

## PREPARING PHOTOS for PROJECTION for CRITIQUE 1

For Critique 1 we need to see 10 pictures plus 2 self-portraits. This is Crit 1 in Photo I so we are just looking to see what things interest you. We will work from here to refine your investigation. We are also looking to see *how* you are looking at things. We will refine your vision using these initial viewpoints.

We need to reduce the sizes of your picture files so they are easy to project. Here is the recipe to do that:

### SAVE FOR WEB

save for web & devices      **FILE> SAVE FOR WEB AND DEVICES**      [CMD] [OPT] [SHFT] S  
set **PRESET** to JPEG High  
    **OPTIMIZED** will be turned on  
    **QUALITY** will be 60  
**CONVERT TO sRGB**  
    should be turned **OFF**  
**IMAGE SIZE**  
    set to 1200 px on the **longest** side  
**QUALITY =**  
    Bicubic Sharper  
hit [SAVE]

A dialog box will open asking where to save the pictures  
create a new folder on the Desktop  
    click on [NEW FOLDER] in the bottom left corner  
    name the folder *your\_nameC1*  
    use all lowercase letters except for the C

### REPEAT FOR ALL PHOTOS

Do the same Save for Web routine for all 12 of your pictures.  
Do not save over or delete your working crit01 pictures  
These new pictures will have all the .JPG extension  
    indicating that they are reduced size and resolution for viewing only  
Your working picture files will still have the .PSD extension  
    indicating that they are working Photoshop files

If you are working on some other computer that is not in the TUCC Lab,  
you can save all your crit1 pictures to your memory stick  
then copy them onto your crit1 folder in the Lab

### COPY the CRIT 1 FOLDER into the ART FOLDER

open the Art Folder  
2xClick the Art Folder icon on the desktop, or –  
hit [CMD] K from the Desktop  
    enter **tucc318-tt** into the dialog box  
    hit [CONNECT]  
you will be asked to Log In (again)  
    enter your TU ID and PW  
navigate to the BERKworkF11 folder  
    navigate to the critC1 folder  
open another window and navigate to *your\_nameC1* folder  
    drag *your\_nameC1* into the Art Folder> BERKwork\_F11 folder> critC1 folder

## HOW to RENAME PHOTO FILES in BRIDGE

The best of these pictures will be posted to the Student Web Gallery. For this reason all pictures need to follow a specific naming format (because the web site uses a script that is looking for names in a particular format). Adobe Bridge has a Batch Rename tool to make this easy.

run \_\_\_\_\_ Adobe Bridge  
navigate \_\_\_\_\_ to the folder containing all of your photos  
this can be either the critC1 folder on your desktop  
or the folder inside the Art Folder  
reorder \_\_\_\_\_ your photo as desired  
drag them into a new position  
consider how each photo affects the look  
of the preceding and following photos  
select all \_\_\_\_\_  
EDIT> SELECT ALL [CMD] A  
rename \_\_\_\_\_ the photos  
TOOLS> BATCH RENAME... [CMD] [SHFT] R  
options:  
Destination Folder  
Rename in same folder  
New Filenames (use 2 option lines)  
Text  
enter the name as we will be doing for the web  
use all lower case except for the C  
*your\_nameC1-*  
aka: your first name  
underscore  
your last name  
capital C  
the digit 1  
a hyphen  
Sequence Number  
start with the number 1  
two digits  
check that the name looks right at the bottom  
the prefix .jpg will be retained automatically  
hit \_\_\_\_\_ [RENAME] or [ENTER]