




# COLAs Online

## Upload Label Images

The Upload Label Images page allows you to upload label images to an application. You may attach up to ten files. Figure 1 and Figure 2 detail the Upload Label Images page.

**Figure 1: Upload Label Images (Top)**



ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
U.S. Department of the Treasury

### COLAs Online

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/  
Exemption of Label/Bottle Approval

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### Upload Label Images

**Upload Label Image:**  
**Step 1: Click Browse to Select Attachment**  
*(Note: Label attachments should be submitted as images in actual print size. If the actual print size of the label image is larger than a letter-size piece of paper, please reduce the image to less than 8.5 X 11 inches without stretching or distorting relative image dimensions. Please specify the actual dimensions of the printed label in step 3. Valid type/extensions are JPEG (.jpg, .jpeg, .jpe) and TIFF(.tif, .tiff).)*

**Step 2: Indicate Type of Image**

**Step 3: Specify the Actual Dimensions of the Printed Label**  
*(Note: This is the size of the actual printed label, which may be different than the image size)*

width  inches height  inches

**Step 4: Click Attach File**  
*(Note: You may attach up to 10 files per product. Each file may not exceed 750 KB.)*

**Label Images: Successfully Uploaded**

File Name	File Size	Type	Dimensions	Remove?
Repeat steps 1-4 to attach more files				

**Step 5: Click Done when finished**

## Upload Label Images

**Figure 2: Upload Label Images (Bottom)**

actual print size of the label image is larger than a letter-size piece of paper, please reduce the image to less than 8.5 X 11 inches without stretching or distorting relative image dimensions. Please specify the **actual dimensions of the printed label** in step 3. Valid type/extensions are JPEG (.jpg, .jpeg, .jpe) and TIFF(.tif, .tiff).

Browse...

**Step 2: Indicate Type of Image**  
--Select Type of Attachment--

**Step 3: Specify the Actual Dimensions of the Printed Label**  
(Note: This is the size of the actual printed label, which may be different than the image size)  
width  inches height  inches

**Step 4: Click Attach File**  
(Note: You may attach up to 10 files per product. Each file may not exceed 750 KB.)

**Label Images: Successfully Uploaded**

File Name	File Size	Type	Dimensions	Remove?
Repeat steps 1-4 to attach more files				

**Step 5: Click Done when finished**

Alcohol and Tobacco Tax and Trade Bureau, 2003 Contact us at [webmaster@ttb.treas.gov](mailto:webmaster@ttb.treas.gov)

UNITED STATES  
DEPARTMENT OF  
THE TREASURY

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This site is best viewed at 800x600 screen resolution or higher using Internet Explorer 7.0.  
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Follow these steps to upload a label image to the application:

1. From the Create Application Step 3 of 3: Upload Labels page, select the **add/remove Images** button. The Upload Label Images page displays. See Figure 1 and Figure 2.
2. Select the **Browse** button to select an attachment to upload.

► **Note:** Each image file must:

- Have a file type of **JPG** or **TIFF** (file extensions: **.jpg/.jpeg/.jpe** or **.tif/.tiff**)
- Not exceed **750KB** in size
- Have a compression/quality ratio set at **Medium (7 out of 10 or 70 out of 100)**
- Utilize colors in the **RGB** color mode, not colors in the **CMYK** color mode
- Have no surrounding white space or printer's proof detail; this must be cropped out

► **Note:** See [How to Prepare Images for Upload](#) for more information.

► **Note:** TIFF files should not be saved with JPG compression.

3. Select the attachment type from the drop-down list; i.e., tell us which label this is (brand, neck, back, etc.).

## Upload Label Images

► **Note:** Please include only one label per image.

4. Enter the label image height and width.

► **Note:** Enter the dimensions of the image, not the dimensions of the label. The label image dimensions (width and height) must be numeric characters between 0-9 in **NN.NN** format (where N is a number).

5. Select the **Attach file** button.

► **Note:** After uploading a file to COLAs Online, select the link to ensure that the file uploaded correctly and the image is clear and readable. Occasionally, uploaded label image files may become corrupted or distorted. If this occurs, remove the file, re-save the file with a different compression/quality ratio, and then re-attempt the upload.

6. To attach additional files, return to Step 2.

► **Note:** You can attach up to 10 files per application, each up to 750KB in size.

► **Note:** To remove an attachment, select the [Remove](#) link.

7. Select the **Done** button to close the page.