

## Sending Images Over the Internet

When sending images to the lab via the internet, it is best to send images as JPEG or JPG files. This type of file uses a universal compression format that allows both PC and Mac users to read the images. Files captured by digital camera are usually saved as JPEGs. If you are scanning, use your imaging software to convert the image into a JPEG file. Never-the-less, as long as the file is saved as a JPEG and file name has .jpg at the end of the name, we will be able to read it. TIFF file are also acceptable, but we do not recommend sending them as email attachments due to their large file size\*.

To send images via email, use the attachment option in your email application. After composing your message, some where in the email window will be a button (labeled with an image of a paper clip or such) - select by clicking on the icon. A window will appear asking you to locate the image that you wish to send. Find the file by scrolling through the window; select file(s) by highlighting the name or icon and then click the select/add button. Some email programs, such as AOL, allows senders to paste or "drag and drop" images directly in the in the email widow. Either case, you will find this is an easy process.

Please please address all images to [images@bvd.com](mailto:images@bvd.com) Images sent to the lab at [images@bvd.com](mailto:images@bvd.com) are filed and available for your personal technician. Images sent to other email addresses at the lab are not guaranteed to be placed on the server to be backed-up.

\*The file size is important when sending images over the internet. Large files will blocked by routing servers, resulting in an error message. Yet, we would like the highest resolution you can send us. In order for you to successfully send us your images, the total size of attachments should not be more than 1500k or 1.5mb. For example, two high resolution images could be attached to your email (both totaling 776k) and successfully sent. If you have several images that add up well over 1.5mb, consider sending them in batches. You'll have a better chance of getting your images to the lab.

>To check the size of a file on a PC, find the image file, right click on its icon and select "properties." In the window that opens, select "Size."

>To check the size of an image file on a Macintosh, simply click on the icon once with the mouse, then go to the "File" menu at the top of the window and select "Get Info." A window will appear which will tell you what size your file is. A right click on the icon will get you to the "Get Info" command too.

If file sizes are too large, you can reduce the size in pixels using an image editing software that may have come with your camera or scanner.

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