

WEB PICTURE PREPARATION

Below is a recipe for saving photographs for the Student Web Gallery using Adobe Photoshop. The full directions start on the next page. First is an outline of the procedure:

Save 2 copies of your POW photo
one larger for Web view at 600 x 900 pixels name it: *your_nameC1W.jpg*
another as a Thumbnail at 100 x 150 pixels name it: *your_nameC1T.jpg*
upload both to OWLbox

General Workflow in 4 steps

- open _____ the POW picture file from the last crit
- make _____ the larger Web formatted picture file
save _____ for web & devices **FILE> SAVE FOR WEB & DEVICES** [CMD] [OPT] [SHFT] S
 use _____ the JPEG High PRESET
 set _____ the Short Side of the photo to 600 pixels in the **IMAGE SIZE** section
 set _____ the long side to an even aspect ratio
 (see the chart on the next page)

 save _____ the Web Picture File with the [SAVE] button
 name _____ the file: *your_nameC1W.jpg* *(the number changes for each critique)*
 use _____ all lowercase for *your_name*, uppercase for the *C1W*
 only 1 underscore, within *your_name*
- repeat _____ the procedure for the smaller Thumbnail picture file
save _____ for web & devices **FILE> SAVE FOR WEB & DEVICES** [CMD] [OPT] [SHFT] S
 use _____ the JPEG High PRESET
 set _____ the Short Side of the photo to 100 pixels in the **IMAGE SIZE** section
 set _____ the long side to an even aspect ratio
 (see the chart on the next page)

 save _____ the Web Picture File with the [SAVE] button
 name _____ the file: *your_nameC1T.jpg* *(the number changes for each critique)*
 use _____ all lowercase for *your_name*, uppercase for the *C1T*
 only 1 underscore, within *your_name*
- close _____ the file and **do not save** when finished
- upload _____ both files to OwlBox at <https://owlbox.temple.edu>

WEB PICTURE PREPARATION

This is the full recipe for saving photographs for the Student Web Gallery using Adobe Photoshop.

open the POW picture file from the last critique
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 to 600 pixels

the long side should be
an even multiple of the short side

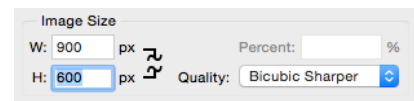
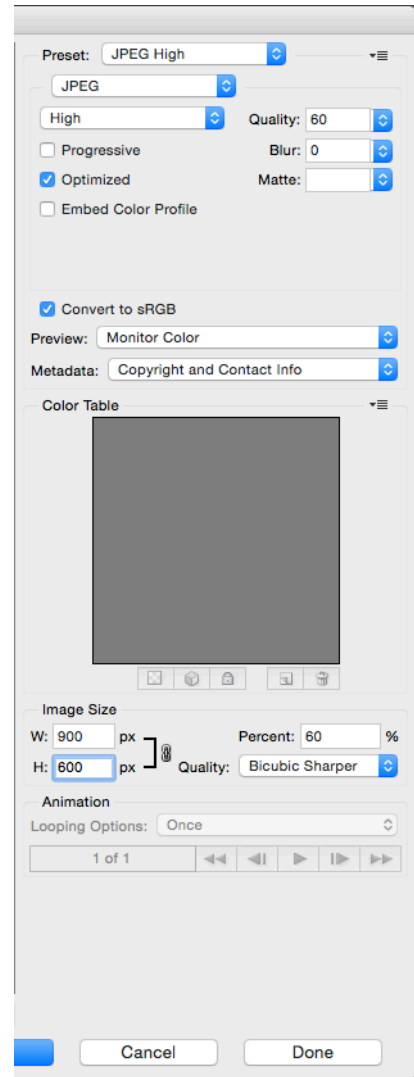
Not every camera is exactly 2:3 aspect ratio.
Many are a few pixels off, and
when the pictures are reduced in size
they come out to 'irregular' proportions.

If the short side is 600, the long side should be:

ASPECT RATIO	SHORT SIDE		LONG SIDE	
3:4	600	x	800	pixels
2:3	600	x	900	pixels
16:9	600	x	1067	pixels
1:1 (square)	720	x	720	pixels

set the **QUALITY**: to **Bicubic Sharper**
best for reducing image size

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 of 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 (not at the end)

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)	120	x	120	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 (Duplets)

set the width to 1200 pixels
let the height be whatever it comes out to
use only 1 photo for the Thumbnail if showing a duplet
for Panos, 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 and save the password so you can easily log in

Navigate to the Critique Folder in the Class Folder on OWLBox

open _____ the class folder for your class
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 have been received by your instructor, a webpage will be designed and you will 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.

