



## ***Guidelines for submitting quality digital images***

SilverGraphics specializes in scanning original artwork to imprint on a variety of products, using high-resolution scanners to enable quality reproduction. If you prefer to submit digital images, scanning your artwork is best. Please scan so that the file size is between 500 KB and 3MB and the file type is JPEG, PNG or PDF.

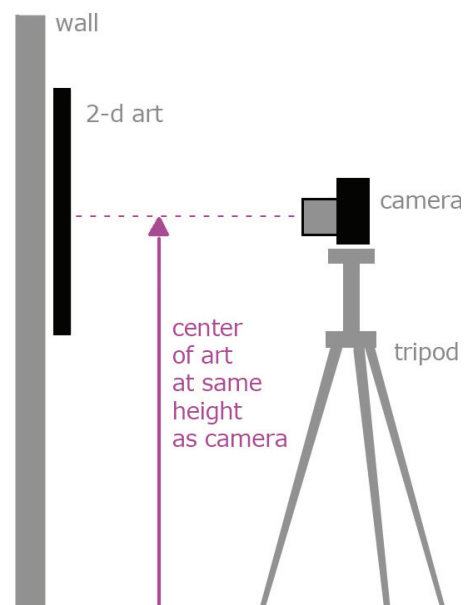
*If scanning is not possible, follow these guidelines for taking digital photos:*

### *(1) Lighting*

Take the photo in a well lit area. As you look at the artwork, notice if the lighting is consistent and whether you see any glare or shadow. Natural lighting is best. Otherwise, ensure that lighting is well balanced. Do not use a flash for indoor photography as this often results in glare.

### *(2) Framing & Positioning*

Display artwork upright (for example, on an easel or wall mounted) and square to the camera to avoid distortion. Use a tripod or stationary surface to mount your camera to eliminate shake or vibration. The slightest hand movement can create a blurry reproduction, even if the image looks crisp on your camera's preview. Fill the view finder with the artwork while taking care not to cut anything off.



### *(3) Resolution / File Type*

Take your photos at the highest/largest possible resolution your camera will allow. Send images via dropbox (or similar program) for school submissions or upload on our website for Individual Orders. For uploading, make sure file size is between 500 KB and 3MB and the file type is JPEG, PNG or PDF.