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3. Before conversion to PDF format, a document’s images (figures, tables, photos, etc.) should be scanned in a particular way to allow for the greatest possible clarity. This advice is from Debbie Weddle, Computer Support Coordinator and Survey Webmaster for the Arkansas Archeological Survey:

Scan the images at between 150dpi and 300dpi - the lower the dpi, the smaller the file size, but the lower the quality- and at the print size you want the image to be, using inches rather than pixels. Scan the images in TIFF format (.tif), do all editing while in this format, then save the finished product as a GIF or JPEG (at not more than 20% compression). Then insert the image into the document where it should go.

4. To submit your paper or for more information please contact Skip Stewart-Abernathy, Arkansas Archeological Survey at: [lstewart@cswnet.com](mailto:lstewart@cswnet.com)