

Complete Your Order by Submitting  
your Photographs by Post, Email or  
Direct Upload to our Web Server



Sending Your Photos: How to UPLOAD, EMAIL or POST them!

### **DIRECT PHOTOGRAPH UPLOAD to our WEB SERVERS:**

When you place your online with Kalend, you will receive a email confirmation containing a URL (Website address) allowing you to register and create a account for uploading your photographs direct to our web server. (Quite simply follow the instructions shown)

You will need to download any images from your digital camera to your computer or CD, then use the browse function on the Upload page to locate them. Using this system, you will have the option log back in and upload photographs, view the images, make any changes and even add captions for each month until you are happy and click finalise.

- 1) All images must be in a High Resolution JPEG format.
- 2) All images should be to RGB Format.
- 3) Image quality should a minimum of **1.5 Mega Pixels + or 200 Dpi +**
- 4) Your image size should be no less than 500k and no more than 5 Megabytes in size.

**Note:** If your image is larger than 5 Megabytes, it will fail to upload.

### **SCANNING of ORIGINAL PHOTOGRAPHS:**

Due to the way in which we now produce our calendars, we prefer to take a minimum order of 3 calendars where we are using your ORIGINAL PHOTOGRAPHS. These would need to be scanned by us before being placed in your calendar, and should you choose this method, there would be an additional scanning cost of £2.00 per image, or £20.00 for a calendar of 12 images. This cost is in addition to the base cost of the calendar. Essentially, if you require just one calendar, we can still do this for you, but there will be an extra cost for SCANNING ORIGINAL PHOTOGRAPHS.

We are happy to accept your digital images in other formats, such an on CD, or via e-mail. Please call us on 01386 700075 to discuss how we can help you if this is of interest to you.

### **PHOTOGRAPHS BY POST:**

Post original photograph/s to: KALEND, PO Box 10579, Colchester, CO1 9JA

Select any combination of 12 photos, any size, shape colour or age.  
Add your name, month and caption (if required) to the back of the photo using an adhesive label, or a soft pencil. Take care, write softly & beware that wet inks can mark - NO Felt Pens!  
Please post all photographs in a reinforced envelope. All photographs are returned|  
and be assured that our process leaves them unmarked/undamaged.

## PHOTOGRAPHS VIA EMAIL:

Please email your photographs in JPEG format to: [photos@kalend.co.uk](mailto:photos@kalend.co.uk)

If you are sending your photos via email please ensure that they are digital camera photos and not scanned images of original photos. When emailing your photographs, send them as an attachment with your email details, remembering to enclose such details as which month you would like the photos to appear, plus any captions.

Below are instructions for sending your photograph/s by email as an attachment:

In your email programme, begin by clicking the 'New/Write Message' button.

Fill in the send line to: [photos@kalend.co.uk](mailto:photos@kalend.co.uk)

Fill in the subject line: Photographs for Order

Type your name, address and any additional information (In the body section)

Then click on the paperclip/attachment icon on the page

A box will open normally called Insert/Add attachment.

From here you need to locate the Folder containing your JPEG photo/s

Double click it, then 'Highlight' your 'File', then click 'Insert/Add'  
This will automatically add your selection to the email as an 'Attached File'

Once completed, click the 'Send Button', that's it done !

If you are sending more than one photo, for example 12 photographs for a calendar, you can continue adding each 'File' to the email in the same manner, so all 12 are sent in one email.

NOTE: An email with an attachment will take a lot longer to send than a normal email message, depending on the attachment's size and your connection speed.

If you need help, please contact us:

KALEND, the calendar people  
PO Box 10579,  
Colchester, CO1 9JA

**KALEND**  
the calendar people

Tel: 01386 700075