

**Step 1:** Go to target journal website “For Authors” page. Determine the following information:

- Dimensions:
- Minimum DPI/PPI:
- Color Space ( RGB or CMYK)
- Font:
- Font Size:

**Step 2:** Open and define document setup according to journal specifications.

**Step 3:** Create or select appropriate workspace for figure creation. **Tutorial: “Workspace Setup”**

**Step 4:** Import and place image files.

**Step 5:** Select font and font size according to journal specifications.

**Step 6:** Check figure accessibility. **Tutorial: “Accessibility (Ai)”**

**Step 7:** Save and Package file. **Tutorial: “File Packaging (Ai)”**

**Step 8:** Embed all linked images. Tutorial: **“Embedding Links (Ai)”**

- Save As – “FileName\_EmbeddedImages.ai”

**Step 9:** Organize and label all image layers. **Tutorial: “Intro to Layers (Ai)”**

**Step 10:** Use Type tool to add labels on separate layer.

- Label layer “Type”
- Save (windows = Ctrl + S, mac = Cmd + S)

**Step 11:** Use Pen tool to add leader lines and Shape tool to add shapes on separate layer. **Tutorial: “Intro to tools (Ai)”**

- Label layer “Lines”
- Save

**Step 12:** Reduce image size. **Tutorial: “Reduce File Size (within Ai)”**

- Rasterize images – reduce to minimum required PPI from journal (usually 300 ppi)
- Crop images as needed
- Save

**Step 13:** Export & Save required file types. **Tutorial: “Export & Save File Types”**

- **TIFF** (with LZW compression)
- **PDF** (de-select “Preserve Illustrator Editing Capabilities”)

**Step 14:** Embed all fonts. **Tutorial: “Embedding Fonts (Ai)”**

- “Save As” – FileName\_EmbeddedFonts.ai

**Step 15:** “Save As” an EPS file for final submission

**Step 16:** Create a sub-folder in your “figures” package for completed figures, include the date in the title. This way if you have multiple rounds of editing and review you can have a new sub-folder for each submission.