Procedure for Preparing Illustration Package for your book

(1) Determine whether the illustration is line art or photos/screen shots; (2) choose the appropriate tool

Line Illustration Software (from most preferred to least preferred)	Formats
Use Corel Draw or Adobe Illustrator or Macromedia Freehand — submit individual files, properly labeled for all artwork. (see page 16 in Author's Guide)	Corel Draw 7.0 — CDR Adobe Illustrator — AI Macromedia Freehand — EPS
Powerpoint — Do not use color. Do not embed photographs or screen shots.	Powerpoint 4.0, or Office 95 — PPT
Visio — We cannot use native Visio files. You must save them as Windows Metafiles.	Visio — Windows Metafiles — WMF
Word — Word is not a graphics package. Any illustration done in Word will need to be converted twice. This could delay the project.	Word — Office 97 or earlier
MathCAD — Will need to be saved as EPS (Encapsulated Postscript).	MathCAD — EPS
Miscellaneous — Any other software package used must be able to create a standard format such as EPS or Windows Metafile (WMF). (PDF files are not acceptable as art for print).	EPS, WMF

Line Illustrations should **not be scanned** as this compromises both the printed output and the electronic data. Speak with your Acquisitions Editor if you have line illustrations without corresponding electronic files in a line illustration format.

WWW images — It is never appropriate to use line illustrations taken from a web site. These images are not meant for print. If you need to use a line illustration from a web site you must contact the web provider and obtain the original source file in an acceptable line illustration format.

Bitmap/Paint Illustrations (from most preferred to least preferred)	Format
Use Adobe Photoshop or Corel Photopaint — submit individual files, properly labeled for all artwork 300 DPI, 256 level greyscale.	Adobe Photoshop — TIFF, JPEG Corel Photopaint — TIFF, JPEG
Paint Shop Pro — submit individual files, properly labeled for all artwork 300 DPI, 256 level greyscale.	Paint Shop Pro — TIFF, JPEG
Windows Paint — submit individual files, properly labeled for all artwork 300 DPI, 256 level greyscale.	Windows Paint — BMP

Screen shots — Set your display to at least 1024 × 768 (Start/Settings/Control Panel/Display/Settings). Capture the screen. Save as TIFF or JPEG. Do not try to size the images.

WWW images — It is never appropriate to use photos taken from a web site. These images are not meant for print (They will be 72 Dots Per Inch). If you need to use a photo from a web site you must contact the web provider and obtain the original high resolution source file (300 DPI greyscale) in an acceptable format.

Should you not be able to provide illustrations in the standard acceptable formats, editorial/production will identify which illustrations cannot be used in the book. These illustrations will need to be redrawn (by the author or by Artech), resubmitted by the author, or cut from the book. Typical redraw costs are $30 per illustration. Should the total cost to redraw be significant some or all may be charged to the author.