



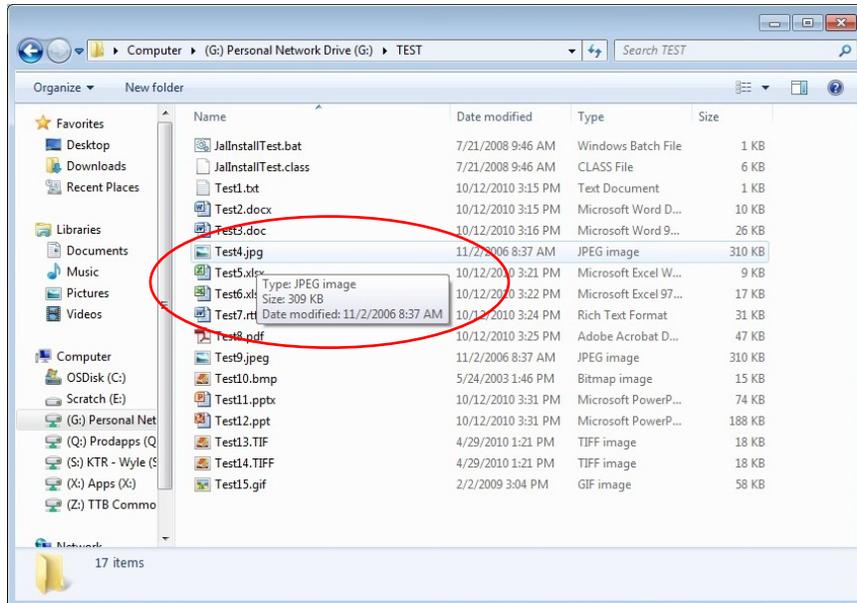
COLAs Online

Prepare Images for Upload

Images should be prepared before upload in COLAs Online. Each image file must:

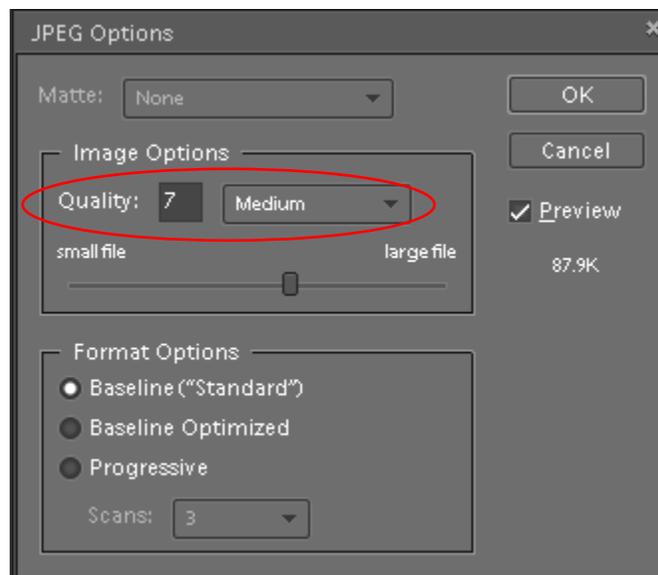
- Have a file type of **JPG** or **TIFF** (file extensions: **.jpg/.jpeg/.jpe** or **.tif/.tiff**)
- Not exceed **750KB** in size

► **Note:** You may mouse-over the file in Windows Explorer to view the file type and size.



- Have a compression/quality ratio set at **Medium** (7 out of 10 or 70 out of 100)

► **Note:** When saving a JPG file, make sure the compression/quality is set properly.

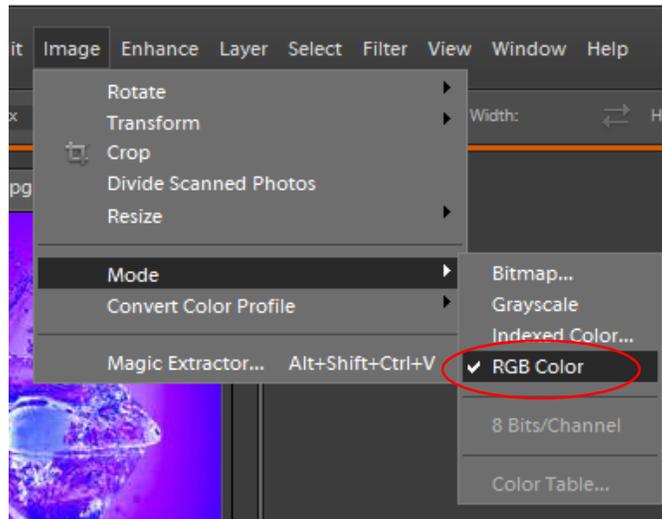


► **Note:** TIFF files should not be saved with JPG compression.

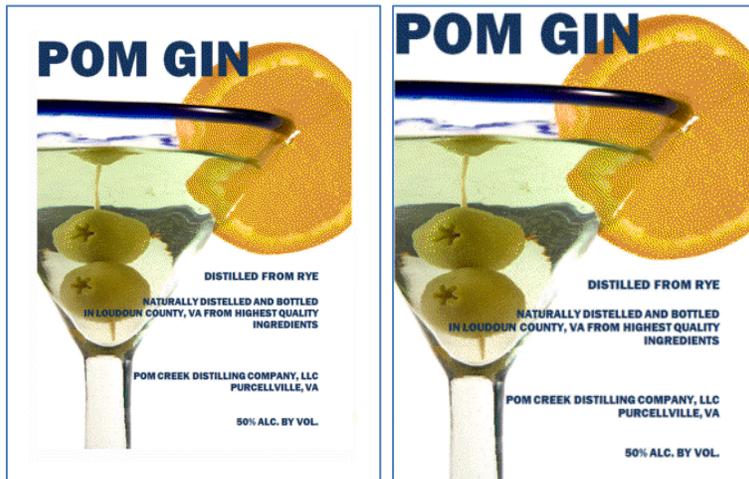
- Utilize colors in the **RGB** color mode, not colors in the **CMYK** color mode

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► **Note:** When setting a color mode, make sure **RGB** is selected.



- Have no surrounding white space or printer's proof detail; this must be cropped out



► **Note:** After uploading a file to COLAs Online, select the link to ensure that the file uploaded correctly and the image is clear and readable. Occasionally, uploaded label image files may become corrupted or distorted. If this occurs, remove the file, re-save the file with a different compression/quality ratio, and then re-attempt the upload.