

## READ THIS BEFORE CHOOSING THE PHOTO – ENGRAVE OPTION..



### Images that are NOT permitted:

Images using the likeness of an existing copyrighted work to create new artwork. Content we believe is abusive, deceptive, pornographic, obscene, defamatory, slanderous, offensive, or otherwise inappropriate.

Names or logos of companies, names of brands, pictures of brands.

Names or images of famous people.

Names or pictures of third parties without their consent.

---

1

The Photograph chosen must have good contrast, no real dark or light areas. Please do not send blurry or fuzzy photos. The higher the dpi in the photo the more detail will show up in the laser engraving, because some detail is lost when engraving on wood. The quality of the engraving is governed by the quality of the photograph, so send a high quality photo. You may want to send more than one photo in case your first choice may not be laser engraving friendly. List photos by most preferred as 1, second choice as 2 and so on.



### For Best Results

When submitting photos, remember that the ideal photo for the photo engraving process would be one where the hair line is distinct from the background. The background and face should be bright and clear



Poor Quality Photos



Poor Quality Photos

## 2

Your images will be automatically cropped and engraved in portrait format (see samples below).



Sample A: The original photo image as submitted.



Sample B: Shows how the image will be cropped (shows the face and neck area) for engraving unless otherwise specified in your email submission.

---

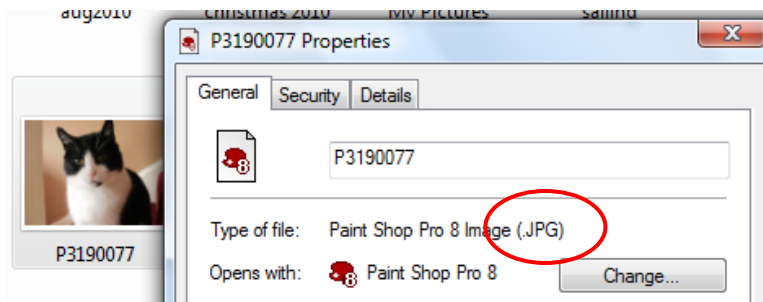
**REMEMBER**, when choosing a photo, a good high quality photo will translate to a good high quality photo engraving. Generally, if the photo is slightly blurred, or if the photo is scratched or the paper is dimpled, these imperfections will also appear on the engraving as well.

---

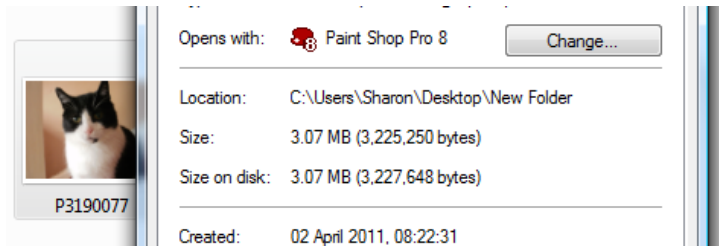
## 3

Send the photo via email or upload via a secure link...

The image should be in .jpeg (.JPG), .tiff, .gif format - to check the format of your digital picture. Right click on the picture, choose properties and see what extension is shown.



Be sure the image size does not exceed 2MB - to check the size of your digital picture. Right click on the picture, choose properties and see what size is given.



- Photos can be in Black & White or Colour

IMPORTANT: Once received, the photo(s) will be examined for quality, and if they are not acceptable, we will send you a reply within 24 hrs detailing any problems that have been found.

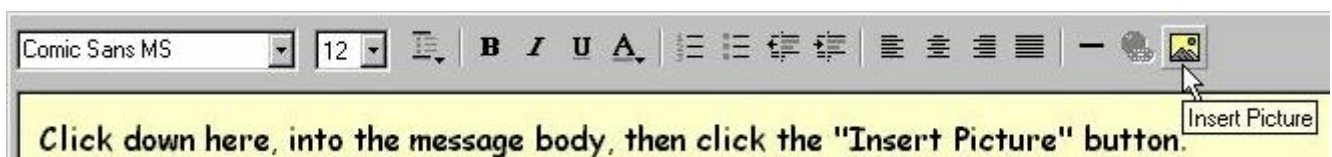
4

### Instructions in emailing a picture to us using Outlook Express



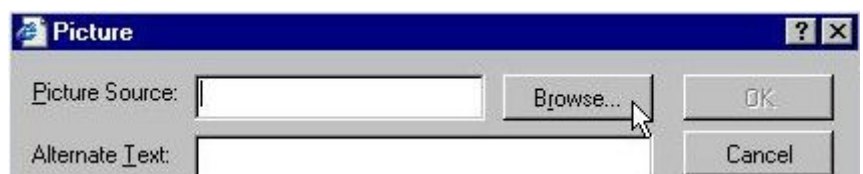
To insert a picture you should know where the file is located on your computer. Most people store their pictures in the My picture folder which is located in My Documents. You must also consider the size of the file before you send it. A large picture can take along time to download and the person you are sending it to may not happy about that. If the picture is bigger than 2MB please resize it before inserting it into an email..

### To Insert Picture

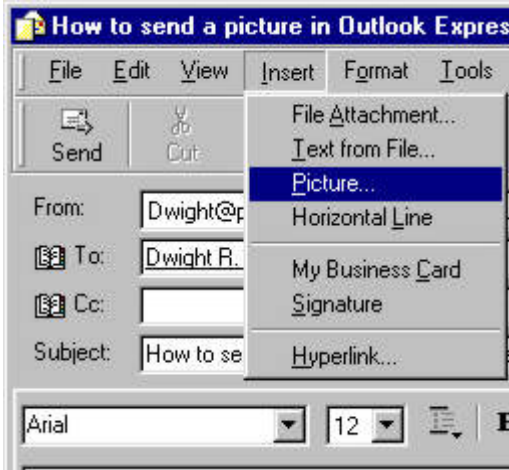


Clicking the Insert Picture button or the Insert menu, Picture command will open this "Picture" dialog box.

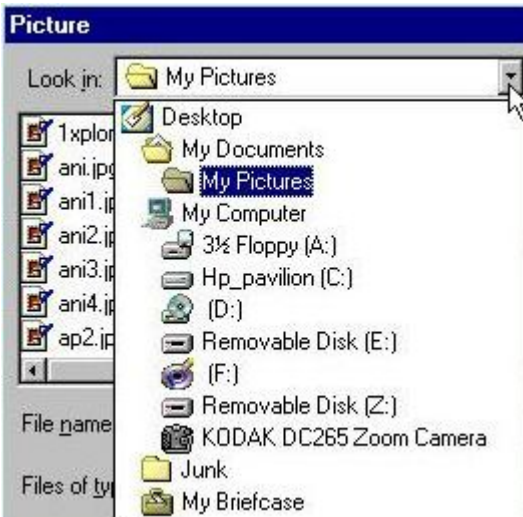
### Or use the Insert Menu



Use the browse button to navigate to the picture you want to insert.



The "Look In" box set to "My Pictures"



When the folder where your pictures are stored is set, look for your image file in the display.

Use the "Look In" box to navigate to the save location of the picture file you want to send. Click on the black arrow, where you see the cursor. Click on the folder where your pictures are stored.

Usually, you're picture files are stored in:

**C:\My Documents\My Pictures**



Selected the upload image option:

If this option was selected you will receive a link via email to upload your pictures to our server. The images must not exceed 2MB in size or they will not upload.

6

Resize your image for email and upload...

You can use any photo program to resize your image, if you do not have one on your computer please use one of the following FREE online services.

<http://www.picresize.com/>

<http://www.resizeimage.4u2ges.com/>

<http://picasion.com/resize-image/>

---

7

We will let you know within 24hours if the images you have sent are suitable....