

# **HOW TO PREPARE YOUR DIGITAL FILES FOR MAKING COPY SLIDES**

If you have digital images that you want to make 35mm slides of, please follow these directions for prepping your files for output, or we can prepare your files for you for a fee of \$2.00 per image on top of the normal costs involved for printing and making the slides themselves.

## **What does it cost?**

If your files are ready to be output, the cost for the prints is \$.65 per image, and then single copy slides are \$2.10 per slide. If you want your files to be prepped by Stubblefield Photo Lab, we will apply appropriate borders to your files for a fee of \$2.00 per image. If you want the new files made during file prep to be saved to a CD, there is a \$7.50 CD fee for saving your new files to a new CD. If you are ordering multiple slides per image, there are quantity rates that apply. Please refer to our price list for quantity pricing.

## **How quickly can I get the slides back?**

The normal turn around for digital output and copy slides is 3 working days, consisting of 2 days for the prints and 1 day for the copy slides. That means if you dropped your files off on Monday, Tuesday would be the first working day, and therefore the third working day would be Thursday, so the due date would be Thursday at 4 pm. Faster service times are available by rushing the print output. You could subtract 1 day from the total service time by rushing the prints to a 1 day service as opposed to 2 days, and this will double the price for the print part of the total price. You could also rush the print part of the service to 'same day' at 4 times the normal price for the prints, and then the slides would be ready the next evening at 4 pm. The slides can also be rushed for same day, but only if the job is received by 8:30 AM (depending on quantity), and then the slide part of the total will be double price in addition to the print cost being 4 times the normal price, and the slides could be ready by 4:30 pm the same evening.

## **What happens if my files aren't 'prepped'?**

If your files aren't 'prepped', meaning they don't have appropriate borders and/or are not proportional to 4x6, then they will be output 'as-is' and shot 'as-is'. If your files are not proportional, they will print with white edges on two sides, and the resulting slides will show those white edges. If your files are proportional to 4x6, then they will be output with minimal cropping and shot in the normal fashion. As stated in the next section, your image goes through 3 rounds of cropping, so expect about 10-15% of your image area to be lost by the time it becomes a mounted slide. Your image files can be prepped either by you, or by Stubblefield Photo Lab for a fee of \$2.00 per image.

### **How should I save my files for output?**

When setting up your image files, you need to leave enough breathing room around the edges for 3 rounds of cropping. The first round of cropping occurs when the files are output as 4x6's, even though this cropping is minimal, it is noticeable. The second round of cropping occurs when the slide is shot from the print that has been made, in order to fill the frame, the slide is shot just slightly inside the edges of print, and therefore, once again, minimal cropping occurs. The third round of cropping occurs when the slide is mounted; the slide mount itself also crops the final viewable area that can be projected. With this in mind, you need to leave about 1/2" per side of border area, which means the critical 'art' area should be defined as 3"x5" and then that image should be 'dropped' on a 4x6 canvas with a background color of your choosing, we would recommend black as the ideal choice, however if your image is mostly white and you want the same color going out to the edges of the frame, then it would be best to have your background be white as well.

In Photoshop, or a comparable imaging tool, begin by making sure your image does not exceed the 3"x5" area. If the image is square, then size it to 3x3 and then drop it on a 4x6 canvas with a background color of your choosing (again, we recommend black). If your image is horizontal, then make the length 5" and then drop that image on a 4x6 canvas with a background color of your choosing. If your file is vertical, make the height 5" and then drop that image on a 4x6 canvas with a background color of your choosing. If you have a vertical image, but you want the slide made to have a horizontal orientation, then set the height of the image to 3" and then drop that image on a 4x6 canvas with a background color of your choosing, this will end up making the image a little small, but there is no way to make it bigger without changing the slides orientation to vertical.

Save the final files as flattened RGB Tiff or Jpg files, 4x6 @ 300 dpi. If you are saving Tiff files, make sure the files are in 8 bit color mode, and flattened (no layers) with no compression saved in the IBM byte format.

### **How are the slides made?**

Slides from digital image files are made by producing a 4x6 machine print from your image files. Then, once the print is made a 35mm copy slide is shot directly from that print on a copy stand. The slides are then processed and mounted, and you will receive both the slides and the prints that were made as the final product.

# Stubblefield Photo Lab

770 Harris Street, Suite 102 • Charlottesville, VA 22903

434-971-7981 • [www.stubphoto.com](http://www.stubphoto.com)