Image Delivery Specs

Hello!

We are really looking forward to seeing your stills for this production.

When you have completed all of your photography days, we need a copy of your stills in RAW, full-resolution JPG and low-resolution JPG format, please.

RAW files:

It is up to you if you would prefer to supply your RAW images in their native camera format, as DNGs or TIFF files. Please only send them in one RAW format. If your native RAW images contain sidecar .XMP files with your edits, you may include these.

JPGs – Full Res:

Please also send us full-resolution JPG copies of your RAW images.

You may send us your JPGS edited if you prefer, however, you must not submit multiple edits of the same image. For instance, there must be the same number of RAW images as there are JPG images for each shoot day.

It is VITAL your JPGS have the same filenames as their other format counterparts. It is for that reason we highly recommend creating your JPGS only AFTER you have renamed your RAW files so that you can be sure they are identical.

JPGs - Low Res:

Once you have your full-res JPGS, please also include a low-res copy of them.
Please note that these are the images that will be seen by the cast when they do their approvals and should be duplicates of your higher res JPGS.

The low-res JPGS must be:
- No more than 500kb in size
- Not longer than 1000 pixels on any side.

Again, there must be the same number of RAW, high res JPGs and low res JPGs, please do not include additional versions of your images.

[Follow this guide](#) if you are unsure how to create low res JPGS quickly.

Folder Structures:

Please ensure your folder system on the drive you send us is one level deep and is as follows:

>*Production Name* Stills

> > *ShootingDate1*_RAW

> >*ShootingDate1*_JPG Full Res

> >*ShootingDate1*_JPG Low Res

> >*ShootingDate2*_RAW

> > *ShootingDate2*_JPG Full Res

> > *ShootingDate2*_JPG Low Res

Filenaming:

Please ensure your file naming follows this protocol:

ProductionName_YYYYMMDD_PhotographersInitials_4DigitSequenceNumber_OriginalCameraFileName

Eg: HarryPotter_20210101_AB_0001_DSC9877

1. Start each day's image count at 1.

2. Double-check your RAW image filenames are absolutely identical to both of their JPG counterparts. Do not change anything between them other than the file extension, this includes not adding signifiers of editing such as adding *-edit* to any edited JPG images.

    We recommend creating your JPGS only AFTER you have renamed your RAW files so that you can be sure they are identical.

3. Do not include periods (.) in any part of your filename other than the format extension eg .JPG .DNG etc. Doing so risks corrupting your images.

Renaming images this way takes seconds. Follow this guide from Step 3 if you are unsure how to automatically rename your images this way using Adobe Bridge (free software). So long as you don't have any .XMP sider car files, we also recommend Bulk Rename Utility (also free) for a lighter app that allows for more complex renaming.

Delivery:

Please request a drive from production and copy all your images in the above format to it.

Please ensure you have retained a back-up copy for yourself.

Please then leave the drive with production team and email info@imageapprovals.com. We will then arrange for the production to ship the drive to us.

Thank you, and we really look forward to seeing your work!

Many thanks,

The Image Approvals Team!