



**THE BLANK PAGE**

**CONVENT OF THE SACRED HEART  
CLASS NOTES  
IMAGE SUBMISSION SPECIFICATIONS**

Here are some guidelines to follow when providing artwork for *Les Amies* as we want to be sure your images look as great as they can in the final printed piece!

**Accepted File Formats**

Most digital cameras and smart phones save images as **JPEGs**. This is perfect for our use. Be sure to set your digital camera or smartphone camera quality to the highest setting before you start shooting if you're providing a new image!

**Resolution**

A good rule of thumb is to look for sizes that end in a MB extension rather than a KB. If a file is less than 1.5 MB, we will likely not be able to use it.

*Example: 2.5 MB is good, 563 KB is not.*

**Important Note:** If emailing your photo directly from an iPhone, choose **"Actual Size"** when sending the image. If using an Android phone, please check the mail app you are using for the comparable setting.

**Also Important:** If you crop or edit a photo (apply a filter, etc.,) the resolution is reduced, so kindly send the original format of all photos whenever possible.

**Submission Instructions**

**email** kelsey.robins@cshnyc.org

**post** Kelsey Robins  
Alumnae Relations Assistant  
Convent of the Sacred Heart  
1 East 91st Street  
New York, NY 10128

Please don't hesitate to call us at

**(212) 722-4745 ext. 106**

**Class Notes Specs and Photo Placement**

