

Please use the following procedure when a customer wants a photo in his/her ad.

If the customer emails a photo to you:

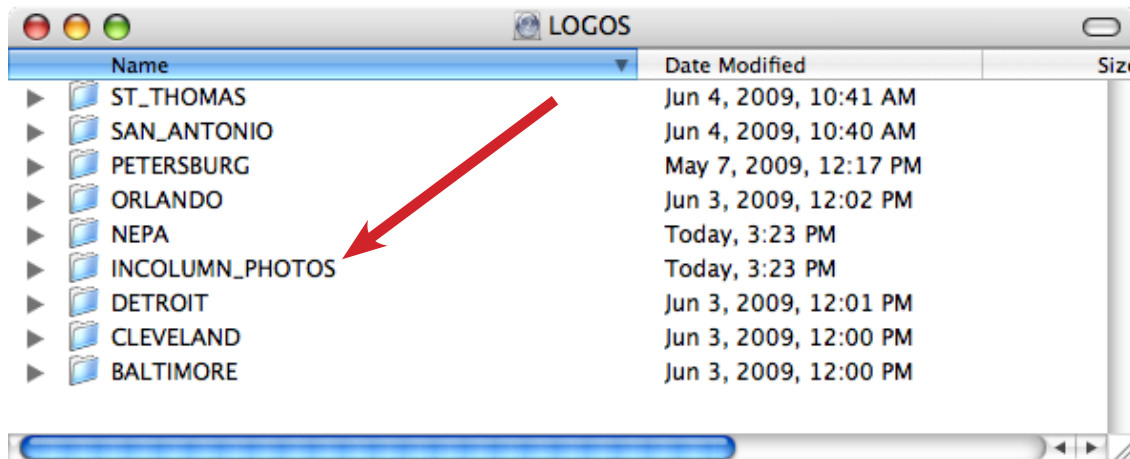
Forward the email and its attachment to photo@timeshamrock.com. Include in the email

- 1) the unique number assigned to the ad in VisionData
- 2) the number of lines you wish the photo to be cropped to
- 3) any special instructions for the artist who will crop and tone the photo
- 4) your name and phone number/extension in case of any problems.

Next, call the Times-Shamrock photo department at x5220, or at 570-348-9164 for those calling from outside the network. Inform the toning department personnel that you have emailed a photo for in-column ads in Vision Data, and leave your phone number/extension.

Once the photo(s) are toned and cropped, the toning department personnel will place the photo on the Vision Data server in the correct folder.

You can now call up that unique number in the system and place the photo in the ad.



If the customer drops off a photo in person, or mails a photo via the US postal service:

Scan in the photo in RGB mode at 200 DPI. Please refer to your scanning/graphics/pre press dept if you do not have a scanner available. Please do not make any changes to the photo file.

Once the photo is scanned in, email it to photo@timeshamrock.com. Include in the email

- 1) the unique number assigned to the ad in VisionData
- 2) the number of lines you wish the photo to be cropped to
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