

Correct Formats for Digital Files

Sending Digital Files:

- Photos/Art should be sent as high resolution files (at least 300 dpi)
- Screenshots should be at least 10”w in size at 72 or 96 dpi
- Logos should be sent as vector art files; .eps or .art files, a source Freehand/Illustrator EPS file would be best
- If sending source Freehand/Illustrator files, convert all fonts to paths
- EPS or TIFF formats recommended in CMYK color value
- File must be created at 100 percent in size and at 300 dpi or better
- When sending an EPS file, please include all linked graphic files, and fonts
- No low resolution images.
- No graphics that are taken directly off a web page (low resolution)
- No Powerpoint graphics
- Do not resize or resample graphics
- No Corel, Canvas, Paint, Visio graphics
- No PDF graphics or text

Sending Digital Text:

- Text should be clean and simple, preferably a Microsoft Word file saved out as Text Only.
- All styles should be removed
- No tabs, tables, graphics or screenshots in text document
- No E-mail text
- No Microsoft Excel files
- No PDF text

Make Images of ArcView GIS applications

Using the export function in ArcView GIS, whether exporting a view or a layout, does not generally produce the best image for graphic use especially if the image will be large (i.e., a tradeshow graphic or poster).

Creating graphics of an ArcView GIS View.

This method works well for Windows users and does not require any additional graphics programs.

1. Optimize your screen display on your computer. Change the display settings under the Control Panel to the maximum number of colors and highest resolution that your machine can comfortably handle. If the interface needs to be included in the illustration, make sure the colors used under Desktop Appearance are somewhat neutral (tan, light blue, gray).
2. Close all other applications and hide the taskbar by choosing Auto-Hide from its property sheet.
3. Open Windows Paint. Make sure the scrollbars are pushed completely to the left and top of the screen. Paint comes with the Windows95/98/NT operating system and is found under Accessories.
4. Minimize Paint.
5. Start ArcView GIS and open the project you want to create graphics from. Arrange the view (modify the map extent, legend, view name, etc. as necessary) and open and arrange any tables or charts you wish to include.
6. Hit the print screen button on your keyboard. An image of the screen will be saved on the system clipboard
7. Open Paint, click the cursor inside the application frame, and paste the image in by using CNTRL + V.
8. Name the file and save it as a 24-bit bmp file. The same procedure can be used with Paint Shop Pro and the file can be saved in TIF or JPG format.

Using Layouts

Create the desired layout and print it out on the highest resolution output device available on the best quality paper available. Package carefully and ship to the ESRI Graphics Department for professional scanning.