

Instructions

for placing a digital print order. **(non ProShots)**

When you are ready to burn your images to a disk follow these steps.

1. Select a new NAP blue order envelope.
2. Create a folder using the order envelope number as the folder name.
3. Check the following:
 - Do all of your files end with .tif or .jpg ?
 - Have the largest print files been properly sized at 300 ppi.
 - Include only files you are having printed.
 - All images are RGB, 8 bits per channel.
 - No extra layers, channels or masks.
 - If you need color and B&W from the same image - make separate files.
4. Place all files to be printed in the job numbered folder and burn the folder to your CD.
5. Mark the front of the order envelope in the special instruction section with one of the following.
 - Deluxe Digital Pkg
 - Digital Flex Pkg
 - Digital Print.
6. Fill out the order form for the prints you need from these files and enclose it in the order with the CD. Place in the NAP order envelope with the corresponding number.
7. Order any mounting or spraying services on the front of the order envelope.

Studio _____ ACME studio _____ Cus # _12345_

Job Bag # _987654_ Disk ID _____ Jon Doe _____

Individual Digital Prints

SPECIAL INSTRUCTIONS _____



Working space sRGB												Texture, Spray, and Mounting -use front of job bag			
#	FILE	2.5x3.5	4x5	5x7	8x8	8x10	10x10	11x14	16x20	20x24	Other	Your Image Resolution	RETOUCH		ART
													First	Addtl	
1	jenny.tif					2						300			
2	jenny2.tif		3									300			
3	dcsf01.tif							1			1-12x24	150			
4	dcsf055.tif	5										300			
5															
6															
7															
8															
9															
0															

SAMPLE

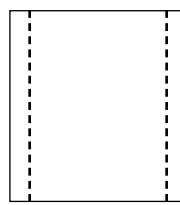
Studio - your name as it appears on the job bag.
Cus # your North American Photo customer number - eg: 9057900
Job Bag # - the six digit number printed on the job bag by the lab - don't change it. eg:123456
Disk ID - Write the job number on the disk, and your studio na

File name - Use any 8 letters and or numbers
 Only files to be printed can be on the disk. **RGB.tif** or .jpg, 8 bits, No compression, layers, masks, channels etc. - .tif or .jpg must be appended to all image files.

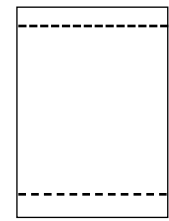
Place all files in a folder, name the folder with the job bag number to be used, then write to CD. Do not use any stickey label on the disk.
 Place the CD with this form in the order bag and send to the lab.
 This form can be cut and fit in a jewel case with your CD. Use more than one form if needed. One disk per job bag.

Important - Read Me
 The disk format must be ISO-9660
 We highly recommend that you calibrate your monitor with an X-rite DP92, Colorvision Spyder or equivalent. The suggested embedded color profile is SRGB - See color management setup for Photoshop 7.0 Do not make any major adjustments to levels or curves on your images. The lab can only correct prints within the limits of the data your image file contains.

Cropping
 It is not necessary to make a file for each print size. Depending on the image aspect ratio you provide the image will be cropped as below. If you feel the need to change the position of the crop on your image, make a new file with the correct image shape at 300 ppi.



8x10 image format with 5x7 crop



5x7 image format with 8x10 crop

Black and White images must be in RGB mode, use -100% saturation.

