

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**

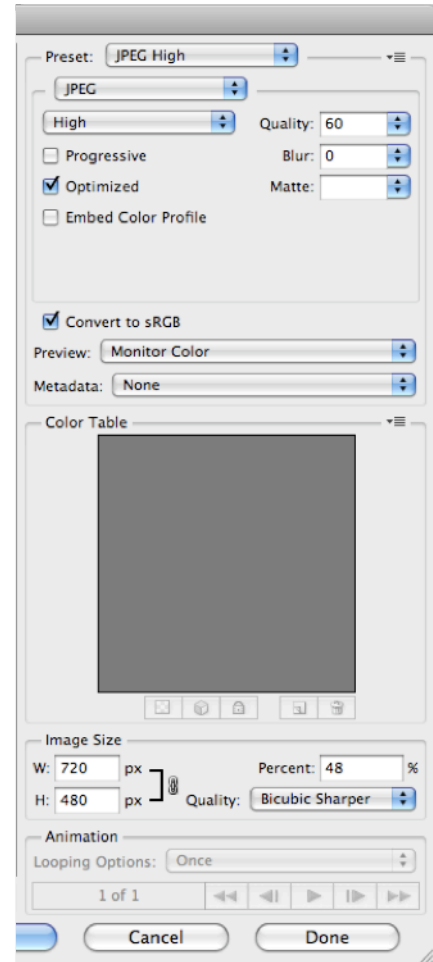
If your file does not come out to these exact numbers

set both the width and height *independently*

click on the **CONSTRAIN PROPORTIONS** icon,

between the **W** and **H** number boxes

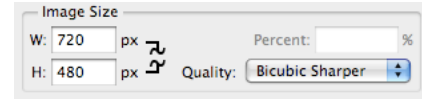
enter each pixel dimension separately



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 CLASS FOLDER through OWLBOX

An invitation is being sent to you to become a contributor on OwlBox. This will give you access to a class folder to which we can all upload and share photographs. When you answer the invitation you automatically become a contributor to the site and you have full access. OwlBox is accessible from any computer at any location.

Once you are a contributor follow the following procedure:

sign in _____ to OwlBox at <https://owlbox.temple.edu>

bookmark this address so you can easily log in directly

open _____ the class folder for your class

create _____ a folder with your full name; first name last name

save _____ the photograph that has been selected as **PICTURE OF THE WEEK**

according to the recipe on the **WEB PICTURE PREPARATION** recipe handout

there should be 2 files on your computer

named *your_nameC1T.jpg* and *your_nameC1W.jpg*

upload _____ that photograph and two sizes; the full size picture and the thumbnail

Navigate to the Critique Folder in the Class Folder on OwlBox

find _____ the most recent crit folder for your class

upload _____ the 2 files: *your_nameC1T.jpg* and *your_nameC1W.jpg*

into the Critique folder

Once all the photographs of been received by your instructor, a webpage will be designed and you receive an email where to view this page. Lateness on anyone's part holds up the entire class from being published. So please be on time with this.

