

PRINT MEDIA:

- Images submitted for inclusion in ITEA printed documents must have a MINIMUM resolution of 300 dpi. TIF is the preferred file format (although jpg is sometimes acceptable). Low resolution images (less than 300 dpi) cannot be improved and cannot be used in print documents.
- Each image must be submitted as a separate file. (Images embedded in word processing documents must also be submitted separately.)
- Images submitted for inclusion in black and white or two-color ITEA documents should be submitted in black and white/grayscale. Check with ITEA before submitting color images.

PHOTOGRAPHS/ORIGINAL DRAWING/ARTWORK

- **Photographs** – submit original photos or 300 dpi (TIF) scans.
- **Original drawing/artwork** must be submitted as camera-ready art or 300 dpi (TIF) scans.

DIGITAL IMAGES:

- **Digital photographs** – The digital camera must be set on its largest file size setting. As each digital camera is different, there is no guarantee that photographs taken with digital cameras will be suitable for print. (Most digital cameras will save photographs as jpg files.)
- **Computer-generated drawings** must be saved at 300 dpi and submitted as bitmap files (TIF or JPG images). Most drawing programs have the capacity to convert (or export) vector drawings as bitmap files. For assistance with this process, call ITEA at (703) 860-2100.
- **ClipArt** – Clip art is not generally recommended for ITEA documents. In the rare instance when clip art is appropriate (on student worksheets, for example) each piece of clip art must be submitted as a separate bitmap file, the same as for computer-generated drawings (300 dpi minimum for print). Most clip-art software has the capacity to convert (or export) vector drawings as bitmap files. For assistance with this process, call ITEA at (703) 860-2100.
- **Internet images** (copied from the World Wide Web) are never appropriate for ITEA print documents as their resolution is almost always too low for print media.

ELECTRONIC (INTERNET) MEDIA:

- Electronic images for use in documents on the ITEA Web site – Since most monitors have a resolution of 72-96 dpi, there is no need for high resolution images.
- For Internet use, images can be embedded into documents and need not be submitted separately. This includes digital photographs, artwork, clip art, and Internet images. TIF, JPG, and GIF images are acceptable.
- Color is recommended for Web images.



ITEA reserves the right to eliminate inappropriate or unusable images from its documents.