Preparing and Planning Your Photos for use in our Heritage Makers Publishing System

The rule of thumb is "*great photos uploaded yields great photos printed*". The resolution of your photo is expressed in dpi (dots per inch) or ppi (pixels per inch) and represents the clarity of your photo. The dots/pixels hold the image information of your photo. The more dots/pixels per inch that you have the more precise the information is within the dot/pixel. For best results you want a photo that is 300dpi. The typical 4x6 photo is expressed as 1200x1800 in pixel size. I calculated that by multiplying 4x300 and 6x300.

Aenu S	ettings			
Wh	en the asp	ect ratio is [4:3].		
5м	(5M)	2560×1920 pixels		
3M (3M EZ)		2048×1536 pixels		
2 M	(2M EZ)	1600×1200 pixels		
1м	(1M EZ)	1280×960 pixels		
0.3M	(0.3M EZ)	640×480 pixels		
Wh	en the asp	ect ratio is [3:2].		
4.5 M	(4.5M)	2560×1712 pixels		
25 M	(2.5M EZ)	2048×1360 pixels		
Wh	en the asp	ect ratio is [16:9].		
3.5M	(3.5M)	2560×1440 pixels		
2м	(2M EZ)	1920×1080 pixels		
You c pictur qualit	an increase res without of y is set to [] Fine (Low This gives	the number of recordable changing the picture size i 		
	Standard (High compression):			
	This gives	priority to the number of		

Digital cameras: All digital cameras have various settings for resolution and you will see these settings labeled as good/better/best or in digital size like noted above. See your user manual for details. When you download your digital photos to a computer or have them burned to CD by a retailer, the photo files are usually in .JPG format, called "j-peg". For best results with our system, you will want to set your digital camera on the highest possible resolution or file size setting. The .JPG files will be larger and fewer will fit on your media card, but your pictures will be saved at a better quality and work best in our products. It will also allow you to have more cropping options.

Scanning: If you have traditional prints that need to be converted into a .JPG, you can scan them using a personal or commercial scanner.

<u>Commercial scanner</u>: Many photo developers and mass merchandisers have self service scanners in their retail locations. For a small fee, usually under \$5, you can scan your images and have them burn the .JPGs to a CD. The price is for burning the CD, you can include as many pictures as you need, approximately 200-250 fit depending on the size of the original print. It is important to clarify with the photo manager that the scanner is set on 300dpi. Do not crop or edit your photo before scanning. You will be able to perform basic to intermediate editing in our publishing system.

<u>Personal scanner</u>: If you have a scanner, you can complete the scanning yourself at home. Every scanner is different in procedure but all offer setting changes to accommodate changes to resolution (72, 100, 300, 600, etc.), size, color, etc. Some scanners also offer to change the output percentage of your scan but I recommend always keeping that at 100% to avoid confusion. Please refer to your user manual of your particular model for details.

How to change your resolution setting is important to find. Sometimes it is shown as advanced settings, more options, etc. If you can not locate it try the help option within your scanner software. You will change the settings based on the original size of your printed photo. You may want to make 300dpi your default setting to prevent having to change setting each time you scan photos or documents.



If your original photo is 8x10 or 5x7, scanning at 300dpi is adequate. If your photo is 4x6, most of the time 300dpi is adequate. However, if the subject on your 4x6 is small in size or off to one side, you may want to consider increasing the resolution to 600dpi for more flexibility within our system. Many older photos are 2.5x4 in size and those should be scanned at 600-900dpi if available.

<u>Automatic resolution indicator</u>: Our Heritage Studio publishing system has a built in resolution indicator. When your photo is showing in our editor screen, it will display a green, yellow or red band around the selected image. Just as with a traffic light, green means go, yellow means caution and red means stop. As you crop in on a subject, the resolution is reduced because you are selecting fewer pixels, therefore fewer bits of information.



Here is some basic information regarding a scan of a 3"x3" photo at different settings:

300 dpi = 2.4MB file 900 x 900 (3x300 and 3x300)

600 dpi = 9.5MB file 1800 x 1800 (3x600 and 3x600)

Here are some examples of using the above scan in various book sizes:

Photo journal layout with 3 photos and text: photo space size is 2.8"x2.8", 840x840. My 3x3 photo scanned at 300dpi, 900x900 will give me a green band because the image is larger than the space.

Photo journal layout with the 4 same size photos: photo space size is 4.8x3.6, 1440x1080. My 3x3 scanned at 300dpi 900x900 would give me a yellow, possibly a red. However my 3x3 scanned at 600dpi, 1800x1800 would give me a green.

Storybook cover photo space size is 3.5"x3.5", 1050x1050. My 3x3 scanned at 300dpi, 900x900 would give me a yellow however knowing that the size of 900 is close to 1050 the difference to the naked eye would not be or barely seen. Personally if I had the time and resources handy, I would rescan but it would not be devastating if I didn't. If it was a photo inside I would probably leave it but knowing that it is the "first impression" cover photo that is why I would rescan if the opportunity is available.

Storybook full page inside is 5.4"x5.4", 1620x1620. You would use the 3x3 at 600dpi file to achieve green.

Brag book cover is 5.5"x6", 1650x1800 - again need the 600dpi file.

In the event that you do not know where to look to get the photo space size: click on the "click to place image" and open the photo editor, click and drag your mouse starting just to the right of the orange box labeled instructions and continue until you see the photo box highlighted. You will notice that the image placeholder size appears in the highlight.

How to find the size of a photo needed

To find out the size of the photo space for any space holder within a layout including full bleeds, click on where it says "click to place image" and open the photo editor.

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Cli Pl In	ck to lace hage	Click to Place Image Click to Edit T Click to Edit T	Click to Place Image ext ext	Click to Place Image

With the photo editor open, click and drag your mouse across the top white area of the editor starting just to the right of the orange bar titled "instructions" and continuing until you have highlighted the photo box. You will see the "Image Placeholder Size" light up! On average you can multiply each side times 250 to get the acceptable photo size in number of pixels. It will show as yellow for caution and it is your preference if you want to find a larger photo or resize what you have. For best results, multiply each side by 300 to calculate the size needed to achieve green.

instructions	1
1) To begin: select your photo album from the drop-down menu in the bottom right corner.	Image Placeholder Size: 6.2 inches wide by 5.1 inches high
2) Click the photo you wish to use.	
 Select the part of your image you wish to fit into your book by adjusting the selected area. 	
4) Save your image back to your project by clicking the 'save image — to project' button	-
did you know?	
You can remove red eye from your photo by	