

WEB PICTURE PREPARATION

This is a recipe for saving photographs for the Student Web Site.

open the POW picture file from the last crit

save for web & devices

FILE > SAVE FOR WEB & DEVICES

[CMD] [OPT] [SHFT] S

in the right side of the dialog box:

use the JPEG High PRESET

this will automatically set :

FILE TYPE to JPEG

RESOLUTION to High

QUALITY to 60

turn on OPTIMIZED

click ON CONVERT TO sRGB

PREVIEW in Monitor Color

set METADATA to None

in the IMAGE SIZE section

set the Short Side of the photo to 480 pixels

don't worry about the long side

or the Percentage

Although it is better if the long side

is an even multiple of the short side.

Not every camera is exactly 2:3 aspect ratio.

Many are a few pixels off, and

when the pictures are reduced in size

they come out to 'irregular' proportions.

So, if the short side is 480, the long side should be:

ASPECT RATIO	SHORT SIDE		LONG SIDE	
3:4	480	x	640	pixels
2:3	480	x	720	pixels
16:9	480	x	853	pixels
1:1 (square)	550	x	550	pixels

set the QUALITY: to Bicubic Sharper

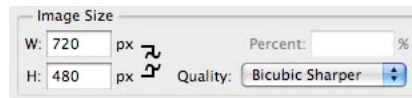
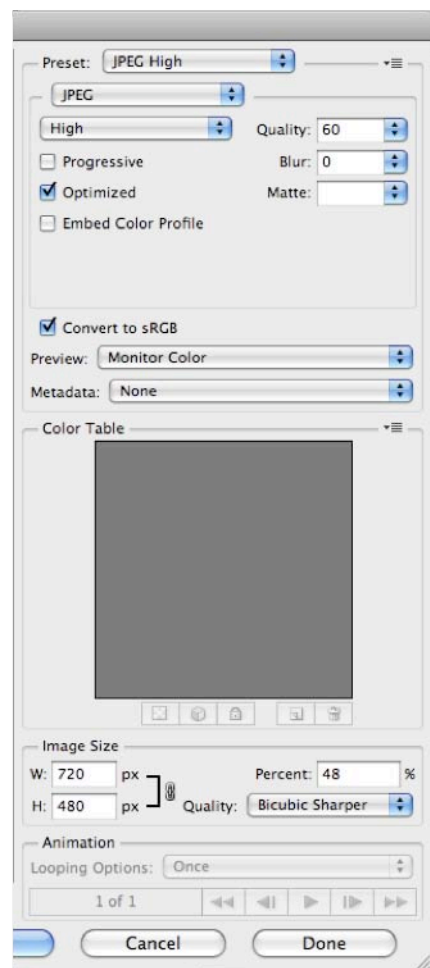
If your file does not come out to these exact numbers

set both the width and height *independently*

click on the **CONSTRAIN PROPORTIONS** icon,

between the W and H number boxes

enter each pixel dimension separately



SAVE FOR WEB

Save the Web Picture File

hit the [SAVE] button
the SAVE dialog box will open
save the file to the hard drive in your computer

name the file: *your_nameC1W.jpg* (the number changes for each critique)

where the name is all lower case except for the last 3 letters
and there is an underscore between the names

Make sure to spell your name the same way each critique.
If you spell your name differently or use a nickname one time and not another,
the site will not recognize the file.

Create a THUMBNAIL by repeating the same procedure

set the Short Side to 100 pixels
turn off **CONSTRAIN PROPORTIONS**
set the short side to 100 and the long side as follows:

ASPECT RATIO	SHORT SIDE		LONG SIDE	
3:4	100	x	133	pixels
2:3	100	x	150	pixels
16:9	100	x	178	pixels
1:1 (square)	115	x	115	pixels

Save the Thumbnail File

hit the [SAVE] button
the SAVE dialog box will open
save the file again to the hard drive in your computer

name the file: *your_nameC1T.jpg* (the number changes for each critique)

When finished: close the file and **do not save**.

For Panorama Prints or Extra Wide Composite Pieces

set the width to 1200 pixels
let the height be whatever it comes out to
Make a special Thumbnail that is 100 x 150 pixels using the CROP tool.
set the **WIDTH** and **HEIGHT** before cropping
in the **CROP** toolbar at the top of the screen
leave the **RESOLUTION** blank
select a full-height section of the photo that has an important detail
Use the same naming conventions.

ACCESSING the ART FOLDER

The 2 POW picture files should now be saved on the hard drive of your computer. These need to be copied to the Art Folder so the instructor can access them.

Open a finder window [CMD] N
navigate to the folder that contains your POW files

Connect to the Art Folder

open the **SHARED** listing in the far left hand column
click on TUCC318-TT

wait as the computer connects to the Server
enter your Password if asked

click on the ART FOLDER

click on 'digiphoto-aae_F10' (or whatever the current semester is...)

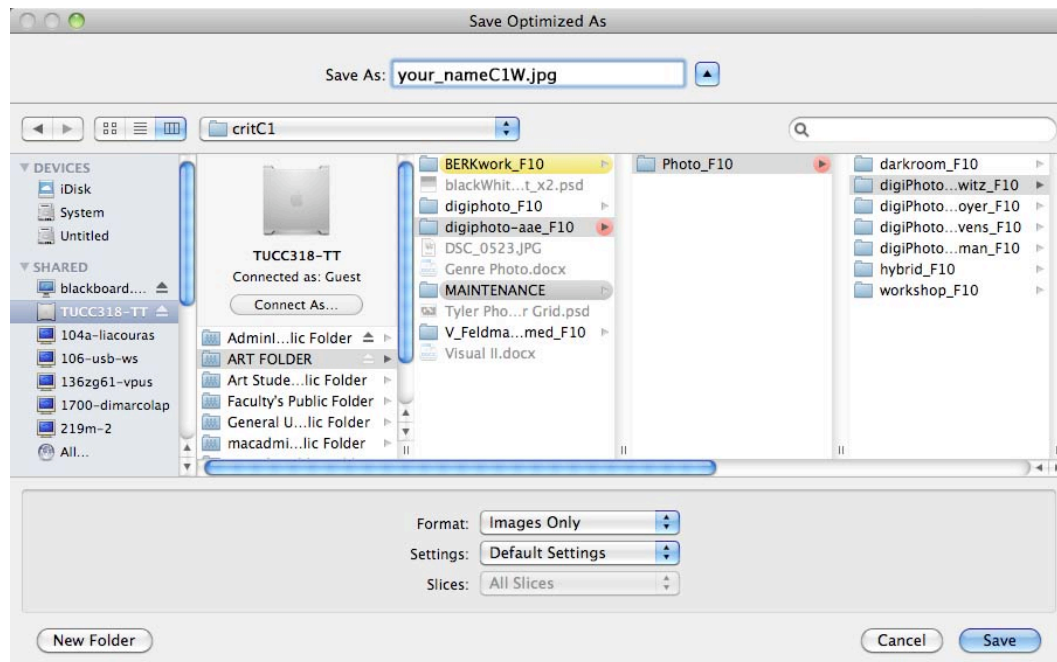
click on 'Photo_F10'

> Do not go to your teacher's folder. That is not the website.

Navigate to the Critique Folder

find the most recent crit of your class

drag the 2 files: *your_nameC1T.jpg* and *your_nameC1W.jpg*
into the Critique folder



(RE)CONNECTING to the ART FOLDER

There should be an ART FOLDER icon on the desktop that will automatically connect to our server and open the ART FOLDER. It is possible that someone may have deleted that icon.

click on the ART FOLDER icon to open it

If the Art Folder is not on the desktop or in the toolbar of a Finder window, then you need to connect manually.

go to the Finder by clicking on the grey desktop
connect to server FILE> CONNECT TO SERVER [CMD] K
type in TUCC318-TT.local
that file name might already be in the window
a CONNECT TO SERVER progress window will appear
then a LOG-IN dialog box will open
type in your TU ID and Password
a FILE SELECTION dialog box will open
click on the ART FOLDER and it will open

You can then access the files in that folder.

There is a limit of 10 people who can be connected to the ART FOLDER at one time. If you cannot connect, the computer will tell you that the maximum number of students connected has been exceeded. Talk to the people working in the Lab and ask that anyone not currently using the ART FOLDER please disconnect.

To disconnect from the Art Folder:

open a finder window
locate TUCC318-TT under SHARED
click on the EJECT icon to the right of server name [⏏]