

## Uploading files to Razzbonic

If you do not have the required Upload link please contact Razzbonic.  
Only authorized users may upload files directly to Razzbonic.

### Preparing your files:

You only need to provide Razzbonic with the single best high resolution file available. Razzbonic allows users to convert file formats and size options on the fly, online, and as needed.

You may incorporate all of your company's marketing and branding files into Razzbonic. Razzbonic supports all of the industry standard file formats. For image, documents and audio/video.

### Photos/images:

The ideal industry standard high quality file would be least 300dpi (dots per inch). The fewer dots per inch, the less detail you can see in the design itself, and the lower the DPI, the more pixelated and blurred the image would be, i.e. 72 dpi images.

### Logos:

Only upload Vector logo files. Vector graphics are resolution independent because they can be output to the highest quality at any scale. The graphic designer who created the original logo would be the one to provide this, if at all possible. Vector graphics are commonly found today in the .eps (**E**ncapsulated **P**ost **S**cript) or .ai (**A**dobe **I**llustrator **A**rtwork)

### File naming:

Files should be named consistently to match with your other existing file names. Ideally, you already know and can add your companies unique two or three character identifier.

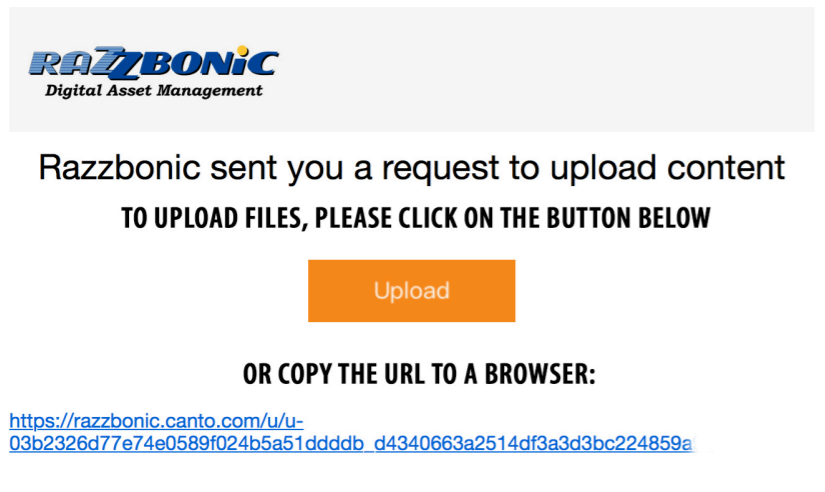
(i.e. **RAZ**\_xxxxxxxx)

- File names should be short but descriptive and less than 25 characters.
- Avoid special characters (i.e. #,%,&, + etc.) or spaces in a file name.
- Use capitals and underscores instead of periods or spaces or slashes.

# Help Center

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**RAZZBONiC**  
Digital Asset Management

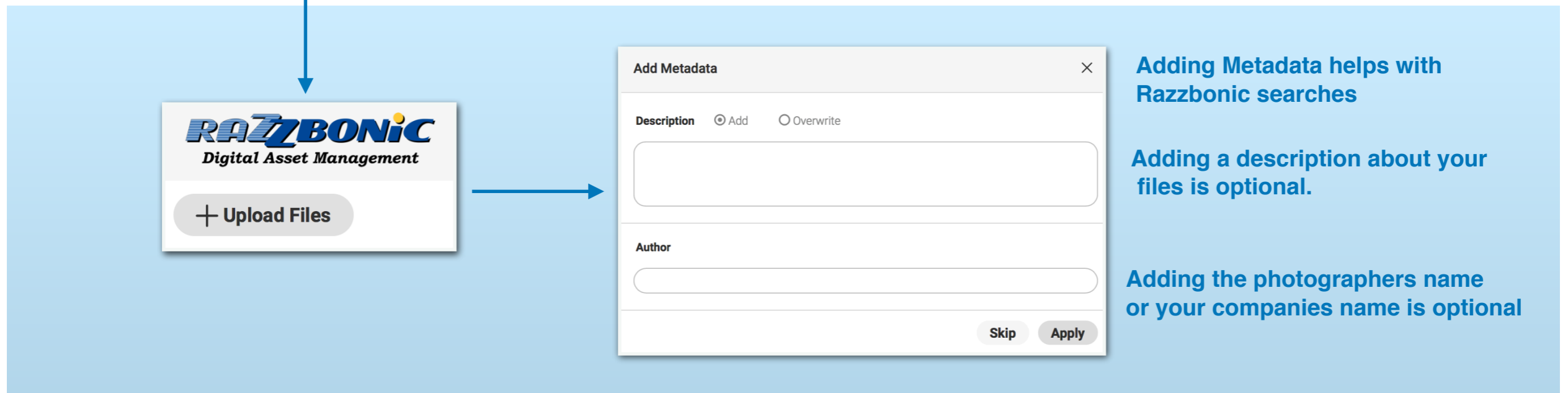
Razzbonic sent you a request to upload content  
**TO UPLOAD FILES, PLEASE CLICK ON THE BUTTON BELOW**

**Upload**

**OR COPY THE URL TO A BROWSER:**

<https://razzbonic.canto.com/u/u-03b2326d77e74e0589f024b5a51d4340663a2514df3a3d3bc224859a>

**Once you have your files organized and named click on the email Upload link. Navigate on your computer to those files. Then click on: + Upload files.**



**RAZZBONiC**  
Digital Asset Management

**+ Upload Files**

**Add Metadata** [X]

Description  Add  Overwrite

Author

Skip Apply

**Adding Metadata helps with Razzbonic searches**

**Adding a description about your files is optional.**

**Adding the photographers name or your companies name is optional**

To help Razzbonic place your new files into the appropriate Categories or sub-categories send Razzbonic an email with the pertinent placement details.