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Preparing and Sending Items for the TDS Website

Digital Images:

The best method of providing images is digitally. That means taken with a digital camera, or already scanned if taken with a traditional film camera. If you are scanning photos, please scan them at the size they will be used on the website (a maximum of 5x7 inches) at 72 dpi or ppi. Save the image as a .jpg file. (If all you have is a TIF file you can send only if it is under 15 megs.)

Naming Image Files:

Please NAME your image file something that will clearly identify it. In the case of artwork images, the artist's last name is always safe, so a *sample filename might be: lastname.jpg*
(If you are sending more than one image by the same artist, then add something additional to the filename, perhaps part of the title. *Example: lastname_sunset.jpg, or lastname_storm.jpg*)

Text Descriptions:

You can send your text typed in the actual email with the image attachments. Your information should list all the images you are sending, along with the pertinent information that should accompany each image on the website. This might include things like: artist's full name, title of work, medium, dimensions, date created, etc. In the case of class photos, please tell who the instructor is, who is shown in the photo (student's names) and a brief description of the activity shown in the photo if appropriate.

If you are sending a separate text file save this document as a .txt file.

Sample filename: art_images_July04.txt

IMPORTANT: Please include which area of the website you wish your images to appear.

Example: Special Events section or www.thedrawingstudio.org/special_events.htm

Sending Digital Material:

Once you have your images and text file saved to your computer, you are ready to send them. Most e-mail programs have some limitation on the size of an e-mail, so if you have a lot of images to send, you may have to split them up into smaller batches and send them in separate e-mails. You can send your saved image/text files as attachments to an e-mail.

All materials should be e-mailed to: ckim@airedesign.com

Traditional Film Images, Artwork and Text:

I can scan artwork and photographs up to 8-1/2x11 only.

Please email, as well as, provide hardcopy text with your artwork or photos.

Mail your materials to:

Catharine Kim Woodin
aire design company
3301 E. Lee Street
Tucson, AZ 85716

IMPORTANT: To have the materials returned, please provide a stamped, self-addressed envelope, or let me know that I can leave them at the TDS office for you to pick up there. *You will get your materials in a more timely manner if I can mail them. Be sure to apply the proper amount of postage!*