

Image resolution and format for photos

1. (If scanning) You should scan your images using a resolution of at least 300dpi. Please do not send prints to UAB Printing and Mailing. Digital files only please.
2. Resolution and size are inversely proportional to each other. So, if you enlarge an image, you lower its resolution. If you reduce an image, you increase its resolution.
3. Low resolution images print with jagged edges and appear fuzzy.
4. How an image is originally acquired will determine its resolution. **Do not take images from the web.** Web images are always low res (72 dpi) If you do not have the original digital file or a printed version that can be scanned in (this excludes prints purchased at professional studios), then it is a good idea not to use it.
5. **Professional prints or files without a copyright release can not be used. Photos may only be used by providing a printed and signed copy of copyright release signed by the original photographer and client.**
6. Image files can only be accepted in .jpg, .tiff or .pdf format.

About bleed

Bleed is the term for printing that goes right to the edge of the paper. This means that the printer must print the piece oversized and then trim back to the final size. If your photo is going to cover the entire page, you should take into account that you will lose 1/8" edge of the photo due to bleed.

Transferring files

We accept digital files on CD, DVD or thumb drive. For smaller files (under 5M) you can email to saci826@uab.edu. If your files are too large to fit on a disk, go to <http://www.uabprinting.com/links.html> and click on the Drop Box link to upload files to the UAB Drop Box. All drop box files should be sent to saci826@uab.edu, please name files "Photo Book - *your name*".

Putting it together

UAB Printing and Mailing offers 3 different size photo books. To get started you will need to download the PDF template of your choice and print it out (each template is available in single pages or in spreads). Photo books are not limited to the number of pages in template and will not have to layout identically to template page order. You will need to number your pages as you would have them appear in your book and then label your photo files according to those page. (Exp: page1_photoA.jpg) Once you have completed this process, then you will bring your template along with the digital files to UAB Printing and Mailing at 1500 3rd Avenue South, go to the 2nd Floor.

For additional questions or if you would like templates in original InDesign format, please email Amanda Childress at saci826@uab.edu.