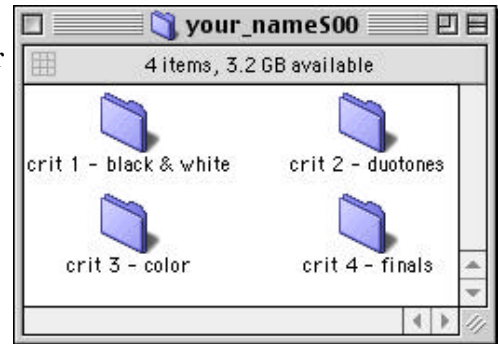


## DIGITAL PORTFOLIOS for FINAL REVIEWS

All pictures for final reviews will be viewed through the LCD projector. They must be organized in a manner that will be easy to present. Please follow the guidelines below so your work will look professional. These folders can be used to present your work for entrance into exhibitions or for job interviews.

create \_\_\_\_\_ a folder with your name and the semester  
*your\_nameS00*

create \_\_\_\_\_ four folders inside the folder  
name \_\_\_\_\_ one for each critique  
*crit 1 - black & white*  
*crit 2 - duotones*  
*crit 3 - color*  
*crit 4 - final*



place \_\_\_\_\_ the pictures for each crit  
inside the appropriate folder  
these picture folders can be named  
anything you like  
spaces and special characters are not critical  
these will not be on the web  
they will be displayed in alphabetical order  
so name them carefully if sequence is important  
*1 - title of first photo*  
*2 - second photo, etc.*

place \_\_\_\_\_ a copy of QuickShow inside each of the 4 critique folders

draw \_\_\_\_\_ white borders, 1 pixel wide, on all pictures  
to stand out from the black background they will be shown against

save \_\_\_\_\_ all picture files as jpegs,  
use SAVE AS, not SAVE FOR WEB, because you want to have picture icons,  
not blank jpeg icons

### PICTURES of the WEEK

Prints of the work in the last critique must be presented so POWs can be held for the Photo Archives, and for possible inclusion in the next Student Exhibition. Make extra prints of your best work.

### CD-ROM

All digital files must be in the hands of the Instructor by the end of the class preceding Finals week so CDs can be burned for the entire class. It will be impossible to include late work in this publication.

### DEADLINES

Final Reviews are held during the last week of the semester. All work must be presented at the appointed class time. Late work or no work will be rewarded with a failing grade. If you hand in your photographs for the Sunday Times on Monday, they will not be published, and you will be fired. This class is your job, and deadlines are considered

final. Anyone not showing up for **both** days of Final Reviews will not receive a grade.