

GOOD ETCHING AND CERAMIC PHOTOS START WITH YOU

ALWAYS TRY TO OBTAIN THE ORIGINAL DIGITAL PHOTO

The original digital photo will always be better than a scanned print. Ask your customer if they have the camera that took the original photo. If all they have is a physical copy then you must scan or take a photo of their photograph.



SCANNING INSTRUCTIONS

- Only scan a physical photo when you **CAN'T** obtain the original digital photo
- Use a flatbed scanner **NOT** a feeder
- Make sure scanner glass is clean
- Always remove photo from frame and glass (glass causes glares)
- Scan image at 300 dpi or higher



TAKING PHOTO INSTRUCTIONS

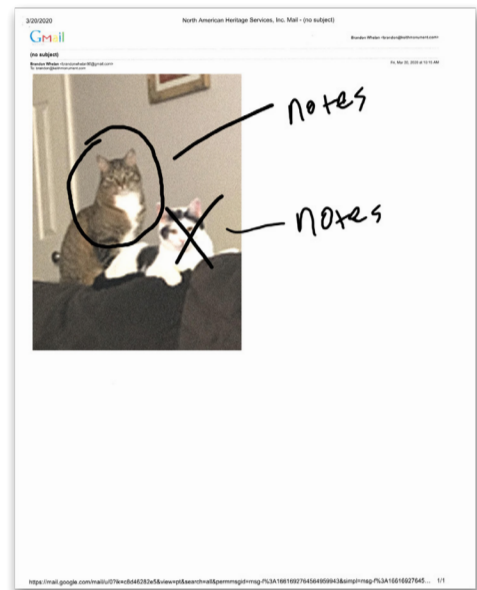
- Only take a photo when you **CAN'T** scan the physical photo
- Always remove photo from frame and glass (glass causes glares)
- Check your lighting situation, if you're in a dim lit room, turn some lights on, or even better outdoor lighting in the shade or on a cloudy day is best
- Quality check the photo you just took, is there any clipping or glares



SEND THIS

PROPER FILE FORMATS

- File from camera that took the photo
- File from SD card that was in the camera
- File from phone that took the photo
- Scanned developed picture with no digital original
- Scanned polaroids
- Other scanned photos that have no original digital formats



DON'T SEND THIS

IMPROPER FILE FORMATS

- Picture of a picture
- Picture of a cell phone or computer
- Screenshots from a cell phone or computer
- Newspaper clippings
- Scanned printout of a scan
- Marking up the scan or photo with notes
- Scanning a phone
- Funeral memorial card from the funeral home

**ASK FOR THE ORIGINAL WHEN OFFERED A PHOTO
THAT WILL PROVIDE LOW QUALITY RESULTS.**

FAMILIES CAN EMAIL DIGITAL FILES
OR SCANNED PHOTOS DIRECTLY TO:

ART@KEITHMONUMENT.COM

*Email subject field - Name on memorial and order number
Must provide family with scanning requirements shown on previous page*