

DataGraphics.com – Image Submission Specifications

The following are meant to be used as guidelines to help make managing, manipulating, creating and executing your images effortless on your end and do not represent an exclusionary set of rules. Please feel free to contact us if you would like further assistance in preparation or transfer to DataGraphics.com. We can accept your files in email, hard copy or upload (we will send you a link).

File Formatting Guidelines:

- any standard graphic format is acceptable; tiff or maximum quality jpeg are preferred; we can work with any image that you have the legal right to use
 - if total combined file size is excessive and email transfer problems are encountered, please let us know
 - we will make upload space available to you for image upload or help to make other arrangements for file transfer
- RGB color unless specifically submitted for 4 color process (CMYK) printing
- 300 dpi/ppi or higher is preferred; please supply largest available image (please do not increase size of already existing image/photo)
- we will scan ready artwork if required
- we will photograph products if required
- DataGraphics.com is happy to prepare digital prototype images for products for which there are no visuals available for manipulation
- file names: please include extension identifying file format
- final images will be returned to you as the project dictates
 - generally:
 - JPEGs (.jpg): photographs and graphics particularly with smooth variations in color
 - GIFs (.gif): lettering or text images, simple cartoons, logos, icons with few colors, line drawings and animated sequences
 - PNGs (.png): for online photographic images or use in word processing software files such as Word

Text Images/Components:

- if text will be displayed as a graphic or if there is text to be combined with other visual elements to create a final graphic, please provide the following:
- Microsoft Word (or similar) document showing text and formatting specifications if known: bold, italic, underline, left/ middle justified, with title/without title, text color if other than black, border/no border and style of border if other than a plain line border is desired etc.

DataGraphics.com is happy to return original artwork at client's request. We will take care in returning all materials in the condition in which were received. However, we make no warranty that materials will not be altered during the development process. DataGraphics.com retains all supplied materials unless otherwise requested.

Process:

1. DataGraphics.com receives materials as outlined above and composes them
2. client approves images
3. images transferred to client or indicated party

example of accompanying file information supplied to DG by client.

Please include any and all relevant information in grid format to help us in efficiently developing images. Grid can be formatted in any way functional for client specific information. Please add/delete columns as needed and create grid in Microsoft Word, Excel or similar program that best facilitates client convenience

supplied image file name	Notes to DG	DG file name (we will fill this in)	Product Name & Description	PRICE if applicable
orange1.jpg	photo supplied indicating bottle shape, type of label and background elements		Orange Liquid Cleanser Orange Liquid Cleanser in Square bottle for bathroom	\$2.49
purple1.jpg this is purple swatch	alter orange liquid cleanser bottle to reflect purple contents and alter label coloring to match		Purple Liquid Cleanser same as orange bottle and background w updated product color and label	\$2.49
yellow1.jpg this is yellow swatch	alter orange liquid cleanser bottle to reflect yellow contents and alter label coloring to match		Yellow Granular Cleanser same as orange bottle and background w updated product color and label	\$2.49

Thank you! We look forward to working with you