





# Tips for Inserting Graphs or Images

**Note:** Skip the following procedure if your graphs were created in PowerPoint®, Illustrator (eps file) or Excel.

**Image checking procedure:** After you insert the image (72 dpi screen resolution) and resize\* to fit, right click on it and select **Format Picture**. When the pop-up window comes up, click on **size** and check the **scale**. The image will print better if its width and height scale is at **25% or lower** (20% or 10%, etc.)

If the scale of the image is higher than 25%, try to replace it with a larger size (more dpi, e.g. 300 dpi) image if possible. (**Note:** This should not be done by manually stretching the image to a larger size.)

If the resolution of the image is 300 dpi or higher (400 or 600 dpi), then check to make sure its scale is not higher than 100%.

**\*To resize an image** – Click on the image, hold the Shift key down and drag the bottom right corner to resize the image in proportion.

(Delete this box when inserting your text or image. This is only a reminder.)