

## Photo Preparation

Contractors within certain schedules are required to display at least one photo on GSA Advantage!. The list of schedules includes: 26 I, 36, 51 V, 56, 58 I, 66, 67, 70, 71 I, 71 II, 71 III, 71 IIIE, 73, 75, 78, 81 I B, 84, 65 II A, 65 II C, 65 II F, 65 V A, JWOD.

### Types of Image Files Accepted

The images must be JPG or GIF file type (i.e., part100.jpg). Our service automatically adjusts your photos to comply with current GSA format rules, and we show you the before and after images if changes were required.

### Specific Filenames Are Not Required

Specific filename formats, as specified by GSA, are not required when you use our service. Simply, select a column in your spreadsheet for the image filenames and then enter whatever name (with the suffix .jpg or .gif) you used in the row and column that correspond to your product part numbers.

### Image Sizes Accepted

GSA currently restricts the photo image file size to 70K. We will automatically reduce your file size to the correct size before sending it to GSA Advantage!. Our review screen allows you to see the photo before and after size reduction, if any was required, so that you can judge whether the reduced photo size meets your quality requirements.

### Sending Photos to SenSoft

- Use the WINZIP or PKZIP programs to create a zip file of your images. This reduces the size of the file and also helps ensure that the images are not corrupted in transmission.
- Email the Zip File to [sales@sensoft.com](mailto:sales@sensoft.com), or
- Copy the file to a CD, DVD, or ZIP Drive and mail it to: SenSoft International, Inc., 220 Spring Street, Suite 550, Herndon, VA 20170-5209.