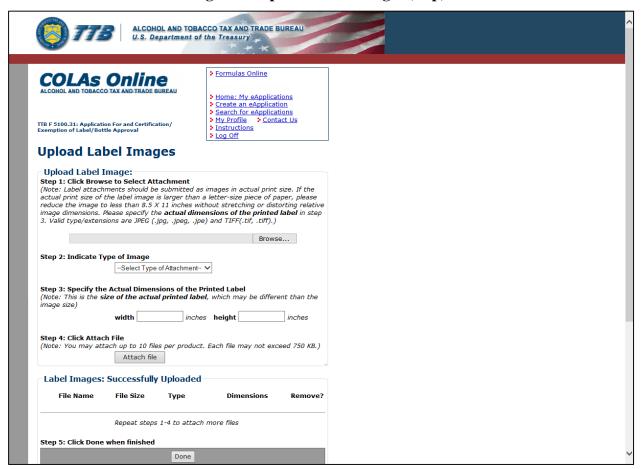


## **COLAs Online**

## **Upload Label Images**

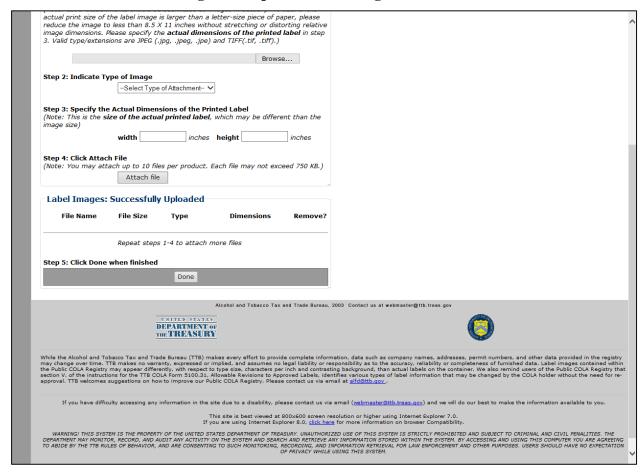
The Upload Label Images page allows you to upload label images to an application. You may attach up to ten files. Figure 1 and Figure 2 detail the Upload Label Images page.

Figure 1: Upload Label Images (Top)



## **Upload Label Images**

Figure 2: Upload Label Images (Bottom)



Follow these steps to upload a label image to the application:

- 1. From the Create Application Step 3 of 3: Upload Labels page, select the **add/remove Images** button. The Upload Label Images page displays. See Figure 1 and Figure 2.
- 2. Select the **Browse** button to select an attachment to upload.
- ► **Note:** 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
  - Have a compression/quality ratio set at **Medium** (7 out of 10 or 70 out of 100)
  - Utilize colors in the **RGB** color mode, not colors in the **CMYK** color mode
  - Have <u>no</u> surrounding white space or printer's proof detail; this must be cropped out
- ► Note: See <u>How to Prepare Images for Upload</u> for more information.
- ▶ Note: TIFF files should not be saved with JPG compression.
- 3. Select the attachment type from the drop-down list; i.e., tell us which label this is (brand, neck, back, etc.).

## **Upload Label Images**

- ► **Note:** Please include only one label per image.
- 4. Enter the label image height and width.
- ▶ **Note:** Enter the dimensions of the image, <u>not</u> the dimensions of the label. The label image dimensions (width and height) must be numeric characters between 0-9 in **NN.NN** format (where N is a number).
- 5. Select the **Attach file** button.
- ▶ 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.
- 6. To attach additional files, return to Step 2.
- ▶ Note: You can attach up to 10 files per application, each up to 750KB in size.
- ▶ **Note:** To remove an attachment, select the Remove link.
- 7. Select the **Done** button to close the page.