DIGITAL PORTFOLIO for PHOTOGRAPHY STUDENTS

It is important to have a record of what you have done in this class. You will be required to hand in a
Digital Portfolio at the end of the semester as part of your Final Review. It is easiest if you build
this portfolio throughout the semester. After you show your work for each critique you should
fill a Crit folder with properly formatted pictures as follows.

SEMESTER START / CREATE the FOLDERS
Purchase a Memory Stick to save your Portfolio and Web files for this semester. (You can also use the
hard drive on the Lab computer, but still back up all files to a memory stick.)
Set up the folder structure for all Portfolio files at the beginning of the semester.
<u>create</u>   a Portfolio Folder called *your_name PORTFOLIO_F11*
this is so the instructor can keep track of who's portfolio it is,
and what semester it was made
<u>create</u>   Critique Folders for every Crit, inside the Portfolio folder
use the format *your_nameC1*
these will contain portfolio-sized versions of your best work

FOR EACH CRITIQUE / SAVE and FILL the CRIT FOLDERS
Fill the Critique folder for each crit after the crit takes place.
<u>save</u>   a minimum of your 5 best photos from each of the 4 crits
include as many as will make your portfolio look good
adjust the levels & curves and tone

SAVE at 1920 PIXELS SQUARE
The new standard for submitting photographs for exhibitions, grants and graduate school is a
square format of 1920 x 1920 at 72 ppi. This will render all images, vertical or horizontal,
at the same scale when projected and allow a viewer enough resolution to 'zoom in' to
see the details.

The process is as follows:
<u>resize</u>   the photo to 1900 **pixels** on the LONG side
using **IMAGE> IMAGE SIZE**   **[CMD] [OPT] I**
NEVER resize UP, only reduce picture size,
otherwise you will get mush
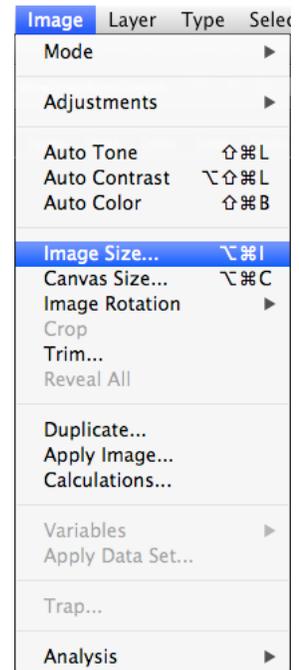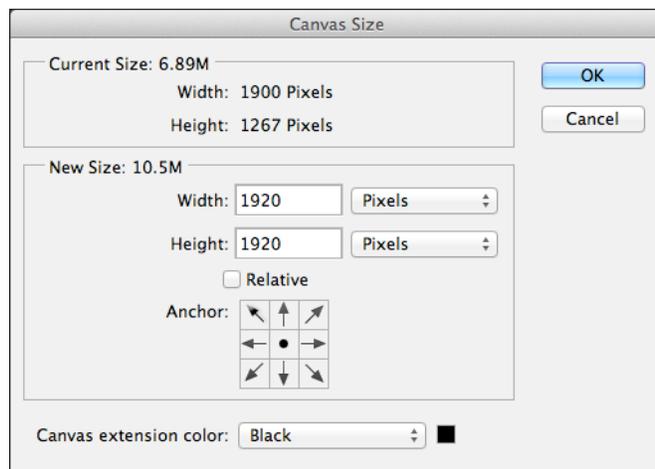<u>enlarge</u>   the **CANVAS SIZE** to 1920 by 1920
using **IMAGE> CANVAS SIZE**   **[CMD] [OPT] C**
<u>set</u>   the **CANVAS EXTENSION COLOR** to black
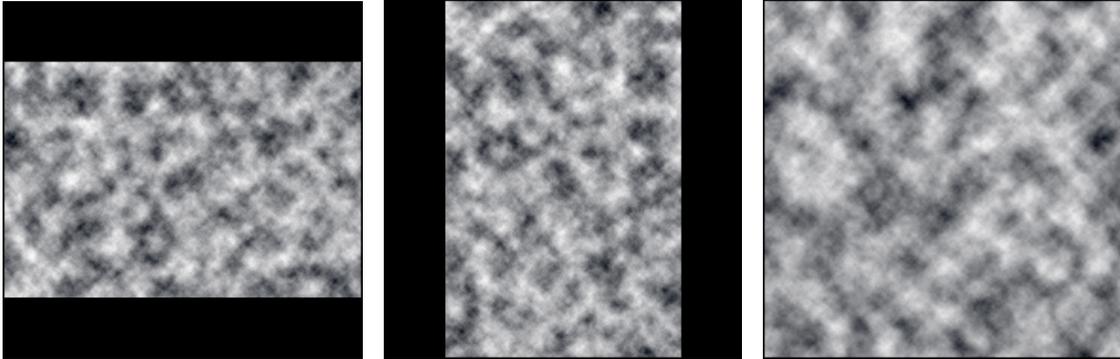<u>save as</u>   TIFF with LZW compression
into the appropriate Crit folder
use the format *your_nameC1_01*

The finished slides look like this:

SEMESTER END / BURN the PORTFOLIO DVD
Burn all of your Crit Folders onto a DVD and turn that in to your professor. You should have a minimum
         total of 20 photos.
There is a small trick to it:
         insert_____ a blank DVD-R into the computer
                  2xClick its icon to open its folder on the desktop
         insert_____ your memory stick into the computer
                  2xClick on its icon to open its folder on the desktop
         copy_____ the files on the Memory Stick into the DVD Folder
                  drag-select or shift-select all files to be copied
                  hold the [OPT] key
                  drag all files from the Memory Stick window into the DVD Window
                           if you skip this – it does not work right!
         hit_____ the [BURN] button
                  name the DVD *your_name_S13*
                  select a burn speed of 8x
                           somewhat slower than maximum, but better quality
                  it will take a few minutes to complete the burn
         double-check___ your work
                  insert your DVD into another computer
                  open some of the picture files
                           make sure they look right

PORTFOLIO EXTRAS

ARTIST'S STATEMENT
An artist's statement should accompany the slides on the DVD. Details on what a written
         statement should include are on another handout on this site.

SLIDE LISTING
A list of all slides should be included with the Digital Portfolio so people will now what they
         are seeing. Below is an example of what a Slide Listing can look like and what
         information is pertinent.

an example follows on the next page:

YOUR NAME / SLIDE LISTING
class [eg. VS Photo Imaging/ Digital 2852]   semester [eg. Spring 2013]
major   year [eg. junior, senior…]

Portfolio Image List

#	title	medium	date
		size (height then width)	

e.g.

1.	untitled	Permanent Pigment Print on Archival Rag Paper 5 x 7.5"	January, 2012
2.	untitled	Toned Silver Gelatin Print on Fiber Paper 4 x 6"	February, 2012
3.	untitled	Instant Film Transfer on Wood 2.87 x 3.74" on 8 x 10" wood	March, 2012

FYI: Here is an example of a listing for a Henri Cartier-Bresson print:
Henri Cartier-Bresson. *Juvisy, France.* 1938. Gelatin silver print, printed 1947, 9 1/8 x 13 11/16" (23.3 x 34.8 cm).