



UPLOADING IMAGES

You may upload an image using the UPLOAD IMAGE button on the IMAGE tab. When you upload a new image, it will automatically be stored in the CHOOSE IMAGES box in case you want to use it later.

Image Formats. We support images in both JPEG and PNG formats. Both formats will produce great quality products as long as the resolution meets or exceeds our recommendations.

JPEG FILE FORMAT

- The JPEG format supports millions of colors, which allows for great design flexibility.
- The JPEG format compresses the image information, keeping the file size small and reducing the upload time.
- Most digital cameras can save their images in JPEG format.

PNG FILE FORMAT

- PNG is a completely lossless compression format.
- Most graphic design programs (e.g. Photoshop) can create PNG images.
- With the PNG format, **full alpha transparency** is supported!

Image Resolution: 200dpi is recommended. If you submit images with lower than 200dpi, you run the chance of the image appearing fuzzy and/or distorted. Most web images are created in 72dpi and we do not suggest you upsize from 72dpi to 200dpi as the image will become distorted and fuzzy. We recommend that all images start out as 200dpi.

Background Image Size: If you create an image that you would like to use as a background, we recommend that the image you upload be no smaller than the following guidelines. The following sizes will insure that your design covers the entire surface area and will print without degrading the resolution:

- SURFACE1030 ARCHETYPE: 3375 pixels x 2850 pixels = 11.25"W x 9.5"H
- 17" F-SERIES: 5100 pixels x 3375 pixels = 17"W x 11.25"H
- 14" F-SERIES: 4275 pixels x 3375 pixels = 14.25"W x 11.25"H
- SURFACE1030 ORIGINAL: 3062 pixels x 2574 pixels = 10.205"W x 8.58"H

Other Image Sizes: If you are uploading other images that you will be using to enhance one of our existing designs or colors, please make sure the image is 200dpi, saved as a transparent .PNG or .jpg using the highest save quality.

Transparency: With PNG, we can support full transparency of your images as you design. This can be especially useful if you are creating a design with multiple overlapping images such as borders to go around your design, or shapes with non-rectangular edges.

IMPORTANT COLOR INFORMATION – RGB vs. CMYK

- When uploading your own files, it is important you supply images and graphics in the correct mode or color space - CMYK. Many software programs give you the choice to work in either the RGB or CMYK mode.
- RGB stands for Red, Green and Blue which are the primary colors of light. Scanners and digital cameras generally create images using combinations of the three RGB colors. In addition, computers display images on the computer screen as RGB colors.
- Printing presses print full color pictures using a different set of colors than RGB. Generally, full color images are created using the primary colors of pigment: Cyan (blue), Magenta (red), Yellow and Black - otherwise known as "CMYK printing" or "4 color process". By combining different percentages of the 4 CMYK inks, the illusion of continuous tone in images is created.
- Please convert all images and graphics to CMYK **prior** to upload. We will not be able to print files using RGB color.

- For best results, we recommend working in CMYK mode whenever possible. Some applications like Photoshop and Illustrator actually allow you to work in different modes so be sure to choose the correct one!

QUICK LOOK AT THE TOOLBOX



ROTATE: Use these buttons to rotate your image or text.

RESIZE: Use these buttons to increase or decrease the size of your image.

ALIGN: These buttons will center align the active layer horizontally or vertically.

FRONT/BACK: Use these buttons to layer your images - pushing one to the front or back.

MOVE: You can move each layer using your mouse, but you can also use this button to get a more precise movement.

ZOOM: Use the [-] and [+] buttons to zoom in and out on your design.

