Perkins Look Book - Instructions for submitting photos for printing

Photos will be converted by SMU and prepared for printing.

1. Take photo in highest resolution setting on camera or phone
2. Cell photo photos are acceptable if taken with a late-model smartphone.
3. Take photo of one single person.
4. Photo should be '**posed' and 'up-close' taken straight-on showing face** in photo.
5. DO NOT take full body photo
6. DO NOT send 'group shot' photos
7. Background should be a neutral, solid light color, preferably a white wall.
8. If taken in shade or against brightly lit background, use the flash. The camera may read the surrounding light and render the face too dark.
9. DO NOT crop photo.
10. DO NOT send via another program or organizing software (like Shutterfly, Snapfile, Google Drive, Dropbox, etc).
11. DO NOT edit or use filters.
12. Send photo in 'native format' preferably via email.
13. Photo file size should be 1 to 2 MB or larger
14. Send photo as an 'ATTACHMENT' to an email or uploaded in the highest resolution possible.
15. If sending photo from computer, send photo file as JPG
16. DO NOT embed photo in body of email or in a text document (i.e. Word, Notes, etc.)
17. DO NOT use photos copied from Facebook or any online program
18. Photos that are too dark or too light may not be able to be published.
19. Photos provided cannot be copyrighted.
20. Provide person's name and best contact phone #