

# The Quilt Index Documentation Form

## 01 Administrative Fields

Contributing institution's name: \_\_\_\_\_

Contributing institution's collection or project name: \_\_\_\_\_

Contributor's institutional inventory control number: \_\_\_\_\_ Alternative Inventory Control # \_\_\_\_\_

## 02 Information source fields

Author/interviewee:

- |   |   |   |   |                                     |
|---|---|---|---|-------------------------------------|
| <input type="checkbox"/> Author/researcher            | <input type="checkbox"/> Dealer/Appraiser     | <input type="checkbox"/> Quiltmaker       | <input type="checkbox"/> Quilt designer         | <input type="checkbox"/> Spouse of  |
| <input type="checkbox"/> Blood relative of quiltmaker | <input type="checkbox"/> Friend of Quiltmaker | <input type="checkbox"/> Quilt owner      | <input type="checkbox"/> Relative of quiltmaker | <input type="checkbox"/> quiltmaker |
| <input type="checkbox"/> Brother of quiltmaker        | <input type="checkbox"/> Nephew of quiltmaker | <input type="checkbox"/> Quilt collector  | <input type="checkbox"/> Sister of quiltmaker   | <input type="checkbox"/> Unknown    |
| <input type="checkbox"/> Daughter of quiltmaker       | <input type="checkbox"/> Niece of quiltmaker  | <input type="checkbox"/> Quilting teacher | <input type="checkbox"/> Son of quiltmaker      | <input type="checkbox"/> Other      |

Other relationship to source: \_\_\_\_\_ Date of data collection: \_\_\_\_\_

Relationship of source person to quilt:  Participated in design of the quilt  Quiltmaker  Other  
 Quilt collector  Quilt owner

If source person is quiltmaker:  Bound the quilt  Made quilt blocks or part of quilt top  Quilted or tied the top  
 Made entire quilt  Marked the quilt top for quilting  Other  
 Made entire quilt top  Participated in group quilting

If source person is quilt owner:  Inherited  Presentation or award  Raffle or contest prize  Other  
 Made the quilt  Purchased the quilt  Received as a gift

Source person's participation in design of the quilt:  Authored printed material that inspired design  Produced kit for quilt  
 Designed quilt motif  Taught class that inspired design  
 Designed the pattern  Made a quilt that inspired this one  Other

Other relationship of source person to quilt: \_\_\_\_\_

## 03 Overall Quilt Description

Type of quilt object:  Finished quilt  Quilted garment  
 Quilt blocks or pieces  Summer spread (quilt top bound but not backed or quilted or tied)  
 Quilt top with unfinished edge  Other

Other type of quilt object: \_\_\_\_\_

Quilt's title: \_\_\_\_\_

Owner's name for quilt's pattern: \_\_\_\_\_

Alternate name(s) for quilt's pattern in common use: \_\_\_\_\_

Brackman # \_\_\_\_\_ Overall width measurement: \_\_\_\_\_ Overall length measurement: \_\_\_\_\_

Shape of edge:  Embellished or trimmed (some type of decorative edging added)  
 Rounded  Sawtooth  Scalloped  Straight  T-cutout  Other

Other shape of edge: \_\_\_\_\_

Shape of corners:  Embellished or trimmed (some type of decorative edging added)  
 Rounded  Sawtooth  Scalloped  Straight  T-cutout  Other

Other shape of corners: \_\_\_\_\_

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**Predominate color(s):**  Beige or Tan  Brown  Cream  Gray  Maroon  Pink  Turquoise or Teal  
 Black  Burgundy  Fuchsia  Green  Orange  Red  White  
 Blue or Navy  Coral  Gold  Lavender  Purple  Rust  Yellow

**Quilt-specific colors:**

Bubblegum Pink  Chrome yellow  Madder Red or Cinnamon Red  
 Butterscotch  Claret or Wine  Madder Orange  
 Cadet Blue  Double Pink  Manganese Bronze  
 Cheddar Orange or Antimony or Chrome Orange  Indigo Blue  Nile Green  
 Chocolate Brown or Hershey Brown  Lancaster Blue  Prussian Blue or Lafayette Blue  
 Chrome Green  Madder Brown  Turkey Red

Overall color scheme:  Multi color  Two color  Bright or primary colors  
 One color/monochromatic  Light or pastel colors  Dark Colors

Overall condition:  Excellent/like new  Very good/almost new  Good/moderate use  Fair/worn  Poor/very worn

**Damage to quilt:**

Dirty  Fading  Open seams  Tears or holes  
 Discoloration or dyes ran  Fold marks or creases  Pencil or pen or marking lines  Uneven batting  
 Disintegration of fabric  Insect damage  Quilting thread broken or ties missing  Wear to edge or binding  
 Distortion or shrinkage  Mildew  Stains  Other

Other damage to quilt: \_\_\_\_\_

Repairs to quilt:  Cut down to smaller size  Patched with period fabrics  Stabilized with netting  
 Patched with new fabrics  Rebound  Tear or hole sewn together

Other repairs to quilt: \_\_\_\_\_

**Comment or notes on quilt's condition or repair history:** \_\_\_\_\_

Type(s) of inscription:  Date  Initials  Message  Multiple Names  Place  Signature  Single  Other

Other type(s) or inscription: \_\_\_\_\_

**Content of inscription(s):** \_\_\_\_\_

Date of inscription: \_\_\_\_\_

**Method of inscription:**

Attached label  Embroidery  Ink  Printed in the fabric  Stencil  Other  
 Computer generated  In the quilting  Pencil  Stamped  Typewriter

Other method of inscription: \_\_\_\_\_

Location of inscription:  multiple locations  on back  on block  on border  other

Other location of inscription: \_\_\_\_\_

**Time period:**  1800-1849  1876-1900  1930-1949  1976-1999  2026-2050  
 Pre-1799  1850-1875  1901-1929  1950-1975  2000-2025  Timespan

**Date quilt begun:** \_\_\_\_\_ **Date quilt finished:** \_\_\_\_\_ **Family/owner's date for quilt:** \_\_\_\_\_

**Other external or professional date estimation:** \_\_\_\_\_ **Other date estimation by whom:** \_\_\_\_\_

**Further information concerning date(s):** \_\_\_\_\_

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## 04 Overall top description

**Layout format:**  Block pattern  Horizontal strip  One patch or allover  Vertical strip  
 Crazy  Medallion or framed center  Pictorial  Wholecloth  
 Horizontal bands  Nontraditional or art  Vertical bands  Other

**Subject of quilt, if it has one:** \_\_\_\_\_

Number of quilt blocks: \_\_\_\_\_ Size of quilt blocks (L x W): \_\_\_\_\_

Arrangement of quilt blocks: block orientation:  
 On point or rotated 45 degrees  Rotated, but less than 45 degrees  Straight

Spacing relative to other blocks:  
 Alternating with plain squares  
 Bands or horizontal strippy (in horizontal rows separated by plain horizontal bars)  
 Separated by plain sashing  
 Separated by appliquéd pattern sashing  
 Separated by cornerstones or connecting blocks sashing (different fabric in intersections)  
 Separated by diagonal sashing  
 Separated by floated or random sashing (size of sashing pieces varies visually in length and/or width)  
 Separated by garden maze sashing  
 Separated by inner and outer sashing (sashing surrounds all sides of blocks)  
 Separated by inner only sashing (no sashing around outer edge of outer blocks)  
 Separated by pieced pattern sashing  
 Separated by other sashing  
 Side by side  
 Strippy or vertical bands (in vertical rows separated by plain vertical bars)  
 Other

Other spacing: \_\_\_\_\_ Number of different block patterns present: \_\_\_\_\_

Block style:  Diamonds  Same block throughout  Squares  None  
 Hexagons  Sampler  Triangles

Medallion size: \_\_\_\_\_ Sashing width: \_\_\_\_\_ Number of borders: \_\_\_\_\_

Border description: \_\_\_\_\_

## 05 Quilt top materials and construction

**Fiber types used in quilt top:**  
 Cotton  Linen  Rayon  Wool  Other synthetic  Unknown  
 Cotton or polyester blend  Polyester  Silk  Other blends  Other

**Fabric types used in quilt top:**  
 Broadcloth  Flannel  Glazed  Linsey-woolsey  Sateen  Velvet  Other  
 Chintz  Feedsack  Handwoven  Muslin  Satin  Unknown

**Fabric patterns, styles, motifs, or print categories used in quilt top:**  
 Batiks (for contemporary quilts)  Hand-dyed  Printed patchwork  
 Cheater (fabric with pre-printed appliquéd or pieced designs)  Mourning Prints  Solid/plain  
 Checked  Multiple scrap  Stamped  
 Conversation Prints  Novelty  Striped  
 Dotted  Paisley  Unknown  
 Feedsack  Plaid  Other  
 Floral  Premium type  
 Geometric  Print

**Other fiber, fabric, or fabric print types used:** \_\_\_\_\_

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## Construction techniques used in quilt top: piecing techniques:

- English template Piecing    Hand Piecing    Strip/string Piecing  
 Foundation Piecing    Machine Piecing    Other piecing

## Construction techniques used in quilt top: appliqué techniques:

- Blanket, buttonhole, or other decorative appliqué stitch    Hand Appliqué    Reverse Appliqué  
 Fusible Appliqué    Machine Appliqué    Other appliqué

## Construction techniques used in quilt top: novelty techniques:

- Biscuits    Dimensional appliqué    Gathering/ruching    Other novelty technique  
 Cathedral Window    Folding    Yo-yo

Were embellishment techniques used in the quilt:    Yes    No

## Construction techniques used in quilt top: embellishment techniques:

- Attachments (beading, charms, buttons, etc.)    Ink drawing    Photography/photo transfer  
 Embroidery    Painting    Other embellishment technique

## Unique or other construction techniques: \_\_\_\_\_

Contains paper remains:    yes    no

## Embellishment materials used in top:

- Beads attached    Chenille thread    Ribbon thread    Wool thread    Other Embroidery  
 Buttons attached    Cotton thread    Silk thread    Can't tell  
 Charms attached    Metallic thread    Synthetic thread    Other attachments

Unique embellishments: \_\_\_\_\_

## 06 Quilt back materials and construction

### Fabric fiber types used in quilt back:

- Cotton    Flannel    Satin/Sateen    Synthetic    Woven or homespun  
 Cotton or polyester blend    Linen    Silk    Wool    Other

Other fabric fiber types used in quilt back: \_\_\_\_\_

### Color of backing:

- Beige or Tan    Brown    Cream    Gray    Maroon    Purple    Turquoise or Teal  
 Black    Burgundy    Fuchsia    Green    Orange    Red    White  
 Blue or Navy    Coral    Gold    Lavender    Pink    Rust    Yellow

Number of pieces in quilt back: \_\_\_\_\_

Width of pieces: \_\_\_\_\_

### Description of back:

- Back art/design on quilt back    Machine sewn    Same fabric used throughout  
 Different fabrics    Print    Solid/plain  
 Hand sewn    Reversible

## 07 Quilt binding

### Materials used in quilt binding:

- Cotton    Cotton or polyester blend    Linen    Silk    Wool

### Fabric structure used in binding:

- Plain weave    Satin    Flannel    Velvet    Other  
 Twill weave    Sateen    Knit    Unknown

Unique binding materials: \_\_\_\_\_

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Construction techniques used in binding:

- |   |   |   |  |                                     |
|---|---|---|--|-------------------------------------|
| <input type="checkbox"/> Back turned to front | <input type="checkbox"/> Edges turned in/ no separate binding | <input type="checkbox"/> Home cut       | <input type="checkbox"/> Ribbon              | <input type="checkbox"/> Woven tape |
| <input type="checkbox"/> Bias grain           | <input type="checkbox"/> Fringe                               | <input type="checkbox"/> Lace           | <input type="checkbox"/> Ruffles             | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Commercial           | <input type="checkbox"/> Front turned to back                 | <input type="checkbox"/> Machine sewn   | <input type="checkbox"/> Straight grain      |                                     |
| <input type="checkbox"/> Cording              | <input type="checkbox"/> Hand sewn                            | <input type="checkbox"/> Prairie Points | <input type="checkbox"/> Unfinished/raw edge |                                     |

Width of quilt binding:  less than a half inch  half inch - one inch  greater than one inch

If previously undefined, what is the width of the quilt binding: \_\_\_\_\_

## 08 Quilt batting

Material used for quilt batting or filling:

- |  |   |                                 |                                  |                                   |
|--|---|---------------------------------|----------------------------------|-----------------------------------|
| <input type="radio"/> Another quilt      | <input type="radio"/> Cotton                    | <input type="radio"/> Polyester | <input type="radio"/> Wool       | <input type="radio"/> Cannot tell |
| <input type="radio"/> Blanket or flannel | <input type="radio"/> Cotton or polyester blend | <input type="radio"/> Sheet     | <input type="radio"/> No filling | <input type="radio"/> Other       |

Batting loft:  Thin (Less than 3/16")  Medium (3/16")  Thick (More than 3/16")

Unique or other batting: \_\_\_\_\_

## 09 Quilting description

Quilting techniques used:  Corded  Machine quilting  Stuffed work  Other  
 Hand quilting  Not quilted  Tied or tufted

Thread type: \_\_\_\_\_ Thread color: \_\_\_\_\_

Number of quilting stitches per inch (Place 1): \_\_\_\_\_ (Place 2): \_\_\_\_\_

Width between quilting lines (in inches): \_\_\_\_\_ Knots visible:  yes  no

Quilting designs used: motif/overall patterns:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> All-over-design       | <input type="checkbox"/> Elbow/fan       | <input type="checkbox"/> In-the-ditch                  | <input type="checkbox"/> Single parallel lines |
| <input type="checkbox"/> Clamshell             | <input type="checkbox"/> Grid/crosshatch | <input type="checkbox"/> Meander/free motion           | <input type="checkbox"/> Stipple               |
| <input type="checkbox"/> Double parallel lines | <input type="checkbox"/> Grid diamond    | <input type="checkbox"/> Outline                       | <input type="checkbox"/> Triple parallel lines |
| <input type="checkbox"/> Echo                  | <input type="checkbox"/> Grid square     | <input type="checkbox"/> Patches outlined/in the ditch | <input type="checkbox"/> Other                 |

Quilting designs used: decorative patterns:

- Cables  Fans  Feathering  Floral  Vines  Wreaths  Other

Quilting designs used: background fill patterns:

- Grid/crosshatch  Meander  Parallel lines  Stipple  None  Other

Other quilting designs used: \_\_\_\_\_

## 10 Quilt Notes and observations

Any other features or notes about the quilt's appearance, materials, or construction: \_\_\_\_\_

## 11 Quilt maker identification

If quilting group, group name: \_\_\_\_\_

Quilt top made by: \_\_\_\_\_

Quilted by: \_\_\_\_\_

Other people who worked on this quilt: \_\_\_\_\_

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## 12 Quilt provenance

City: \_\_\_\_\_ County: \_\_\_\_\_ Reservation: \_\_\_\_\_

State: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_

How was quilt acquired by owner:  Gift  Made by owner  Purchase  Unknown  
 Inheritance  Presentation/award  Raffle or contest prize  Other

Occasion, date, person inherited from, etc.: \_\_\_\_\_

Any additional stories or notes about the quilt's ownership or history: \_\_\_\_\_

## 13 Quilt purposes uses

Quiltmaker's reasons for making the quilt:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Art or personal expression | <input type="checkbox"/> Challenge or Contest entry | <input type="checkbox"/> Mourning                    | <input type="checkbox"/> Therapy       |
| <input type="checkbox"/> Anniversary                | <input type="checkbox"/> Fundraising                | <input type="checkbox"/> Personal enjoyment          | <input type="checkbox"/> Wedding       |
| <input type="checkbox"/> Autograph or friendship    | <input type="checkbox"/> Gift or presentation       | <input type="checkbox"/> Personal income             | <input type="checkbox"/> Unknown       |
| <input type="checkbox"/> Baby or crib               | <input type="checkbox"/> Home decoration            | <input type="checkbox"/> Reunion                     | <input type="checkbox"/> Not described |
| <input type="checkbox"/> Commemorative              | <input type="checkbox"/> Memorial                   | <input type="checkbox"/> Teaching or learning sample | <input type="checkbox"/> Other         |

Please explain other occasion, if applicable: \_\_\_\_\_

Quilt was originally designed to be used as:  Artwork/wall hanging  Decorative throw  Pillow cover/sham  
 Bedding, daily use  Doll quilt/toy  Unknown  
 Bedding, special occasion  Lap robe/shawl  Other

Other previous use(s) of quilt: \_\_\_\_\_

Quilt is presently used as:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Artwork/wall hanging      | <input type="checkbox"/> Doll quilt/toy          | <input type="checkbox"/> Keepsake/memento  | <input type="checkbox"/> Study or teaching aid |
| <input type="checkbox"/> Bedding, daily use        | <input type="checkbox"/> Exhibit                 | <input type="checkbox"/> Lap robe/shawl    | <input type="checkbox"/> Unknown               |
| <input type="checkbox"/> Bedding, special occasion | <input type="checkbox"/> Inventory/ dealer stock | <input type="checkbox"/> Museum collection | <input type="checkbox"/> Other collection      |
| <input type="checkbox"/> Decorative throw          | <input type="checkbox"/> Investment              | <input type="checkbox"/> Room decoration   | <input type="checkbox"/> Other                 |

Other present use(s) of quilt: \_\_\_\_\_

## 14 Quilt design and materials sources

Source of quilt's materials:  Feed or flour sacks  Other quilts  Sewing scraps  Unknown  
 Old clothes  Purchased new  Traded for  Other

Other source(s) of quilt's materials: \_\_\_\_\_

Quilt top pattern source:

- |   |  |
|---|--|
| <input type="checkbox"/> Another quilt                                  | <input type="checkbox"/> Original to maker                 |
| <input type="checkbox"/> Commercial/Published source: Book              | <input type="checkbox"/> Provided in class                 |
| <input type="checkbox"/> Commercial/Published source: Magazine          | <input type="checkbox"/> Public domain/traditional pattern |
| <input type="checkbox"/> Commercial/Published source: Newspaper         | <input type="checkbox"/> Round robin exchange              |
| <input type="checkbox"/> Commercial/Published source: Pattern           | <input type="checkbox"/> Traditional pattern variation     |
| <input type="checkbox"/> Commercial/Published source: Kit               | <input type="checkbox"/> Unknown                           |
| <input type="checkbox"/> Commercial/Published source: Computer Software | <input type="checkbox"/> Other                             |

Other top pattern source(s): \_\_\_\_\_

Commercial source name(s): \_\_\_\_\_

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Quilting design pattern source:  Another quilt  Kit  Public domain  
 Commercial pattern  Original to maker  Unknown  
 Computer software  Published material  Other

Other quilting design pattern source: \_\_\_\_\_

Commercial quilting design source name: \_\_\_\_\_

Any additional note or stories about the quilt's design or materials source: \_\_\_\_\_

\_\_\_\_\_

## 15 Exhibition history of quilt

Exhibitions (list all): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 16 Contests entered

Contests (list all): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 17 Quilt ownership and contact info

Ownership of this quilt is:  Private  
 Public  
 Public Museum, Library or Institution

Name of quilt owner: \_\_\_\_\_

Quilt owner street address: \_\_\_\_\_ Quilt owner city: \_\_\_\_\_

Quilt owner county: \_\_\_\_\_ Quilt owner reservation: \_\_\_\_\_

Quilt owner state: \_\_\_\_\_ Quilt owner province: \_\_\_\_\_ Quilt owner country: \_\_\_\_\_

Quilt owner zip/postal code: \_\_\_\_\_ Quilt owner phone number: \_\_\_\_\_

Source of current ownership information: \_\_\_\_\_

Date that this ownership information was obtained: \_\_\_\_\_

## 18 Other source materials available for this quilt

Other related items such as publications, image, oral history, or ephemera: \_\_\_\_\_

\_\_\_\_\_

## 19 Quiltmaker personal information

Quiltmaker's maiden name: \_\_\_\_\_

Gender:  Female  Male  Group

Birth date: \_\_\_\_\_ If made by quilt, group's founding date: \_\_\_\_\_ Marriage date: \_\_\_\_\_

Death date: \_\_\_\_\_ Group's ending date: \_\_\_\_\_

Ethnic background/tribal affiliation: \_\_\_\_\_ Educational background: \_\_\_\_\_

The Quilt Index: <http://www.quiltindex.org/>

**Core Fields**  choose only one  choose as many as apply

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Religious affiliation: \_\_\_\_\_

Unique characteristics of the group: \_\_\_\_\_

Occupation: \_\_\_\_\_

Quiltmaker's birth city: \_\_\_\_\_

Quiltmaker's birth state: \_\_\_\_\_

Quiltmaker's province of birth (if applicable): \_\_\_\_\_

Quiltmaker's country of birth: \_\_\_\_\_

In which kind of environment did the quiltmaker grow up:  Rural  Urban

## 20 Quiltmaker address

Street address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Province: \_\_\_\_\_ Reservation: \_\_\_\_\_

Zip or Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Phone number: \_\_\_\_\_

## 21 Quiltmaker Family history

Father's name: \_\_\_\_\_ Father's birthplace: \_\_\_\_\_

Father's ethnic/tribal background: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Mother's birthplace: \_\_\_\_\_

Mother's ethnic/tribal background: \_\_\_\_\_

Spouse's/spouses' name(s): \_\_\_\_\_

Spouse's/spouses' ethnic/tribal background: \_\_\_\_\_

Spouse's/spouses' occupation: \_\_\_\_\_

Number of children: \_\_\_\_\_ Number of female children: \_\_\_\_\_ Number of male children: \_\_\_\_\_

## 22 Quiltmaker personal quilting history

How did the quiltmaker learn to quilt:  From Class  From Home Extension Agent  From 4-H Extension Agent  
 From Friend  From Relative  Self-Taught  
 From guild or club member  From TV show  Other

When learned to quilt:  Under 10 years of age  Age 30-39  After an illness  
 Age 11-19  Age 40-49  After raising children  
 Age 20-29  Age 50 or over  After retiring

Why does/did the quiltmaker quilt:  Church  Income  Therapy  
 Fundraising  Necessity  Other  
 Gifts  Pleasure

Other, why the quiltmaker quilts: \_\_\_\_\_



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## 23 Quiltmaker Membership in quilting group

Name of quilting group: \_\_\_\_\_

Location of group: \_\_\_\_\_

Specialized activities/events of quilting group: \_\_\_\_\_

## 24 Other quilts made by quiltmaker

Estimated number of quilts made by this quilter:  1-5 quilts  5-20 quilts  20-50 quilts  more than 50

Does/did quiltmaker sell quilts:  yes  no

What price was charged for the quilts and when were they sold: \_\_\_\_\_

Does/did quiltmaker teach quilting:  yes  no  only informally

Describe the quiltmaker's unique or favorite materials, patterns, quilting techniques, etc.: \_\_\_\_\_

\_\_\_\_\_

Describe any unique traditions, quilting related customs, beliefs, songs, or rhymes used by the quiltmaker: \_\_\_\_\_

\_\_\_\_\_

Any other notes or stories about the quiltmaker: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 25 Other source material available for quiltmaker

Available sources for quiltmaker: \_\_\_\_\_

\_\_\_\_\_

## 26 Image Information

Institutional accession/inventory numbers of image: \_\_\_\_\_ Content of image \_\_\_\_\_

Type of image:  Black and White  Color

Source of image:  CD-ROM  Negative  Print  Videotape  
 Digital  positive/transparency  Slide  Other

Other image source: \_\_\_\_\_

Size of source image in inches: \_\_\_\_\_ Date source image was taken: \_\_\_\_\_

Photo credit: \_\_\_\_\_ Date source image digitized: \_\_\_\_\_

Access and copyright information for image:  Open/Public Domain  Restricted

For holder of copyright, contact: \_\_\_\_\_

Credit line/Surveyed by \_\_\_\_\_

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For copy restriction, contact:

For distribution restriction, contact:

For display restriction, contact:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For licensing, contact: \_\_\_\_\_

## 27 File Information

File function:  Image-master  Image-small display (100-250 pixels)  Image-print ready, high dpi  
 Image-production/normalized copy  Image-medium display (250-500 pixels)  Image-other  
 Image-thumbnail (under 100 pixels)  Image-large display (550 or more pixels)

File medium:  image  text  audio  video

File format:  bmp  gif  jpeg  tiff

File size: \_\_\_\_\_