

# Graphics Guide for Cutter IT Journal Authors

## Graphics Considerations

Please **reference all figures** in the text, and **provide captions** with the figures. For example, insert (see Table 1 or see Figure 1) after the appropriate sentence. If you don't, we have no way of knowing where you want them to go or what you want to say about them.

All **graphics should be in a usable form**. See table on Print Guidelines, below, for a handy reference. The general rules of thumb for graphics are:

- **Screenshots and photos** should be TIFs.
- All **other graphics** should be EPSs.
- **Send the original file format**, if Cutter Production accepts it – for example, Corel Draw, Freehand, Excel,

or Word (for text and tables only – not for graphics).

- If **graphics are obtained from other sources** (marketing information, etc.), then the author is responsible for providing Production with a workable copy that meets the specs above.
- When creating **tables**, please do use the tables functions in Word. Please do not create tables by using tabs or spaces.

If you have any questions, please feel free to contact production editor Barry Maloney -- we would be happy to answer any questions. Thank you for your cooperation!

Print Guidelines by Graphic Type		
<i>If you have a...</i>	<i>Then send a ...</i>	Type of Format
<b>Photo</b>	TIF <b>OR</b> Original, clean, scan-ready photo)	Bitmap
<b>Screenshot</b>	TIF ( <i>not</i> embedded in any document)	Bitmap
<b>Line art</b>	EPS <b>OR</b> Original, clean, scan-ready copy	Vector
<b>Chart</b>	EPS <b>OR</b> Excel (see below)	Vector
<b>Table</b>	Word table ( <i>formatted as a table</i> )	
Print Guidelines by File Type		
<i>If you have a...</i>	<i>Then send it as a...</i>	Type of Format
<b>.xls</b> Excel workbook/chart	<b>.xls</b> file VERY IMPORTANT: Save the chart as a "New Sheet," not as an "Object" in the sheet.	Vector
<b>.fh7 or .fh8</b> Freehand graphic	<b>.fh7 or .fh8</b> file	Vector
<b>.cdr</b> Corel Draw graphic	<b>.cdr</b> file	Vector
<b>.doc</b> Word file	<b>.doc</b> Meant for text and tables only. Graphics generally are not print quality. Graphics from another program <i>embedded in Word</i> do not create print-quality graphics and are avoided.	
<b>.ppt</b> PowerPoint slides	For slides only. Graphics <i>created in</i> PPT are not preferred, but acceptable. Graphics created in another program and <i>embedded in</i> PPT are not acceptable -- the graphics they produce are generally not print-quality.	Vector
<b>.jpg</b>	Often used on Web sites and may not be not print-quality resolution.	Bitmap
<b>.gif</b>	Meant for screen viewing; usually what is used on Web sites and is generally not print-quality resolution. If original graphic is available, send as TIF. If screenshot, send as TIF.	Bitmap
<b>.wmf</b>	<i>Was figure originally vector-based?</i> Then OK to send as wmf file. <i>Was figure originally bitmap?</i> Send original photo/screenshot/graphic.	Vector

\*If the file type you use is not listed here, please contact Barry Maloney (781-641-5130) for a workable solution that meets our criteria.