# Preparation method for TIFF file (\*.tif) over 300dpi

## Using software with saving function of TIFF file. (e.g. DeltaGraph)

- 1. Select the figure.
- 2. On the "File" menu, point to "Export", and then select "Image".
- 3. Click "Option", and select "Color/Gray-scale".
- 4. Select "TIFF" in the "File type" dialog box, and save the file at over "300" dpi.

## Using Microsoft Excel.

#### A) Using draw type graphics software. (e.g. Illustrator, Canvas, etc.)

- 1. Select the figure in Excel.
- 2. Copy the figure and paste into graphics software.
- 3. On the "File" menu, point to "Save as", and save the file after select "TIFF (over 300dpi)" in the "File type" dialog box.

## Compression

"LZW", "ZIP", or "JPEG" should be used in compression mode for TIFF file to reduce the file size.

#### **B)** Simple method

#### Color printing by Excel or PowerPoint graphics

- 1. Select the figure in Excel or PowerPoint.
- On the "File" menu, point to "Print", and select "Microsoft Office Document Image Writer" under "printer". Click "Properties", click the "Advanced" tab, and then check "MDI" under "Output format".
- 3. Click "OK", and then close the "Properties".
- 4. Click "OK" under "printer" and save the MDI file.
- 5. Start Windows Explorer.
- 6. Open the saved MDI file, or right-click of the saved MDI file —in the "Open with" dialog box; click "Microsoft Office Document Imaging".
- 7. On the "Tool" menu, point to "Option". In the "Compression" tab, check "LZW", and then click "OK".
- 8. On the "File" menu, point to "Save as", and then select "TIFF" in the "File type" dialog box.

#### Monochrome printing by Excel or PowerPoint graphics

- 1. Select the figure in Excel or PowerPoint.
- On the "File" menu, point to "Print", and select "Microsoft Office Document Image Writer" under "printer". Click "Properties", click the "Advanced" tab. Check "TIFF-Monochrome FAX" under

"Output format", and then select "Fine (300dpi)".

- 3. Click "OK", and then close the "Properties".
- 4. Click "**OK**" under "**printer**" and save the TIFF file.

### **Graphics**

Please make graphics in final size to make the publishing process more efficiently. e.g. Figure sizes are 85 mm for single column and 175 mm for double column in horizontal width.

To make clear the original size of graphics, please attach the PDF or DOC file contained graphics of original size.