

## Introduction

In order to facilitate an efficient workflow and maintain a high level of quality control, we have prepared the following technical specifications to use when submitting images to The Travel Library. Where Industry standards for digital applications require further work, we have adapted our technical specifications to meet the requirements of the Pic4press initiative.

Pic4press are guidelines which have been set up by the PPA (Periodical Publishers Association) BAPLA and AOP to define how a photographer or agency should submit their imagery for reproduction. The Electric Lane consultancy, who is one of the participating observers to Pic4press, has also contributed to the technical specifications.

Although these may differ from your own working practice, it is important that you follow the procedures outlined. Once established they do provide a smooth and effective workflow for you, the photographer, and ourselves. This ensures that your images are posted to our website as soon as possible and, most importantly, to a consistent high standard.

Should you require any assistance with the preparation of your images in line with our technical specifications, then please do not hesitate to contact our Image Production department.

Chris Penn

Image Production Manager

## The Travel Library Technical Specifications



*images to wake the senses*

Spec	Photographer Requirements	Explanation
File Size	<b>24 mb (min) 50 mb (preferred) 60 mb (ideal)</b>	This size covers final use according to output size and resolution saved as a Tiff. Please be sure to use the cameras highest settings when shooting. Do not sacrifice quality due to the fact you can only save a limited number of images to the media card. ALWAYS shoot in RAW, never JPEG.
Resolution	<b>300dpi</b>	Original camera file maybe 72dpi, please convert to 300dpi for submission. This is an accepted convention for much of publishing
In Camera Captured Format	<b>RAW</b>	Always shoot in RAW format. This will contain all original information captured by the camera when the shot was taken. This gives you more control over the editing of your images, should you need to return to the image at a later point. These are your digital negatives.
Hi Res Format	<b>TIFF uncompressed, 8 bit per channel</b>	TIFF files not Raw files. You should always shoot in RAW and convert to TIFF for Hi Res archiving. Edit in 16bit then convert to 8bit before submitting.
Extras	<b>No layers, extra channels, clipping paths, or annotations.</b>	Images/files should be clear of all of the mentioned extras.
Compression	<b>None</b>	TIFF files should not be delivered in compressed form. We require an uncompressed TIFF file, only tiffs saved from RAW. No TIFF's with LZW, jpeg or any other compression. Never submit Tiff's converted and saved from JPEGs.
Colour Space	<b>Adobe RGB 1998</b>	This is the standard independent colour space for delivery of RGB files. Set your colour settings in Photoshop to make use of Adobe RGB 1998
Colour Profile	<b>Attach colour profile</b>	Label the profile of the image using device independent Adobe RGB 1998. Although profiles may be dropped at the printing stage, it is important that they are attached at previous stages. Photoshop version,7 & CS, CS2/3/4 easily deal with colour profiles
Sharpening	<b>No sharpening</b>	Sharpening is applied by the designer/printer who is working with the final output size of the image, and should be left to them at the final stage. Please do not submit out of focus, badly composed and dark images.
Cleaning	<b>Cleaned at 100% zoom</b>	All images submitted must be fully cleared of, dust, dirt, marks, scan oil, etc and contain no artifacts. <b>Failure to do so will result in immediate rejection.</b>
Colour Balance	<b>Colour balanced, and levels checked.</b>	Files should show the maximum tonal range for the subject. Generally, there should be no clipping unless the image requires it. Please ensure that you have a correctly calibrated screen. Please keep an eye on your levels making sure that shadows are not clipped and highlights are not blown.
Colour Correction	<b>Free of unwanted colour casts</b>	By <b>calibrating your screen</b> , you can check for colour casts which should be removed unless they are part of the composition
File Extensions Attached	<b>Always attach file extensions (i.e. .Tiff)</b>	This is essential for file transfer between Mac and PC. NB. Mac users that this is a Preference setting in Photoshop. <b>Please save your images to media CDs/DVD's that are readable by PC Platforms, or are cross platform (PC and Mac)</b>
Caption Material	<b>File/Info menu</b>	See accompanying pages for details of how to caption for The Travel Library. All images submitted as digital files must have captions filled in using File/Info; failure to do so may result in the whole submission being returned for recaptioning.
Labeling	<b>Photographers Choice</b>	Filenames must be consistent with any submitted captioning sheets, or accompanying documentation. Filenames must not to be longer than 8 characters, including spaces and underscores, or include special characters. Please write your <b>name</b> and <b>e-mail</b> on the CD/DVD, include the code <b>DIGI</b> to signify Digital Camera pictures, and include no of images on CD/DVD.

Hi Res Scanning Specifications		Explanation
Filesize	<b>60MB (min)</b>	File sizes to be no less than 60mb
Dimensions	<b>Between 4950 &amp; 5700 pixels x RIP</b>	This relates to the Length of the image x Rest In Proportion. (to fit A3: approx 16 ½ in x 11 ¾ in)
Scan Resolution	<b>35mm = 4000 dpi (min) Medium Format = 2500 dpi (min)</b>	Scan using your scanner's highest 'optical resolution'. No interpolation is to be applied when scanning.
Submission resolution	<b>300 dpi</b>	Once scanned at the above resolutions, resize to 300 dpi in Photoshop with resampling option turned off.
Format	<b>Tiff</b>	No Compression, No Layers, PC encoding preferred.
Bits	<b>8 Bits</b>	Scan and edit in 16 bit to capture/maintain detail, covert to 8 bit for submission. If scanning in 16 bit Capture 120mb, as filesize will be halved to 60mb when converted to 8 bit
Colour	<b>Adobe RGB 1998</b>	Abode RGB 1998 Colourspace, with same colour profile attached.
Quality	<b>Sharp, Crisp, and CLEAN</b>	Images should be sharp without the need for sharpening to be applied. If not rescan. Also colour balanced, with good levels. All images must be fully clean at 100%. <b>Dust, scratches, scan oil = Rejection.</b>
Interpolation	<b><u>NO</u> interpolation,</b>	Either by use of scanning hardware or imaging software. Images should be sharp on submission in the same manner a transparency would be upon submission
Captioning	<b>Fully caption for submission</b>	All images to be entered in file/info (IPTC), as per The Travel Library specifications. Instructions are to be found on the accompanying pages. Images without captions will be returned for re-captioning.
Labeling	<b>8 characters or less</b>  If scanning transparencies we have returned to you, it is <b>important</b> that the <b>image's filename is</b> <b>exactly the same as our barcode.</b> No room for error.	File names must not be longer than 8 characters including spaces and underscores. No special characters permitted. Please write your <b>name</b> and <b>e-mail</b> on the CD/DVD, include the code <b>SCAN</b> to signify scanned pictures, and the number of images on the CD/DVD.
Orientation	<b>Correct Orientation</b>	Images must be the right way up, and also cropped of any rebate. Filesize must be no less that 60mb after rebate is cropped.

## Captioning Guidelines

We have introduced the Travel Library Caption Guidelines to help us maintain a high and consistent standard of captioning and key wording. As digital searches are becoming more and more frequent, and many clients are conducting their own searches on-line, we are aware of how important it is to have consistent captions on our images.

In order to achieve this, we have introduced these guidelines to be **completed as part of the submission process**. This will allow us to enter your pictures quickly and ensure that they are uploaded to our website and made available to our customers as soon after selection as possible.

### **Digital**

You can use the File>File Info in Photoshop to add the relevant information to the image. Alternatively for ease of use you can use software such as Abode Bridge, Adobe Lightroom or any other software that allows you to place captions in the required fields below.

*For this to be successful, all images must be submitted using the following instructions. If the criteria are not met, the submission will be returned for re-captioning before any images are selected.*

### Compulsory fields are:

#### **File Info Fields:**













Country  
State/Province  
City  
Description or Caption  
Keywords  
Author  
Copyright

#### **Details Required:**

Country  
Region  
Location  
Subject  
Keywords - must be separated by comma or semi colon  
Photographers Name  
Photographers Name

The following pages show visuals from various captioning programs that can be used.

**Abode Bridge:**

Metadata		Keywords
<b>File Properties</b>		
<b>▼ IPTC (IIM, legacy)</b>		
Document Title	:	
Headline	:	
Keywords	:	Europe; European; Belgian; Canal scene; Canal scenes; Canala; Waterway; Waterways; River; riber; Water; Building; Buildings; Tower; Towers; Reflection; Reflections; Holiday; Vacation; Travel
Description	:	Subject 
Description Writer	:	
Instructions	:	
Author	:	Photographers Name 
Author Title	:	
Credit	:	
Source	:	
Categories	:	
Date Subject Created	:	
City	:	Location 
State/Province	:	Region 
Country	:	Country 
Transmission Reference	:	
Copyright	:	Photographers Name 
Copyright Info URL	:	
Urgency	:	None

Photoshop CS: (Two Part Process)

images to wake the senses

Description Window -

Description

Document Title:

Author: Photographers Name

Author Title:

Description: Subject

Description Writer:

Keywords: Europe; European; Belgian; Canal scene; Canal scenes; Canala; Waterway; Waterways; River; ribers; Water; Building; Buildings; Tower; Towers; Reflection; Reflections; Holiday; Vacation; Travel

Commas can be used to separate keywords

Copyright Status: Copyrighted

Copyright Notice: Photographers Name

Copyright Info URL:

Go To URL...

Created: 27/01/2005 13:07:05  
Modified: 06/01/2009 11:42:58  
Application: Adobe Photoshop CS2 Windows  
Format: image/jpeg

Powered By xmp

OK Cancel

Origin Window -

Origin

Date Created:  Today

City: Location

State/Province: Region Country: Country

Credit:

Source:

Headline:

Instructions:

Transmission Reference:

Urgency: None

Powered By xmp

OK Cancel

## The Travel Library Technical Specifications



images to wake the senses

### Adobe Lightroom:

These 3 separate screens are 1 whole screen in Lightroom.

The image shows three panels from the Adobe Lightroom metadata interface. The left panel is the 'Keyword Tags' and 'Metadata' section. It includes a 'Keyword Tags' field with a list of tags like 'Belgian', 'Building', 'Buildings', 'Canal scene', etc. Below it is a 'Keyword Set' dropdown set to 'Recent Keywords'. The 'Metadata' section is expanded to show 'IPTC' metadata, including a 'Preset' set to 'None', a 'File Name' of '123980.jpg', and a 'Contact' section with fields for 'Creator' (Photographers Name), 'Job Title', 'Address', 'City', 'State / Province', 'Postal Code', 'Country', 'Phone', 'E-Mail', and 'Website'. The middle panel shows the 'Content' and 'Image' sections. The 'Content' section has fields for 'Headline', 'Caption' (set to 'Subject'), 'IPTC Subject Code', 'Description Writer', 'Category', and 'Other Categories'. The 'Image' section has fields for 'Date Created', 'Intellectual Genre', 'Scene', 'Location', 'City', 'State / Province', 'Country', and 'ISO Country Code'. The right panel shows the 'Status' section with fields for 'Title', 'Job Identifier', 'Instructions', 'Provider', and 'Source'. The bottom panel shows the 'Copyright' section with fields for 'Copyright Status' (set to 'Copyrighted'), 'Copyright' (Photographers Name), 'Rights Usage Terms', and 'Copyright Info URL'.

Keywording is optional, however by entering in as many Keywords as you can, will allow TTL to speed up the process of getting the images up to the website.

In terms of what kinds of keywords to apply, please refer to The Travel Library Website and apply the same logic that appears in the keywords for similar pictures hosted online.

It is the entering of the data required above that is the time consuming part of getting images onto the website. If accurate and consistent data is provided in the outlined way, it can help automate and speed up the workflow.