



Email Template for Figures

Hi [Author(s)/Editor(s)],

Can you send please me the figures for the book? DropBox, Box, OneDrive, or Google Drive all work for me, or a Zip or RAR file could be created and sent via email. In terms of file format, I'd prefer fairly large originals. Any format (jpg, tif, png, psd, etc.) is fine, but I'll eventually convert them into TIF files with a CMYK colorspace and a DPI of 600 pixels. (This is easy for me to do and I've largely automated it, so don't worry about doing it.) In the PDF and ePub versions of the book, those images will get downsampled a bit (quite a bit, I think), but I've found that it's best to start with larger originals. Ideally, I'd like to see a width of at least 2400 pixels for a figure that would span the width of the page.

I noticed that a few of the figures might have been created with Word or a similar word processing program. If that's the case, the easiest way I've found to get a high-quality image is to display it on a high-resolution monitor and do a screen capture. Word does a good job of scaling its figures and charts, so the quality will be good. And it's much better than using its "save as picture" option.

I'll be happy to help with any of this. I've found that getting the figures early saves a lot of headaches when we move into production.

All the best,