



# argentum photo lab

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## PHOTOGRAPHER GUIDELINES

### FTP

If you only have a few images to send, you can send them via FTP:

1. Go to *argentum.com*.
2. Click the "upload" button at the bottom of the navigation menu on the left side of the screen.
3. Enter a user name and password. If you have not set up a user name and password yet, use the following:  
*user name: argentum*  
*password: client*
3. On the next screen, browse to the location of the file on your hard drive and select the file you want to upload. (File specs should be either **8x10** or **4x6**, at **300dpi** in **RGB** mode.)
4. In the comments field, enter your contact info: name, phone number, mailing address and email address. (NOTE: If you have set up your own user name and password you will not have to enter your personal information here; we will have it on file.)
5. Click UPLOAD.
6. Make sure you give the file time to upload before navigating away from the page. A confirmation page will display when the upload is complete.

### CD/DVD

If you have multiple files or entire photoshoots to send us, the FTP Method becomes cumbersome. It's better to send us a CD or DVD. Here are some guidelines regarding this process.

1. Submit images on **CD** or **DVD**, formatted for either PC or Mac
2. Filenames should be short and should not include any special or odd characters. For information on batch file renaming in Photoshop, visit the Photographers page at **argentum.com**.
3. Do not duplicate file names. You can easily prevent duplicates by using only one folder per disc.
4. Files should be original high-quality **jpgs** from your camera.
5. Limit yourself to only **ONE** client per disc.
6. Include on the disc the full name of the client, the client's email address and payment options.
7. PLEASE make certain that all written information be clear and legible!

## FURTHER INFO

### **How long will my session be online?**

Uploaded sessions are viewable for 30 days, after which period, extensions may be purchased, either by you or your client.

### **How do I get myself a username and password?**

Obtain a password and username by writing us at [custserv@argentum.com](mailto:custserv@argentum.com). The process is free and helps us keep track of uploaded images.

### **How much do you charge for services?**

For a list of pricing, visit [www.argentum.com](http://www.argentum.com) and click on **Price List**.

