

Requirements for sending images:

21 Crows understands website owners may choose to provide their own images. However, we do have a number of requirements you must follow to submit each image. Following these guidelines will not only help us provide better images for your website as a whole, it will also allow us to do so with less cost to you, the customer.

Although you may size and enhance your images utilizing many of the photo-enhancing tools like Adobe Photoshop Elements, Paint Shop Pro or Macromedia StudioMX FreeHand or Fireworks, we ask that you give us your image in the following format:

- 1) **Quality and Resolution of Images** - All images should be of high quality resolution between 1000 – 3000 kb. Please check your images on your computer before sending for clarity. We are able to increase the quality of your images for such enhancements as color, brightness and contrast and some color alterations. However, we cannot modify blurry, fuzzy or distorted pictures.
- 2) **Size of Images:** When taking pictures, please remain consistent by holding your camera straight and not turning it sideways to get a *longer* view. Pictures should be consistently wider than longer (for example: 2500 pixels by 1500 pixels).
- 3) **Saving Your Images to Send:**
 - a. CD – Placing your images on a high quality CD (for example; Maxwell DVD + R) to mail is acceptable. Or you may drop the pictures off at the 21 Crows office (the cabin) at : 21 Crows, Attn: Jannette Quackenbush, 25891 Creola Hue Road, Creola Ohio 45622. You may either place it in the provided wooden box or, if the box is full, under a seat cushion of a wicker chair. Please e-mail us at jan@heartofhocking.com if you do drop off your CD so that we may pick it up as soon as possible. *We do not load images on to our hard drive so you must make plans to pick up the travel drive upon completion of site. We are not responsible for storing your images or your travel drive and 21 Crows is not responsible for lost cds or travel drives.*
 - b. Travel Drive – Placing your images on a travel drive and dropping it off at our office or mailing the drive is acceptable. *We do not load images on to our hard drive so you must make plans to pick up the travel drive upon completion of site. We are not responsible for storing your images or your travel drive and 21 Crows is not responsible for lost cds or travel drives.*
- 4) **Description of Images:** All images must have a descriptive explanation beneath. To change the names of your images, simply right click on the image, scroll down to “Rename” and replace the current number or name with the following:
 - a. Name of cabin
 - b. Add an underscore or a dash (___)
 - c. Name of Area within Cabin
 - d. Give the picture a number.

Your image name should look like this: FernCabin_kitchen-01. *Do not send images with simply numbers at the bottom and ask us to walk through the pictures over the telephone. They will be returned.*

We ask that you do not e-mail your larger images. If you must have the images posted immediately for a change and you are sending less than five images, either send them one at a time to jan@heartofhocking.com or download the free Coffee cup Free Zip Wizard. *You must e-mail each image separately with the following:*

1. *A name and description on each picture you need changed – ie: RoseCabins_Bedroom001.jpg.*
2. *Attach the image to an e-mail with the url (<http://www.pagetobechanged.com>) of the page the image needs to be added or changed.*
3. *The name of the image to be replaced.*