

# Guidelines for supplying images for printing in Australian Wood Review

## Naming files

**Please supply your images in the correct order in which they should appear in the article.**

You do this a couple of ways:

1. Naming each file appropriately,

eg: *Table01.tif, Table02.tif, Table03.tif.....etc*

OR

2. Listing the image file names with your captions (see below) in order,

eg: *Image 1: IMG4778.jpg, Image 2: IMG4763.jpg, Image 3: IMG4854.jpg*

## Photo captions

**Please supply text captions for all of your images.** This greatly assists us with the layout.

Captions for images should be supplied in a separate text document or email, as follows:

*IMG4778.jpg / Image 1 This photo shows the....etc, etc.*

## Image quality

- **Set your camera to the highest quality setting available.** We can accept RAW, TIF and JPG images, however, we prefer TIF or RAW. JPG images are significantly lower in quality than TIF or RAW, as they are compressed, however we can accept them if you are not able to supply other formats.
- **We prefer images taken on a Digital SLR camera.** It is best to use a tripod as this keeps your camera steady and prevents blurring.
- **Ensure you have good, adequate lighting.** Natural light from a nearby window or door should do the trick. If possible, try and shoot all photos in the same light, to ensure consistency across your published article.
- **If you know how, set the white balance before you begin shooting in a new location.** This will ensure even colour tones throughout all your images. If the white balance is set to auto, it may differ in each image. The correct white balance setting will differ depending on where you are, eg. natural light is a different colour to the light that comes from say, fluorescent lights.
- **We want to use photos straight from your camera - which means un-edited and un-changed.** Do not try to remove the background from an image using the Magic Wand tool or any other method, to produce a white background. If this is needed, we prefer to do this ourselves using our methods. If you want a white background on your image, it is best to actually take the photo on a white paper background. Coloured background usually reflects coloured light onto the item you are photographing. If you are unsure, please contact us with any queries you have, before you take the photos.
- **If you absolutely must alter your photo using Photoshop,** or if you are a professional, trained Photoshop user, re-save it as a PSD or a TIF file. Do not re-save a file in JPG format. JPG files are compressed files. Every time a JPG is re-saved, it will lose quality and become pixelated. Keep the image in RGB colour mode too. But once again, we prefer to do all image editing ourselves, to ensure consistent results over the entire magazine. This includes adding drop shadows.
- **Do not use any other photo editing program apart from Photoshop to edit, manipulate, brighten, or change your images in any way.** You may think you are improving them, but in actual fact you may be making the image worse. What looks good on screen doesn't always look good printed. Different monitors show colours and brightness differently. If you really, really, really want to edit your photos anyway, then send us both the original file and your edited version.
- **Think carefully about how you are composing and framing your images.** Pay attention to objects in the background which may distract. Watch out for things like shaggy rugs, drop sheets, leaves and grass as these can end up being visible over the feet or base of your finished furniture piece. Neutral backgrounds are great, however it is also nice for people to be able to see your workshop, and we know our readers like studying the backgrounds of photos, so think about what would look best in the background of your photo. If photographing finished work include photos that show the entire, uncropped piece as well as details.
- **Put your best face forward.** It's nice to be able to see the person who is writing the story. So if you want to, take some photos that include yourself in the image. We like to have some photos of people working.
- **Title image.** It is great if you can supply an image to be the lead-in photo of the article, a generic-type shot, perhaps including yourself.