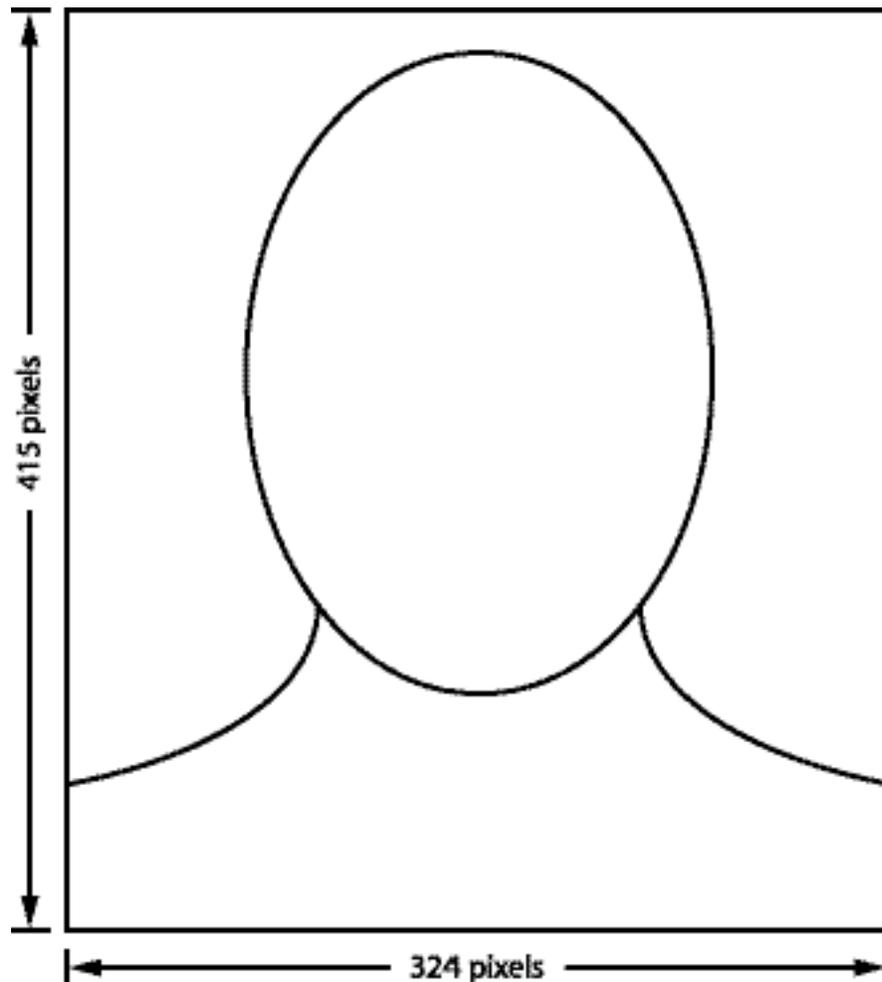**Kellogg**
School of Management

Please submit a digital photograph of yourself. This photo will appear in the online and printed photo directories, and professors use these photos for class rosters. Please strictly follow these procedures:

Taking your picture:
- Set your camera to the best quality and lowest compression. Use a flash, even outdoors, to reduce shadows.
- Do not use a cell phone camera. The poor quality of these images is not usable.

Preparing your photo file:
- Send *one original* digital camera image only. *Make no adjustments* to the image for size, crop, color, brightness or sharpness. We will professionally adjust the image.
- For best quality, do not scan a print in order to send a digital file.
- Change the file name to *yourlastname-firstname-ft0x* (where "ft" is "full-time" and "0x" is your year of graduation). Retain the file extension (i.e., *.jpg*). Example: *smith-jane-ft07.jpg*
- Acceptable file formats are JPEG (.jpg), TIFF (.tif) or EPS (.eps) for either PC or Mac platforms.
- Attach the file in an email (do not insert or embed the file).
- DO NOT place the file in any other application, such as MS Word or PowerPoint. *These formats will not be accepted*.
- Do not send an image larger than 10 Mb. The server will not accept very large files.
- In order to print your photo in the annual photo directory, it must be of sufficient resolution. Any photos that are too small to print cannot be used. Please refer to the following guide:

415 pixels

324 pixels

When viewed in a Web browser, the *head and shoulders portion* of your photograph should appear at least as big as this image. We will crop the image to the correct size.

Sending your photo:
- Include your last name, first name and class year in the Subject line of the email.
- Attach your photo to an email, according to the above specifications, and send it to *kellogg-photo@kellogg.northwestern.edu*.
- An automated reply will confirm receipt of your message.
- We will contact you at the email address you used to submit your photo, if there are problems working with your file.