Delivery of Image Data and Technical Standards

1. Camera Specifications/Single Lens Reflex Cameras – Minimum Requirements

Chip size: starting at 12 MP; exception: Canon EOS-1D Mark II with 8 MP;

Please use only digital lenses as well as the analog optical devices recommended by the camera manufacturer.

2. Submission of Camera Data

- Recording medium: CD-ROM or DVD in ISO hybrid format (multi-platform)
- Folder structure: 2 folders
  1. One folder with pre-selected high-resolution data: TIFF format, uncompressed, resolution: 300 dpi, color profile: Adobe RGB 1998, 8 bits per channel. Data editing has been completed (color reproduction and contrast level, additional retouching).
  2. Second folder with small files, reduced from the first folder for quicker preview – names and quantity comparable to first folder: TIFF files proportionately compressed to 23% with JPEG image option of quality level 10.
- Consecutive numbering across multiple high-resolution data folders.
- Labeling and keywording in IPTC header.
- Proof sheets of small files on regular paper, 600ppi, maximum of 6 images per sheet.
- Enclose model and property releases.

3. Scanning Specifications/Scanners – Minimum Requirements

The quality of your scans will be judged using the following devices as our standard:

Imacon Flextight 646, 848, 949

In case the quality of your scan does not fulfill this standard we are prepared to perform digitization of your transparencies – presently we charge you 6 Euro per scan.

4. Submission of Scanning Data of your Transparencies or Negatives

- Scans from small format: 30 MB, TIFF format, uncompressed, 300 dpi, Adobe RGB 1998;
- Scans from medium format: 60 MB, TIFF format, uncompressed, 300 dpi, Adobe RGB 1998;
- Dirt and dust retouching in 100% display (actual pixels)
- Recording medium: CD-ROM or DVD in ISO hybrid format (multi-platform)
- Folder structure: 2 folders
  1. One folder with high-resolution data
  2. Second folder with small files, reduced from the first folder for quicker preview – names and quantity comparable to first folder: TIFF files proportionately compressed to 23%, with JPEG image option of quality level 10.
- Consecutive numbering across multiple high-resolution data folders.
- Labeling and keywording in IPTC header.
- Proof sheets of small files on regular paper, 600ppi, maximum of 6 images per sheet.
- Enclose model and property releases.

5. Camera Data – Handling and Procedure

Convert RAW files to TIFF and store uncompressed with the color profile Adobe RGB 1998. RAW files must, however, be corrected with respect to output levels, contrast and brightness!

Check whether the converter of your camera manufacturer presents satisfying options for correction and delivers appropriate results. Inadequate conversion software may generate pixel noise! Adobe's Photoshop CS. (8.0.1) may produce better results and you may find its options for correction more suitable for your needs.

In any case you should not get too carried away with correction at this stage: There should be enough detail left in highlight and shadow areas. Ensure a balanced contrast level and do not yet worry about individual hues.

Before entering the stage of detailed correction, make a strict pre-selection of the images that you intend to submit to us. We expect you to choose no more than two variations of the best image according to your opinion.

Once you have made your selection you can start fine correction of the images.

We do not like to promote a specific manufacturer, but in this case we have no choice – no, we do not get any commissions. Can you guess? Yes, we urge you to update to the current version of Adobe Photoshop. The following steps describe the procedure in Adobe Photoshop CS or 8.0.1.

The outstanding new shadow/highlight adjustment is usually all you need. Here you can experiment with the different options. With this feature over-driven reds can, for example, be considerably improved through brightness adjustment in the dialog box.

Use Adobe RGB 1998 as working space; during storage this working space is then added to the file as a profile. Work in 8 bits per channel mode or store the file in this mode later. In the menu Image > Image Size, set the resolution to 300 dpi without applying a new image size.

If you have not already performed keywording in your image database, you now enter captions and keywords into the file. We will read the information from the IPTC header of the file.

In the menu File > File Information use only the first dialog section entitled Description. Within it use only the data entry fields "Description" (your caption), Keywords" and "Copyright Notice" (your name).

Now choose from the menu File > Save As. Create a folder for all the high-resolution files of a submission. Supply this folder with a unique name, e.g. Miscellaneous BIG. Leave the automatically generated file name or enter a new one. Never use more than 20 characters excluding the extension. For all Apple users: Please always specify file extension!
Choose TIFF as file format from the dialog box; for Color, check the boxes "ICC Profile", "Thumbnail" and "Use Lower Case Extension". Click "Save" and confirm the overwriting of the file, in case you have left the original file name. In the dialog "TIFF Options", now select the Image Compression: "None" and Byte Order: "Macintosh".

Once you have edited all files, make a second folder which you call Miscellaneous SMALL. Under File > Automate you can create a Batch file in Photoshop which can be repeatedly used. Batch files can

convert your high-resolution TIFF images automatically into smaller compressed JPEG files and save them in the folder you just created. Compress the large files using the dialog Image > Image Size proportionately to 23 percent and store them in the JPEG format at quality level 10.

Hint: Using batch files you can automate numerous processes, such as standard corrections. It is worthwhile to familiarize yourself with this feature in PhotoShop.

Now you should have prepared two folders for submission to us: One with the high-resolution files and a second folder with the compressed JPEG files which correspond in naming and quantity of files to those in the first folder.

Please create proof sheets with no more than six images per sheet (800x1200 pixels per contact sheet file) of the small files. Print them simply on plain paper at 600ppi; in this manner the images are represented in sufficient detail.

Now everything is prepared for burning on a CD-ROM or DVD (in multi-platform hybrid format).

Hint: Work with as few folder pairs as possible. Thus you avoid duplication of file names. Please ensure that numbering is consecutive through ((across)) all thematic folders. Thus you prevent files from being overwritten during copying to our hard drives.

Please do not deliver more than five CD-ROMs per submission. For large quantities of data please burn a DVD.

If you have any problems or questions, please do not hesitate to contact us. It is our pleasure to provide you with advice.