Photos for YTO

By the time you read this you should be well on your way to getting your photos online and ready to be put them on your pages. We thought it would be a good time to review the YearTech Online photo guidelines even though you may have seen them before.

When you save a photo the Image File type must be JPEG or TIFF only.

Your image resolution must be 300 dpi (dots per inch) at 100% print size. If your image is 300 dpi but measures only 2" x 3" and you want it to be 4" x 6" on the printed page, it will not work. In the Image Library, you will find the largest print size (Max Size) for each picture listed in the Image Information box.

The Color Mode for full-color images must be RGB only, no CMYK. Your camera takes pictures in RGB so you should not convert any of them.

The Maximum File Size for upload is 25 megabytes. For quicker uploading, we recommend keeping it under 15 megabytes. Even a full page bleed photo would not be over 25 megabytes.

Digital Cameras Settings must be at least 3 megapixels. If your camera is capable of more, use the highest setting. Cell phone cameras do not generate files with high enough resolution to use in a printed book unless used at a very small size.

If you are using Photoshop to convert EPS or PDF files to TIFF or JPEG format, make sure the resolution in the Import file window is set to 300 dpi.

TIFF files should be compressed. When saving files as TIFFs, after clicking the Save button, a Tiff Options box will appear. Select LZW for the Image Compression and RLE for the Layers Compression. This will significantly reduce the size of your TIFF files.

Images edited in Photoshop that include transparencies, such as Cut Out Backgrounds or Feathered Edges, must be saved as TIFF files with Transparent Backgrounds. When saving your file, in the Save As window, make sure Layers is checked. Then, in the TIFF Options box, make sure Save Transparency is checked. To see what we mean by cut out background check out the example at left. For more detailed instructions on saving transparencies, click on Creation Tools under the Help menu and see the Cut Out Background tutorial in the Photoshop Hot Stuff. ▲