

INSTRUCTIONS FOR ORDERING 2012 PRESS CARDS

1. Gather the electronic files of mug shots and signatures for each employee to receive a press card.
2. Name the files and save according to the following:

MUG SHOTS:

Format: JPEG, CMYK

File Name: LastnameFirstnamePhoto.jpg (ex. LakeStevePhoto.jpg)

File Size: 300 dpi 0.763 inches (229 pixels) wide x 0.821 inches (246 pixels) high

Cropping: The photo should be cropped tight (top of hair to mid-neck).

ELECTRONIC SIGNATURE:

Format: GIF or JPEG, Grayscale or CMYK

File Name: LastnameFirstnameSig.gif or .jpg (ex. SmithJaneSig.gif)

File Size: 300 dpi 1.33 inches (400 pixels) wide x 0.4 inches (120 pixels) high

3. Make sure you have submitted your mug shots and signatures.

You may submit these files in one of three ways:

1. Electronically at www.tnpress.com/idphotoupload
Call TPA at (865) 584-5761 for the USERNAME and PASSWORD.
2. By placing the files onto a CD and sending to TPA along with your order form.
3. E-mail to adunn@tnpress.com. If using this method, please send in increments of no more than 2MB at a time.

4. Complete the order form and return to TPA.

1. If sending the files by uploading to tnpress.com or by e-mail, please fax your form to: (865) 558-8687
2. If sending the photos on a CD, please mail your form and CD to:
ATTN: Press Cards
Tennessee Press Association
435 Montbrook Lane
Knoxville, TN 37919

Press cards will be processed as soon as possible upon receipt of the order, providing that related files are sent properly.

Please direct any questions about your order to Angelique Dunn, administrative assistant, at (865) 584-5761, ext. 100 or via e-mail to: adunn@tnpress.com.



Tennessee Press Association

435 Montbrook Lane • Knoxville, Tennessee 37919 • (865) 584-5761 FAX: (865) 558-8687