



SOLEIL LIFESTORY NETWORK  
HELPING PEOPLE TURN MEMORIES INTO MEMOIRS

**Note:** If you are formatting your own text, please do not put extra space (hard returns) between paragraphs or manually place headers, footers, or page numbers. Extra work on our part is necessary to remove or change these features and will add to your costs.

■ Manuscript Formatting – Photographs and Illustrations

*We offer photo scanning and color correction of original photos and illustrations for print production. All will be handled with care and returned to you in their original condition. Please inquire.*

Original Prints

- Clearly identify originals.
- Provide caption info on reverse with a photo-safe pen or with a “Post-it” note extending below the photo. (Apply “sticky” section to backside only.)
- Who, what, when and where should be in the caption, or provided for us to write a caption.
- Indicate clearly on every photo where it is to be placed: chapter, page, and if appropriate, paragraph.

Digital (Scanned images)

- TIFF format at 400 dpi or higher if scaled to size; 600 if uncropped and unscaled.
- Save in TIFF format, RGB or CMYK Mode.
- Line art (pen and ink drawings) should be scanned at 600 dpi.

**Note:** Electronic images at 72 dpi (all from the web are at this low resolution for online viewing) cannot be used for printing. Low-resolution images cannot be made into high resolution ones unless the final image is very small.

We advise that you confer with us before scanning images unless you are sure of the technical processes! Please don't hesitate to call or e-mail with your questions.

