

Photo ID Badges (HCP)

Tips For Photo ID Badges

Consistency is the key to a professional Photo ID Program

- Note original photo file settings; resolution, image size image orientation, distance from camera, etc. Use setting for subsequent orders.
- Picture file size should be under 1 MB.
- File name should be kept under 30 characters.
- File should be saved as a jpg, tif or pdf.
- File should not have any special characters. Dashes and underscores are recommend.
- Save and send the file in its original RGB format. Our press will optimize and convert file for printing.
- Name list should be sent in Excel spreadsheet or tab-delimited text file. Each column is equal to a line of personalization.

- Keep the same lighting and background.
- The name of the photo file must be the same on the spreadsheet. Here is a sample of a spreadsheet with name of the photo included.

	A	B	C	D
1	Name	Title	Photo	
2	Lisa Kelly	President	Kelly_Lisa.jpg	
3	Lee Weller	Sales Manager	LeeWeller.jpg	
4	Laura Peterson	Production Supervisor	LPeterson.jpg	
5				

We will print the text and photos exactly as you send them. Example: pETERSON will print exactly as typed. Double check your spelling, etc. We do not proof lists or color correct photos.

How to send your files?

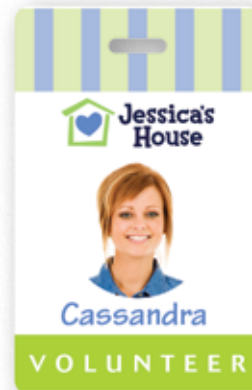
OPTION 1:

Let us do the work! Send your spreadsheet and photo files to us. Can be zipped in to one file and emailed. Or upload through BadgeRelease.com (if your badges have been placed in our program).

OPTION 2:

If you prefer to lay out each badge yourself, we can work with that too. We will need the finished layout in a print ready PDF. Include a 1/8" bleed on all sides. **One badge, at actual size, per page.** No crop marks or die lines. Everything on the page will print!

Question about your files? Send a sample file to our customer service reps and we will review them.



If you send us a great photo we will send you a great quality Photo ID.