

submitting a photo | options and instructions

Send us your photos of recent local events. Include the name of the photographer, name of the event, a description and the names of the people in the photo.

photo guidelines

File Formats: TIFF or JPEG

File Size Limit: 10MB

Color: RGB, CMYK or Greyscale

Minimum Image Resolution: 300 dpi at 100%

MOST COMMONLY USED PHOTO SIZES AT 100%

2 Page Spread: 17.25" x 11.375"

Full Page Photo: 8.625" x 11.375"

Half Page Photo: 7.375" x 4.75"

1/3 Page square Photo: 4.75" x 4.75"

1/3 Page Vertical Photo: 2.25" x 9.75"

email your photo

File must not exceed 10MB.

Email your 300dpi TIFF or JPEG file to:

materials@ziapublishing.com

Please include captions and photo credit for each file submitted.

submit your photo by mail

SUBMIT FILES ON CD OR DVD:

If the file is larger than 10MB you can burn it to a CD or DVD and mail it to us.

UPS or FedEx Shipping

Zia Publishing Corp.
116 McKinney Road
Silver City, NM 88062

USPS Shipping:

Zia Publishing Corp.
PO Box 1248
Silver City, NM 88061

Return of materials: Artwork and photos will become the property of Zia Publishing Corp. and will be returned on request only. Publisher assumes no responsibility of artwork uncalled for in six months after date of publication.

upload your photo

UPLOAD YOUR PHOTO TO OUR FTP SITE:

If the file is larger than 10MB you can upload it to our FTP site.

Hostname: ftp.fatcow.com

Username: ziapub_upload

Password: ziapub-1

Once the upload is complete please call 575.388.4444 x14 or you can email materials@ziapublishing.com to confirm that the files were uploaded.