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Digital files may be submitted on ZIP discs, CDs or DVDs (with no stickers on the surface), flash drives, digital media, or via FTP (over 3MB) or email (under 3MB).

Photo prints from digital files

-Our photo printer accepts JPEG, TIFF, and PSD file types only; 8 bit; in RGB color; formatted for PC. We can convert CMYK files using the most recent methods, although RGB files are better as no conversion is necessary. TIFFs are best and compressed JPEGs should be '10' quality ('12' is always best).

-**Custom sized files must be 320 ppi** (pixels per inch). An image sized at 300 ppi and printed at 'real size' will be 93.7% the desired size (because 300 ppi is 93.7% of 320 ppi). We are able to resize and up-res images, although the best detail results from pre-sized 320 ppi files.

-Standard size prints (4x5, 4x6, 5x5, 5x7, et cetera) should be 320 ppi or higher at the desired size for the best results. If a crop is necessary, a guide should be included. Full frame prints will have white (or black, upon request) margins unless the height:width matches the print proportions.

-We cannot provide color profiles for our printer because it is a wet chemistry machine and we are constantly changing the paper, chemistry, and software - color is calibrated and monitored daily. Adobe RGB (1998) and sRGB color spaces are recommended. A guide print is also recommended as monitor calibrations fluctuate (gamma 2.2 and 6000-6500K recommended).

Slides from digital files

-PDF, EPS, JPEG, or TIFF files only; 8 or 16 bit; in RGB color. TIFFs are best and compressed JPEGs should be '10' quality ('12' is always best).

-Files should be sized to **7.333x11 inches at 300 ppi for the best results**. Higher resolutions are fine, although lower resolutions can limit the detail of the resulting slide(s).

-A height to width ratio of 7.333:11 or 2:3 should be used. Images that are narrower than this will have black borders on both short sides of the slide. Images that are longer than this will have black borders on both long sides of the slide. If a client desires clear margins, the file should be set up at the 2:3 height to width ratio with white margins.

-**Slides from PowerPoint** will have limited detail unless the presentation is made for 35mm slides (as opposed to 'on screen' slides). This is done by setting the page size before making the presentation. In PowerPoint go to the 'File' menu in the upper left and click on 'Page Setup'. In 'Page Setup' set the 'Slides sized for:' menu to '35mm slides', the width to 45.8333 inches, and the height to 30.5566 inches (45.8333 x 30.5566 inches at 72 ppi is equivalent to 7.333 x 11 inches at 300 ppi). The slides *must be set to 35mm slide size before the presentation is made* (not after).