

CFA Publications

Requirements for Digital Images

- Electronic file preferred over printed digital image.
- TIFF file preferred over JPEG; if submitting another format, file must be recognizable by PhotoShop (contact the Almanac or Yearbook Department for acceptable file formats).
- All digital camera images should be captured or saved at a minimum resolution of 640 x 480 pixels per inch.
- All digital camera images must come from a camera that achieves and is set to capture 3.2 Mega pixels or better.
- All digital images must have enough pixels to achieve the desired size at 300 ppi (pixels per inch). [(Width x 300 = pixels horizontal) (Height x 300 = pixels vertical)]. For example an image that is to print to 8.75" by 11.25" should have 2625 pixels vertical and 3375 pixels horizontal or an image that is to print to 7.5" by 5" should have 2250 pixels vertical and 1500 pixels horizontal.
- Do not re-save jpeg files as jpeg files. Each subsequent save will depreciate the image quality. Send original untouched digital images. CFA will crop images if necessary.
- When sending a scanned photo, scale the photo at 100% even if you need the photo smaller; if you need the photo larger, then scan at the appropriate percentage.
- Scans done at 100% should be done at 300 dpi; scan 600 dpi when enlarging 200% or more.