

### Photos are too large:

The photos you are sending us are too big. They are clogging our email server. In the future, please reduce the size of your files before submitting your request for ID badges. No individual attachment should be larger than 300 KB and total of all your attachments should not exceed 2,000 KB.

There are two ways you can reduce the size of your photos:

1. Set your camera to a resolution under one mega pixel:  
800x600 or 640x480 ideal  
**Please see your camera's owners manual for details.**
2. Resize the photos before sending them.

### How to resize photos:

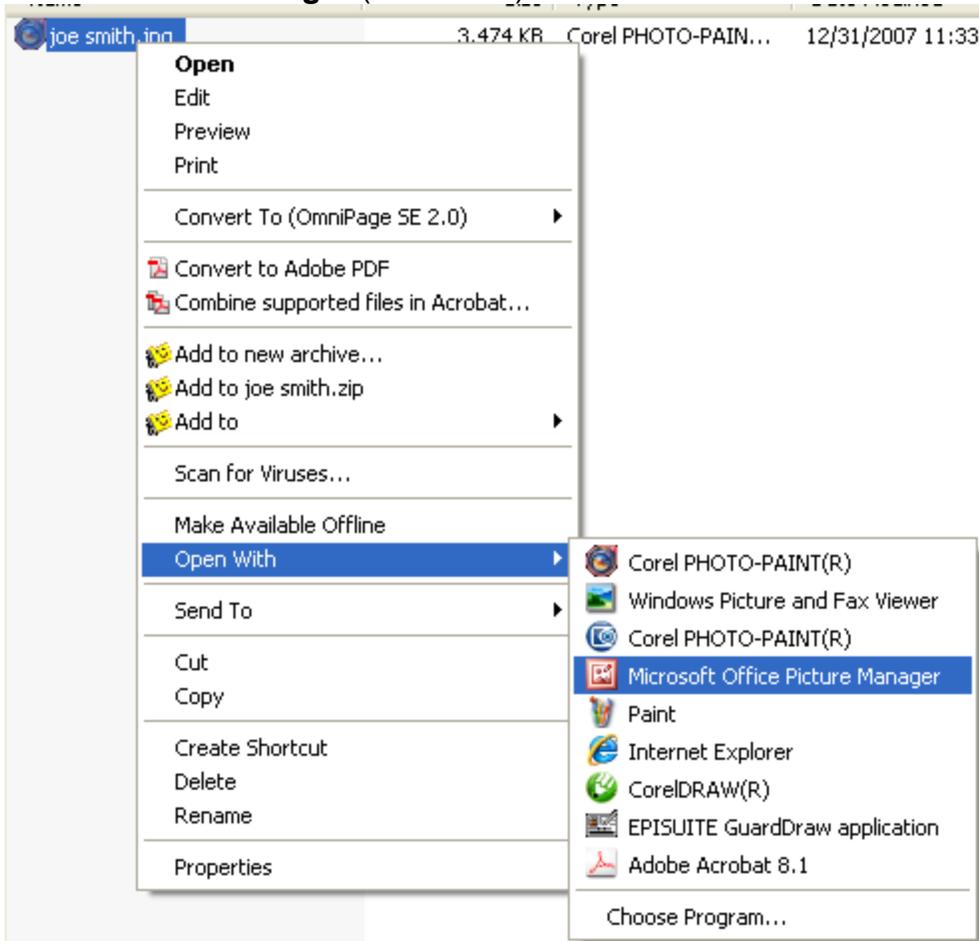
To reduce the size of your photos, you can use any of a number of photo editing programs. You can use any program of your choice. (If you need to resize a large number of photos, we recommend ImgViewer/32. It has an easy to use batch conversion utility. This is free software available at [www.arcatapet.net](http://www.arcatapet.net).) We'll go into details on how to use **Microsoft Office Picture Manager** because it is easy to use and it is part of Microsoft Office.

We'll use "joe smith.jpg" as an example. The camera resolution on this photo was set at 6 mega pixels (2816 x 2112). The file size of this photo is 3,474 KB.

Name ▲	Size
 joe smith.jpg	3,474 KB

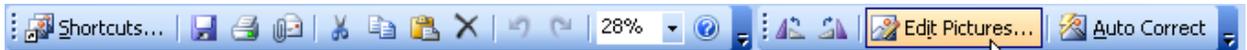
Procedure:

1. Open the photo with **Picture Manager**  
Right mouse click on the photo, choose “**Open With**”, and then select **Microsoft Office Picture Manager** (see below):

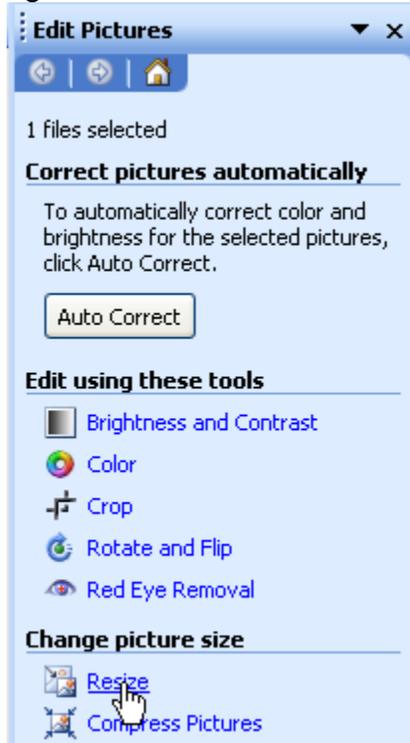


(If you have **Microsoft Office** (Word, Excel), you should have **Picture Manger**. If **Picture Manager** doesn't show in the list, click on “**Choose Program**” for more choices.)

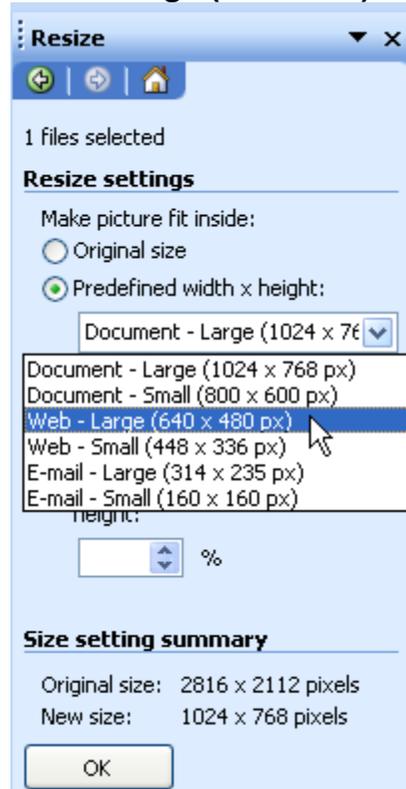
2. Click on “**Edit Pictures**”



- Click “**Resize**” on the panel on the right



- Choose “Predefined width x height:”  
**Web – Large (640 x 480)**



Click **Ok** and **save the file**.

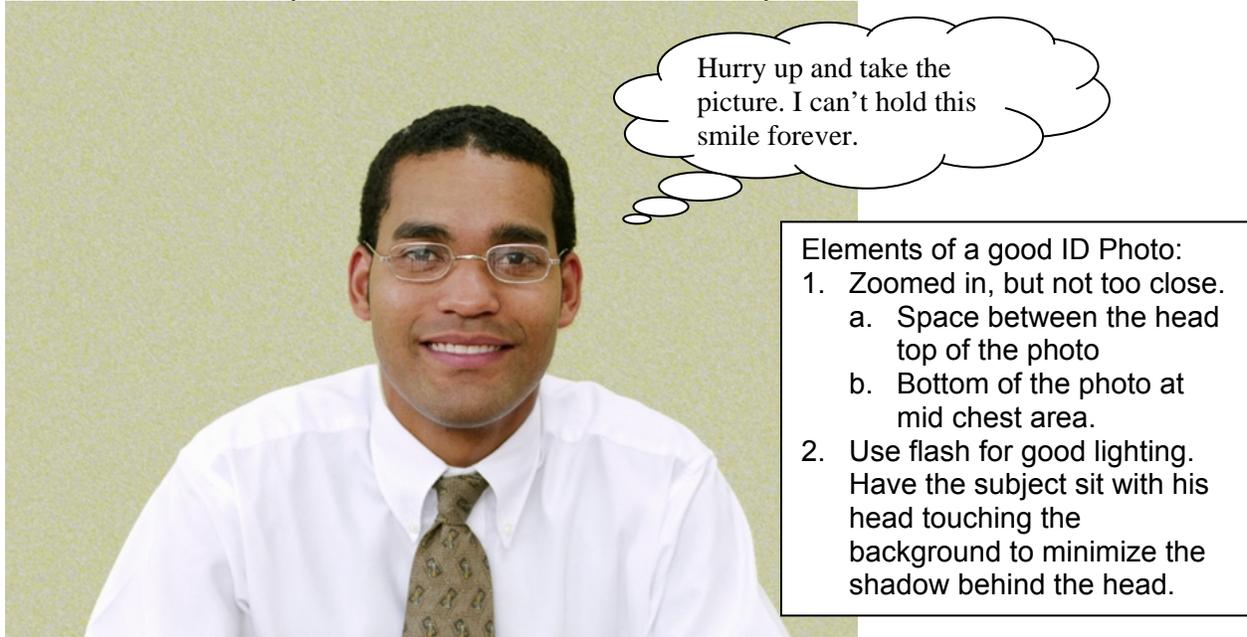
- The file size has been reduced from 3,474 KB to **266 KB** (the original file was 13x bigger!)

Name	Size
joe smith.jpg	226 KB

- Please attach this smaller file to your email.

This procedure will **not** lessen the quality of your ID card. Our card printers print at 300 dpi (dot per inch). If the printed photo on your card is one inch wide, this means that anything over 300 pixels after the photo is cropped is a waste.

Take our Joe Smith photo. After it was resized to 640 pixels wide, it looks like this:



After cropping it as follows, the picture is 294 pixels wide:



There will be no loss in picture quality when it is printed one inch wide on one of our 300 dpi card printer.

If we are printing your pictures wider than one inch or your photo was not zoomed in as near as this example, you can maintain the quality by resizing the pictures to 800 x 600 instead of 640 x 480. This will still produce an acceptable file size for an email attachment.

Your cooperation will help ensure the timely processing of everyone's card orders.

Regards,

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