

DOCUMENTS



Send text as an attached file in your e-mail message to us. Do not convert the document to HTML (Hyper Text Markup Language). Any formatting you may include is lost in the conversion to HTML. NotePad and/or WordPad are useful ways to write text in addition to Microsoft Word. We do not convert MAC files. Before sending any attachments or e-mail, please be sure you have a current virus utility installed and that it is updated

regularly.

PHOTOS



To take digital photographs, use the FINE setting. If taking portraits, use the spot focus if you have this setting. We are able to lighten and adjust color to a reasonable degree. The maximum size necessary is 640 x 480 pixels. There is no need to send a larger digital. If you do, we will have to reduce its size. Reduction of size is achieved by deleting pixels, not condensing them, so image quality suffers.

To send the digital, use your e-mail program. Please send **only one** photo per attachment. Title each photo in the subject line. We will confirm the receipt and opening of the photos you send.

To use printed photographs, please arrange for us to pick them up or send them by certified mail. Please put the title of the photo on a sticky note attached to the back. All photos will be returned as soon as scans of them are made.

PDF CONVERSION

If you are submitting a document to be converted to PDF (Portable Document Format) for your web site, please do the following:

If you are using other settings, please contact us before submitting your document. Standardizing the documents ensures that visitors will be able to print out what they need in the form they see on the screen.

Top: 1"
Bottom: 1"
Left: .25"
Right: 1.25"
Gutter: 0

From edge
Header: 0.5"

Footer: 0.5"
Gutter position: Left

Paper size:

Width: 8.5"
Height: 11"
Portrait Setting