# FILE NAMING REQUIREMENTS

## ALL FILES

Use the following naming convention for all of the files you bring to print at the Media Center:

**username_2x14_LPP_1.JPG**

(your BGSU username)_(print size)_(paper type)_
(image number).file format

## TEST STRIPS

For a two inch test strip, add "TEST" to the end of the file name. Your file MUST be two inches in height and can be up to 40inches wide. We do not resize images. The first test strip is free. Talk to your course instructor about how to create a test strip.

**username_2x14_LPP_1_TEST.JPG**

## RUSH ORDERS

To rush an order, add "RUSH" to the end of the file name and inform the employee when you drop off your flashdrive. Remember! You will be charged and additonal 50% fee for this.

**username_11x14_LPP_1_RUSH.JPG**

**MEDIA CENTER** School of Art