



## SECTION 1: Content

- i. You must own the full rights to the images uploaded to tIpRed.
- ii. Do not embed personal or company logos, watermarks, or personal information into your files.
- iii. For Royalty Free Images: Files that contain trademarks, logos, company or brand names, identifiable packaging, or copyrighted works will not be accepted unless digitally removed.
- iv. We reserve the right to accept, decline submissions, or remove files from a submission.

## SECTION 2: Model Release / Property Release Requirements

- i. Content submitted for commercial use, which contains the image of a recognizable individual, must be accompanied by a model release.
- ii. Please include Model or Property releases for all models and locations.

You can download the Model and Property release with the links below:

[http://tipred.com/release/tipred\\_model\\_release.pdf](http://tipred.com/release/tipred_model_release.pdf)

[http://tipred.com/release/tipred\\_property\\_release.pdf](http://tipred.com/release/tipred_property_release.pdf)

You can also find it on the Contribute page on our website.

- iii. A photograph of the model must be attached to each release so they are easily identified.
- iv. The naming convention for releases must be as follows:  
Model-name\_Artist-name.pdf or Location\_Artist-name.pdf  
Example: Henry-James\_Jack-Hanson.pdf
- v. All Model / Property releases **must be saved as a PDF** (if possible files should be below 2mb).



## **SECTION 3: Technical Requirements**

### **Images/ Illustrations**

- i. .jpg files are our preferred file choice ;however, .tiff are accepted if needed.
- ii. Before uploaded make sure you flatten your image (no Layers, Paths or Channels).
- iii. Please make sure to delete any guidelines.
- iv. When saving images the file size should be as follows:  
The long side must be at least 5000px (this is 16.6 inches at 300 DPI).
- v. Convert your retouched final master TIFF into a .jpg but first change the bit depth to 8.
- vi. **Low Resolution images will not be accepted.**

### **Upload Submissions**

- i. Submissions will be uploaded through an FTP.

To use ftp to upload to tIpRed you must first download an ftp client, we suggest filezilla.

- can be downloaded **free of charge** at <https://filezilla-project.org/download.php?type=client>.

To log into the tIpRed ftp server, enter <ftp://files.tIpred.com> in the "Host" field and use the log-in credentials provided by tIpRed to fill the "Username" and "Password" fields, after which click "Quickconnect".

In the left column of the client in the top section, browse to the general location of the folder you would like to upload. Now in the second row of the left column right click the folder and select "Upload". Detail instruction can be found at <https://wiki.filezilla-project.org/Using>.

- ii. Images should be uploaded in folders by stories.
- iii. Model / Property releases should be included in the proper folders when uploading.
- iv. **ONLY** files that are saved as .jpg, .tif, and .pdf will be accepted.