

IMAGE FILE PREPARATION

RESIZING IMAGES

THE ONLY TIME WE RECOMMEND RESIZING YOUR IMAGES IS IF YOUR JPEGS ARE LARGER THAN 10 MEGABYTES EACH OR TIFFS ARE LARGER THAN 30 MEGABYTES EACH.

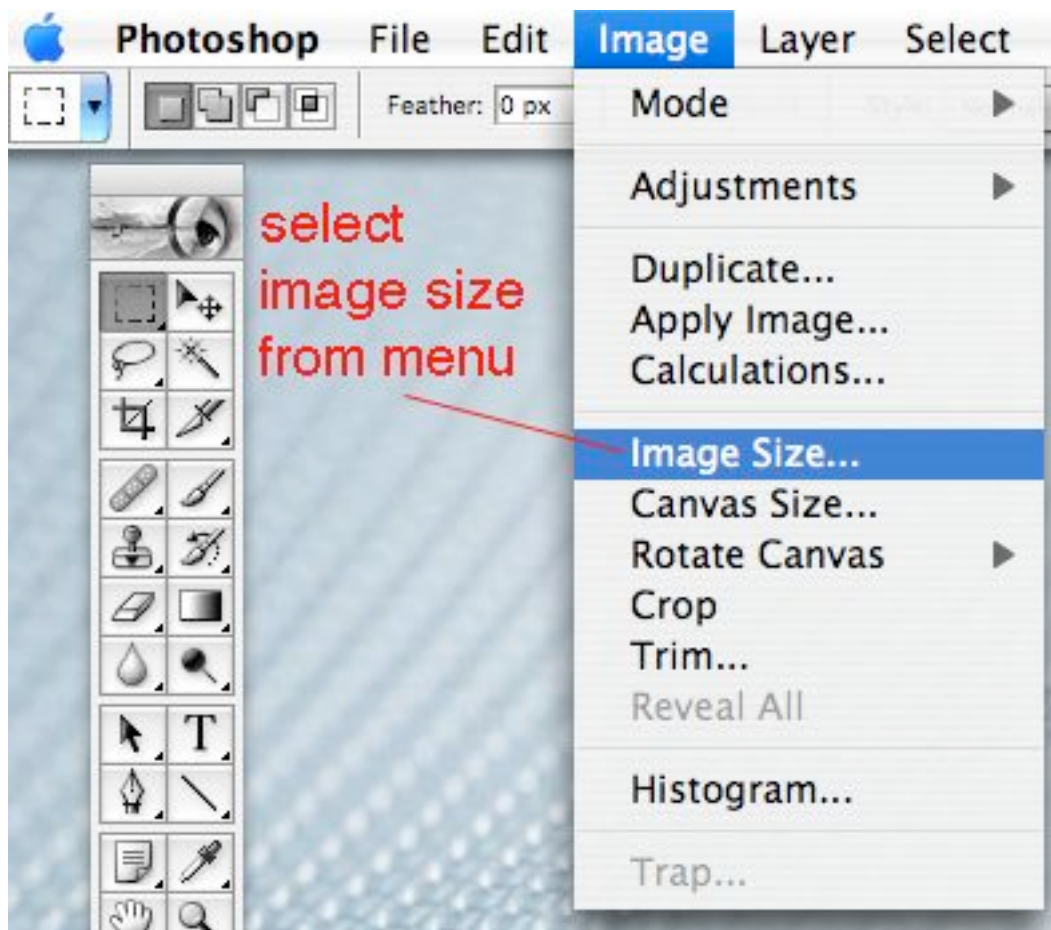
IF THIS IS THE CASE FOLLOW THE STEPS DIRECTLEY BELOW:

OR

PROCEED TO **FILE FORMAT & COMPRESSION ON PAGE 3** IF THEY ARE SMALLER.

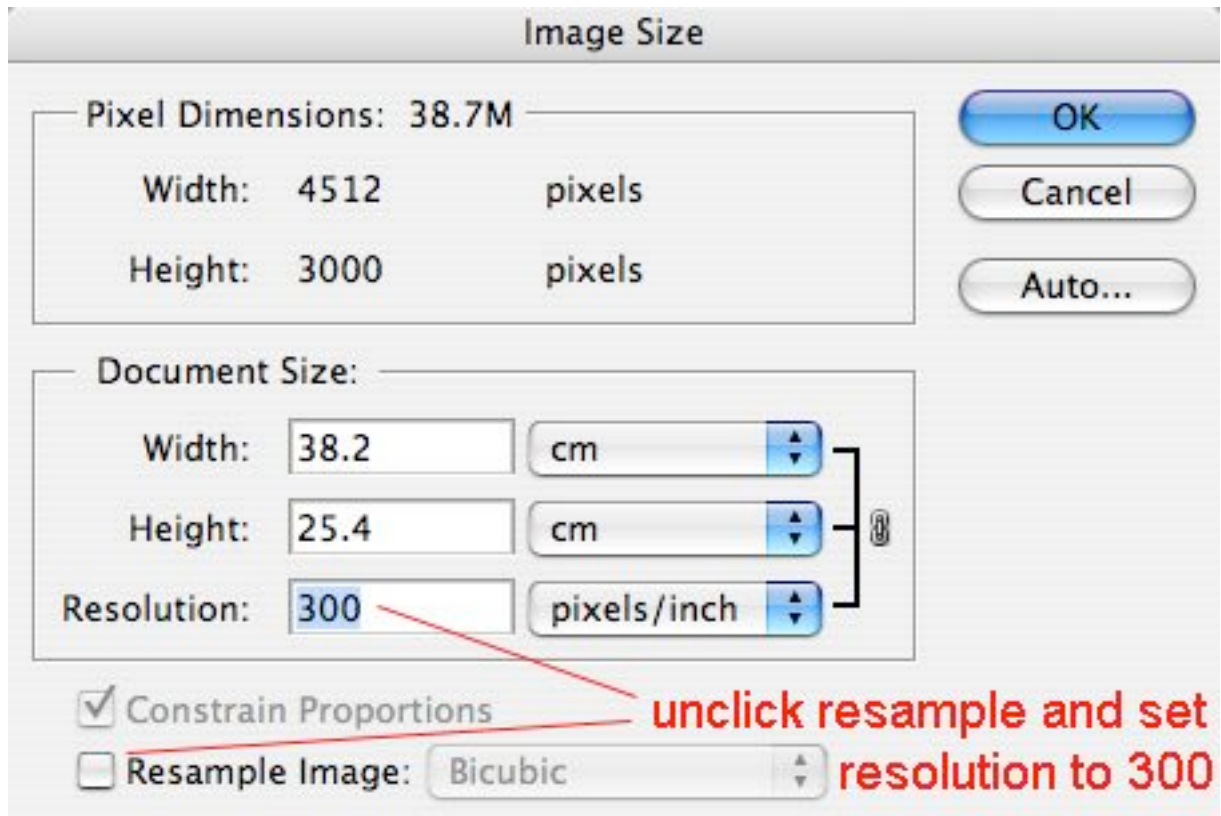
STEP 1

SELECT "IMAGE SIZE" FROM MENU.



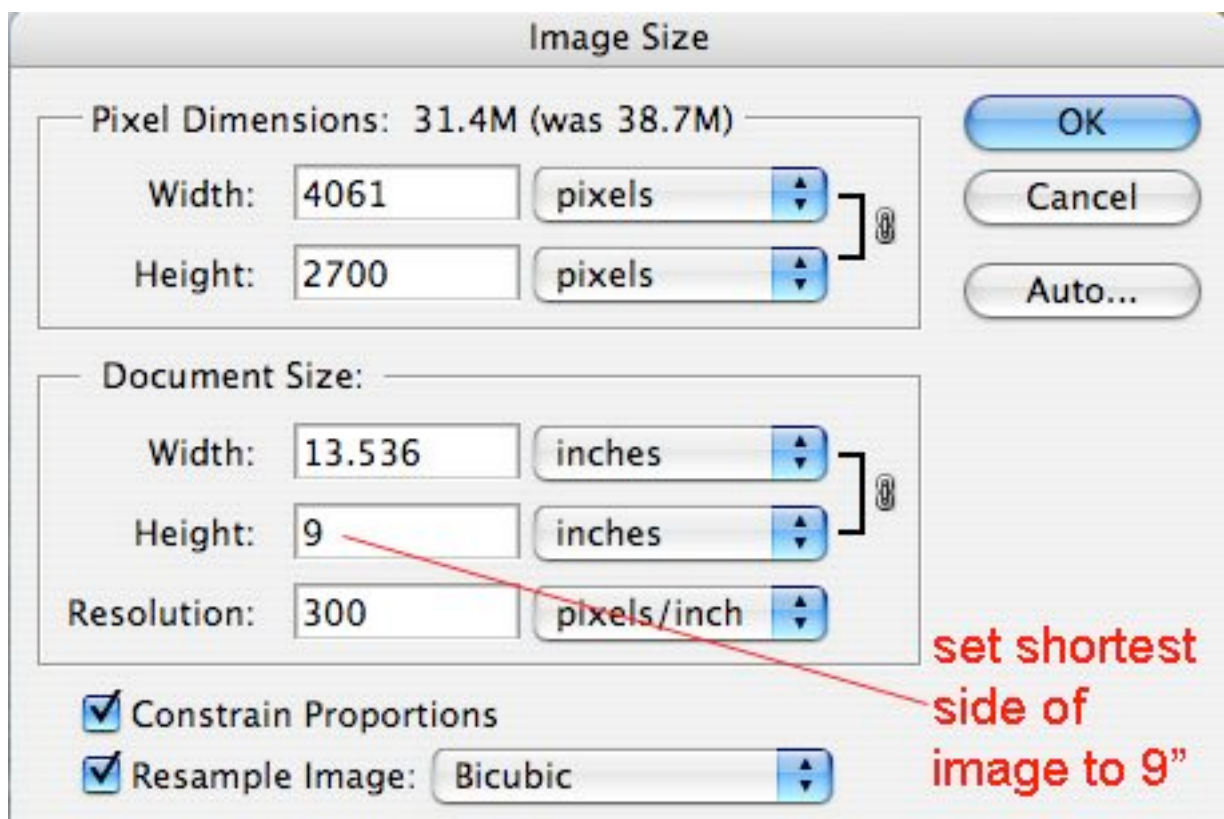
STEP 2

UNCLICK THE RESAMPLE IMAGE BOX. SET RESOLUTION TO 300 DPI (DOTS PER INCH) AND THEN RECLICK THE RESAMPLE IMAGE BOX.



STEP 3

ON THE SHORTEST SIDE OF THE IMAGE SET THE DESIRED LENGTH TO 9 INCHES (FINE FOR MOST PRINTS AROUND A4 OR BELOW). CLICK OK.



FILE FORMAT

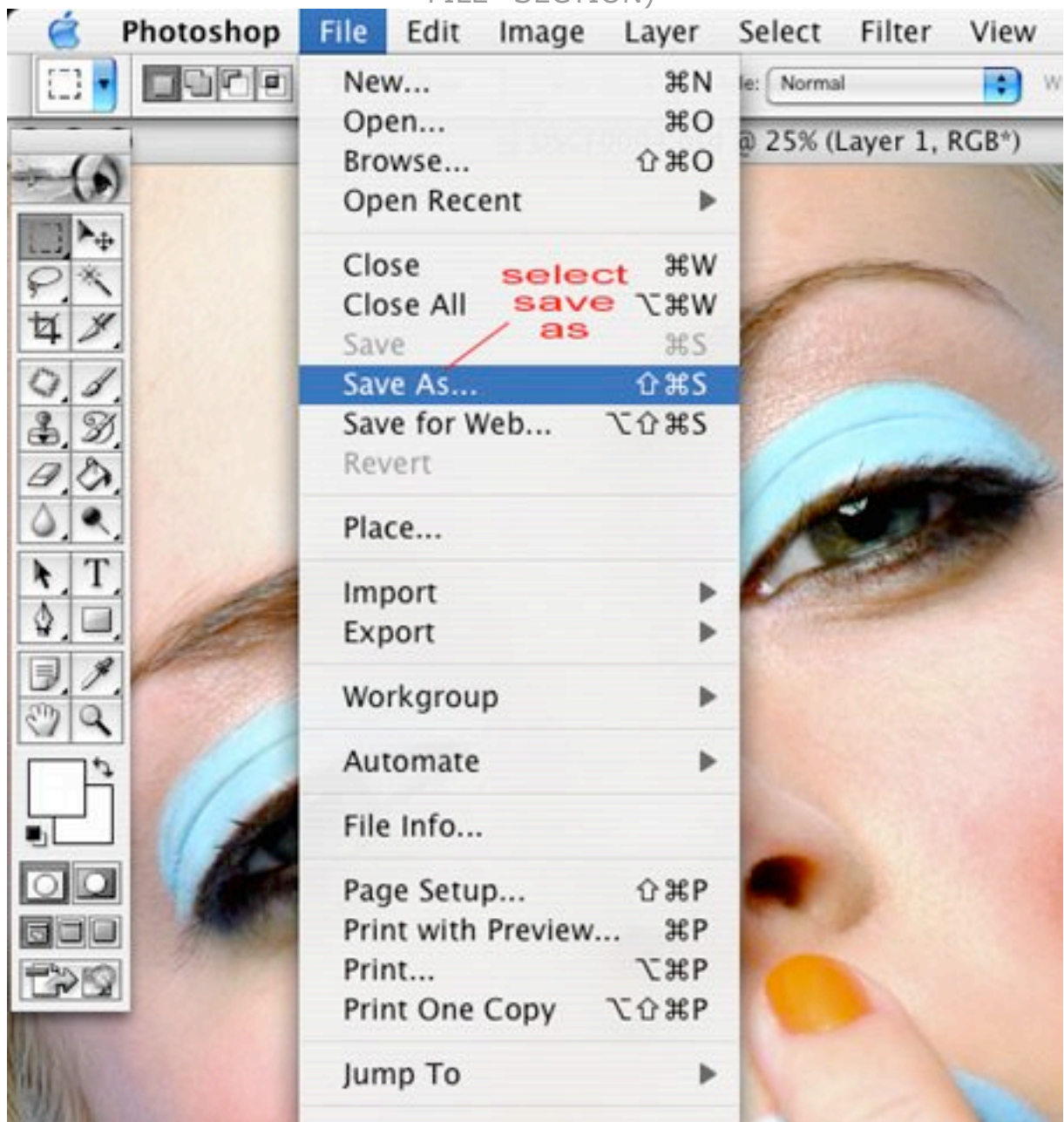
FOLLOW THESE SIMPLE STEPS:

STEP 1

OPEN YOUR IMAGE(S) IN AND APPLICATION SUCH AS ADOBE PHOTOSHOP OR PHOTODELUXE (ANY DIGITAL PHOTO PROGRAM THAT CAN OPEN YOUR IMAGES AND RESAVE THEM).

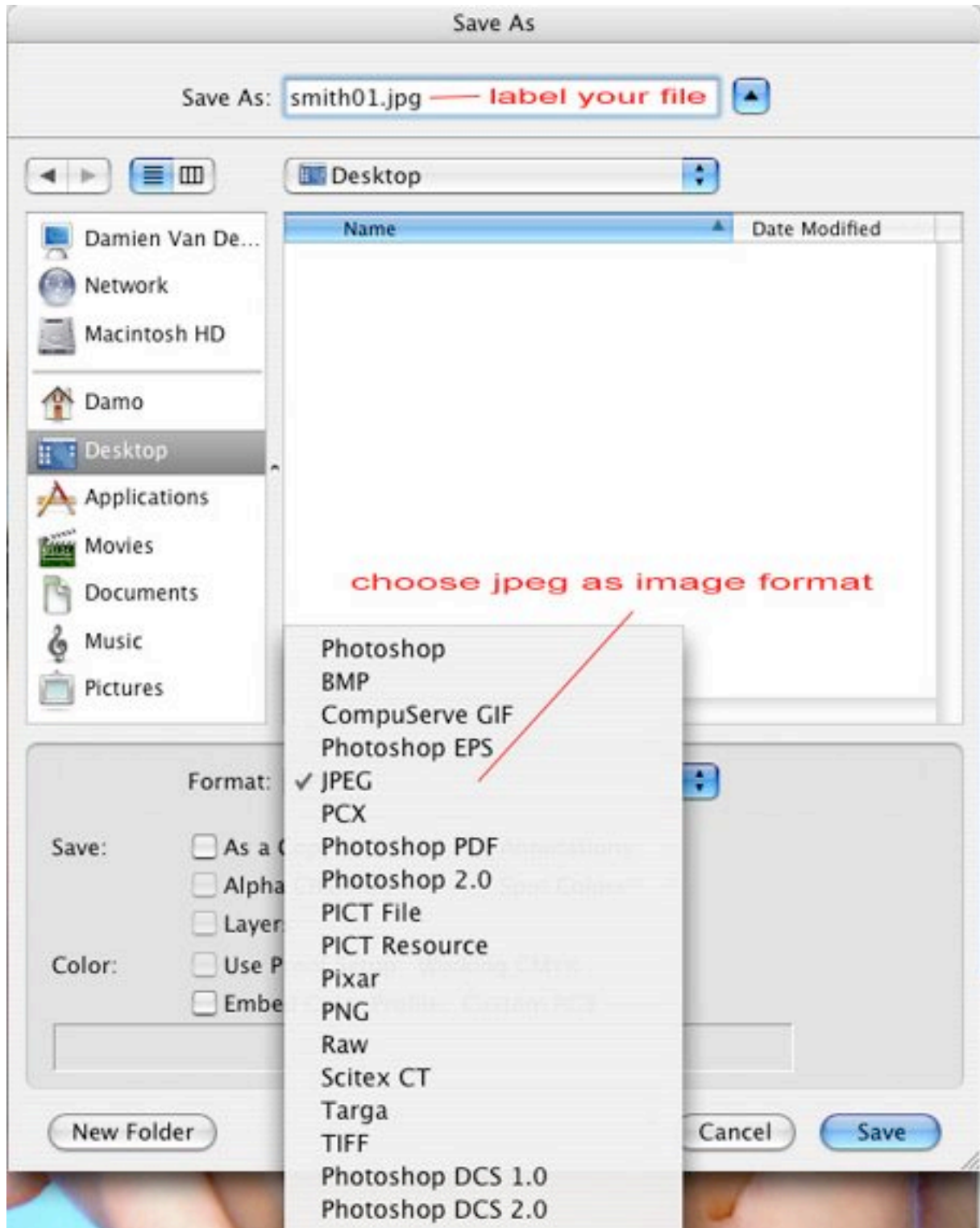
STEP 2

NOW SELECT "SAVE AS" FROM THE DROP DOWN MENU (USUALLY IN THE "FILE" SECTION)



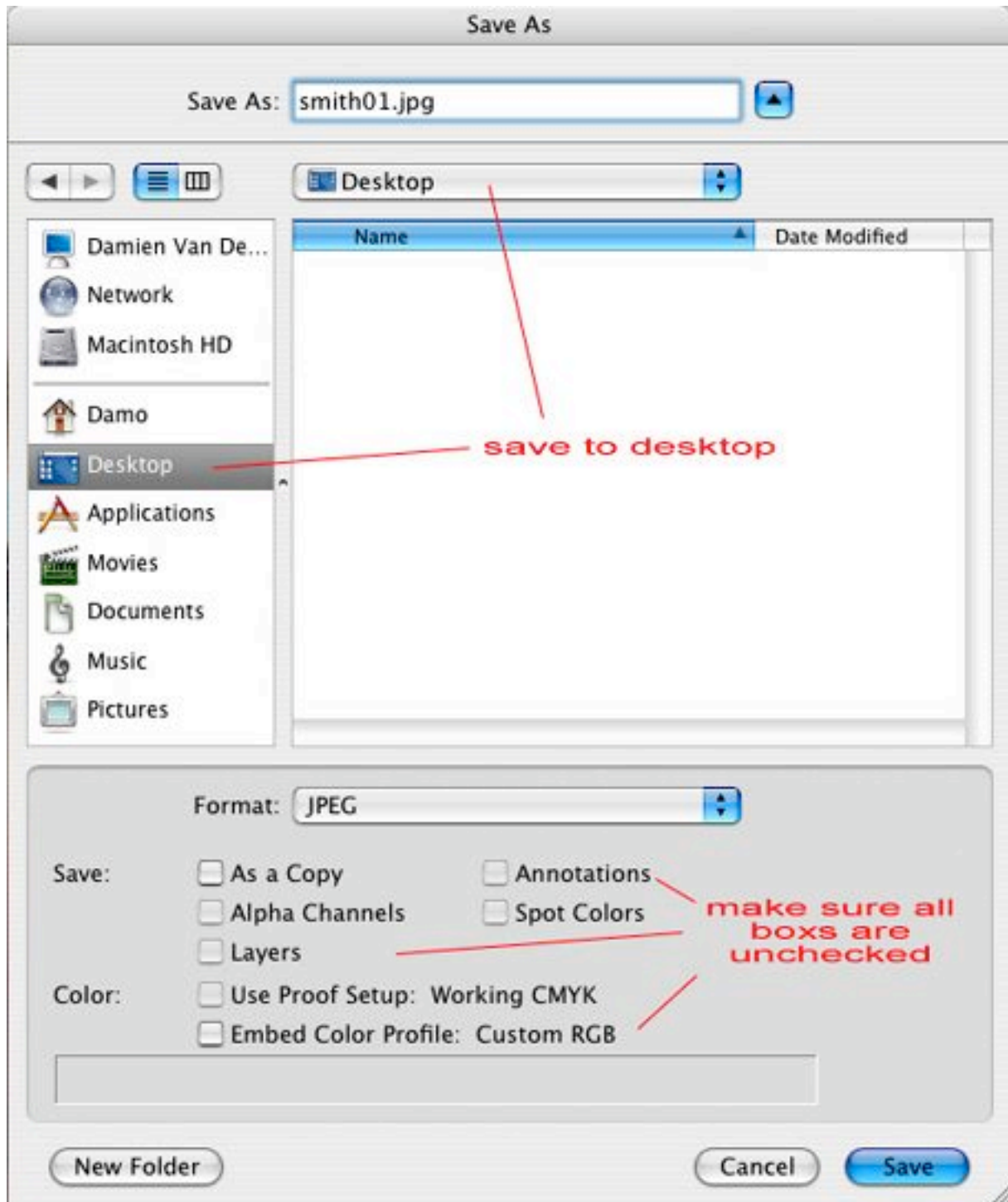
STEP 3

SELECT JPEG OR TIFF FILE FORMAT AND RENAME YOUR FILE (USE YOUR SURNAME OR STUDIO NAME AND AN IMAGE NUMBER E.G.. SMITH01.JPG)



IT IS BEST TO SAVE IT TO THE DESKTOP OR IN A FOLDER THAT YOU HAVE CREATED ON THE DESKTOP SO IT IS EASY TO FIND. ENSURE ALL OTHER

BOXES ARE UNCHECKED.



CLICK SAVE.

STEP 4

FOR JPEGs SET THE COMPRESSION QUALITY TO THE MAXIMUM OF 12 AND THEN MAKE SURE THAT FORMAT IS "BASELINE STANDARD"

FOR TIFFS SET IMAGE COMPRESSION TO NONE AND BYTE ORDER TO MACINTOSH.

AND CLICK OK.

YOUR IMAGE IS NOW SAVED AND READY FOR UPLOAD TO RETOUCH

NOTE: THESE INSTRUCTIONS ARE BASED ON ADOBE PHOTOSHOP FILE PREPARATION. INSTRUCTIONS MAY VARY FOR OTHER PHOTO APPLICATIONS SO PLEASE USE THIS AS A ROUGH GUIDE.