compress pictures > target output > select "use document resolution".

Converting Word manuscripts to PDF

When converting Word manuscripts to PDF it is important to maintain the image quality at its highest resolution to avoid images becoming pixelated. When converting from Word 2007 or greater to PDF the default setting is to downsample all images to 92 dpi (dots per square inch). This setting should be changed to "use document resolution" to maintain the original dpi levels for all plots and images. To make this change in Word 2007 or greater:

1. Select File > Save As > Save as type > PDF.

2. At the bottom of the options window select Tools > compress pictures > target output > select "use document resolution".

3. Click Save.

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