



## PREPARING FILES:

### FILE FORMAT

- Files can be provided on CD or DVD media
- Please save all files in sRGB workspace
- Jpg or Tiff uncompressed
- Mac or PC Platform

### FILE NAMING

You now have the flexibility to name your files in a manner that makes sense to you. Please use the following guidelines:

- The file name cannot exceed 15 characters in length, including spaces.
- File names MAY NOT contain the characters:  
`\ / : * . ? " > < or |`
- Files cannot contain any extra layers or channels.
- Complete a digital printing order form with the name of the files indicated in sequential order.

### FORMATTING IMAGES

- Images should be formatted to 8x10 or 5x7 aspect ratios.
- For images that will only be printed to 11x14 or smaller, the image should be saved at 300 ppi resolution.
- For images that will be larger than 11x14, you may save them at 250 ppi resolution or at a resolution that will keep your final file size less than 100 mb in size. For example: 16x20 at 250 ppi / 20x24 at 225 ppi / 24x30 at 200 ppi / 30x40 at 170 ppi.
- In all cases, realize that cropping for printing your image to a specific image size will depend on the aspect ratio of your original file (8x10 or 5x7). All prints will be center cropped from your file.
- If you submit a 5x7 formatted file, the cropping will come from the top and bottom of the image, taking an equal amount off of the top and the bottom of the image.

### COLOR MANAGEMENT

- All files in BOSS and LabPrints will be color corrected at no additional charge.
- All scans created in the lab will be color corrected at no additional charge.
- Proofs will be color corrected if requested.
- Non-automated digital prints will be color corrected if requested for a \$0.20 charge per file.
- DIY prints are never color corrected.

### HOW TO ORDER

- Prints should be ordered by the total number needed from a file (do not order in units).
- Each order must include a digital printing order form (EXAMPLE BELOW).
- Be sure to include mounting and coating instructions for each image in the notes of the Digital Printing Order Form.

Digital Printing Order Form

Bag #: \_\_\_\_\_ Studio Name: \_\_\_\_\_

File Name	Retouch		Color Correction (check if done)	QTY	Size	Personalization Information					Notes	
	D*	D+**				Name	Year	Color	Style	Location		
2113297-001.tif	x		x	2	5 x 7							
			x	2	8 x 10							
				16	Wallets	Jenny	'06	red	Script	LR		



## IN-LAB TIME: 1 WORKING DAY

We do not recommend that you save your retouched image files unless extensive retouching has been performed. Images archived on CD will be returned to you with your order.

### HOW TO ORDER

- Write "archive" in the special instructions section of your work bag.
- All images will be archived.

**DIGITAL ARCHIVING: \$2.00 PER ORDER**