

Please follow these instructions to ensure products inside a VE CONNECT vending machine appear correctly on the touchscreen.

## Step 1 – Excel file:

Complete the Excel file, one row for every product. If a product comes in two sizes, two rows are required.

## Step 2 – Images: Provide a front photo in 2 file formats and 1 details photo for each item:

### Option 1: Product Photos:

1. If sourcing photos from the web, images must be clear and not watermarked. Add url to spread sheet.
2. If taking your own photos on a phone, images **MUST** transfer via direct cable to a computer for high resolution. Image files **MUST** be named exactly as they appear on the spreadsheet.
3. Use good lighting, take clear, unobstructed pictures, use a solid background.
  - Clothing: On a model, mannequin or hanger (folded items do not appear well on the machine)
  - Snacks and Beverages: When possible flatten the product for details.
  - Packaged products: White background is best (or opposite color)
4. Name each photo exactly as it appear on the spreadsheet in this format:
  1. *productname-front.jpg*
  2. *productname-front.png*
  3. *productname-details.jpg*
5. If inadequate or no packaging/nutrition are on a product, add text descriptions or a sales pitch to the Excel file for product details.



### Option 2: Formatted, machine-ready images for the touchscreen:

Option a: Engage a graphic design professional.

Option b: Create images in the acceptable file format using graphic design software.

1. Open/import photo, ensure file size meets the specifications as shown on pages 2 and 3, add needed content/details and disclaimer.
2. Name each file exactly as it appears on the spreadsheet in this format:
  1. *productname-front.jpg*
  2. *productname-front.png*
  3. *productname-details.jpg*
3. Be sure you have 3 images for each product: 2 front and 1 details.

## Step 3 – Submit files and list:

1. Use a web hosting service to upload files
2. Copy and paste link(s) into an email
3. Attach the spreadsheet to the email
4. Send email to: [photos@vegv.net](mailto:photos@vegv.net).



## PACKAGED PRODUCTS

### EXAMPLES FOR FORMATTED, MACHINE-READY IMAGES

#### Two Front Images:

298 pixels wide x 300 pixels high  
300 ppi resolution

Save one file as: .jpg format, e.g.:  
Johnson&JohnsonFirstAidtoGo-front.jpg

Save second file as: .png format, e.g.:  
Johnson&JohnsonFirstAidtoGo-front.png



#### One Details Image:

1024 x 768 pixels

300 ppi resolution

.jpg format (or .png), e.g.:

File name example:

Johnson&JohnsonFirstAidtoGo-details.jpg



## SNACKS AND BEVERAGES

### EXAMPLES FOR FORMATTED, MACHINE-READY IMAGES

#### Two Front Images:

298 pixels wide x 300 pixels high  
300 ppi resolution

Save one file as: .jpg format, e.g.:

- BakedCheetos1oz-front.jpg

Save second file as: .png format, e.g.:

- BakedCheetos1oz-front.png



Image Size: 298 wide x 300 high

#### One Back Image:

1024 x 768 pixels

300 ppi resolution

.jpg format (or .png), e.g.:

BelvitaAppleCinnamon-back.jpg



Image Size: 1024 wide x 768 high