

## DIGITAL PORTFOLIO for PHOTOGRAPHY STUDENTS

It is important to have a record of what you have done in this class. You will be required to hand in a Digital Portfolio at the end of the semester as part of your Final Review. It is easiest if you build this portfolio throughout the semester. After you show your work for each critique you should fill a Crit folder with properly formatted pictures as follows.

### SEMESTER START / CREATE the FOLDERS

Purchase a Memory Stick to save your Portfolio and Web files for this semester. (You can also use the hard drive on the Lab computer, but still back up all files to a memory stick.)

Set up the folder structure for all Portfolio files at the beginning of the semester.

create \_\_\_\_\_ a Portfolio Folder called *your\_name PORTFOLIO\_F11*

this is so the instructor can keep track of who's portfolio it is,  
and what semester it was made

create \_\_\_\_\_ Critique Folders for every Crit, inside the Portfolio folder

use the format *your\_nameC1*

these will contain portfolio-sized versions of your best work

### FOR EACH CRITIQUE / SAVE and FILL the CRIT FOLDERS

Fill the Critique folder for each crit after the crit takes place.

save \_\_\_\_\_ a minimum of your 5 best photos from each of the 4 crits

include as many as will make your portfolio look good  
adjust the levels & curves and tone

### SAVE at 1920 PIXELS SQUARE

The new standard for submitting photographs for exhibitions, grants and graduate school is a square format of 1920 x 1920 at 72 ppi. This will render all images, vertical or horizontal, at the same scale when projected and allow a viewer enough resolution to 'zoom in' to see the details.

The process is as follows:

resize \_\_\_\_\_ the photo to 1900 pixels on the LONG side  
using IMAGE> IMAGE SIZE [CMD] [OPT] I

**NEVER** resize UP, only reduce picture size,  
otherwise you will get mush

enlarge \_\_\_\_\_ the CANVAS SIZE to 1920 by 1920

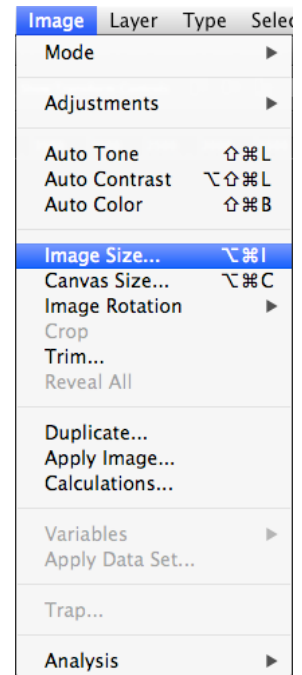
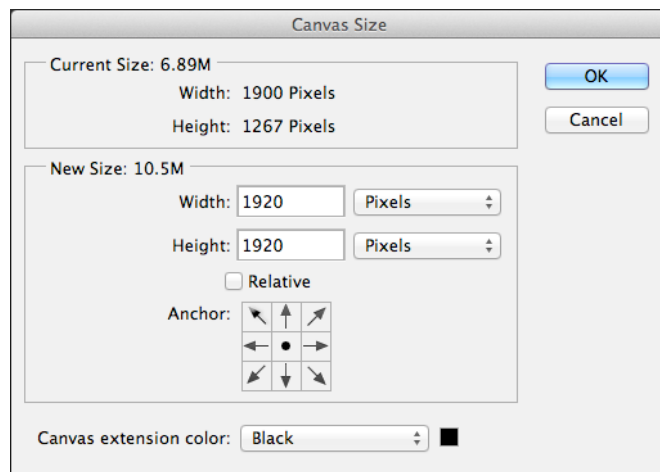
using IMAGE> CANVAS SIZE [CMD] [OPT] C

set \_\_\_\_\_ the CANVAS EXTENSION COLOR to black

save as \_\_\_\_\_ TIFF with LZW compression

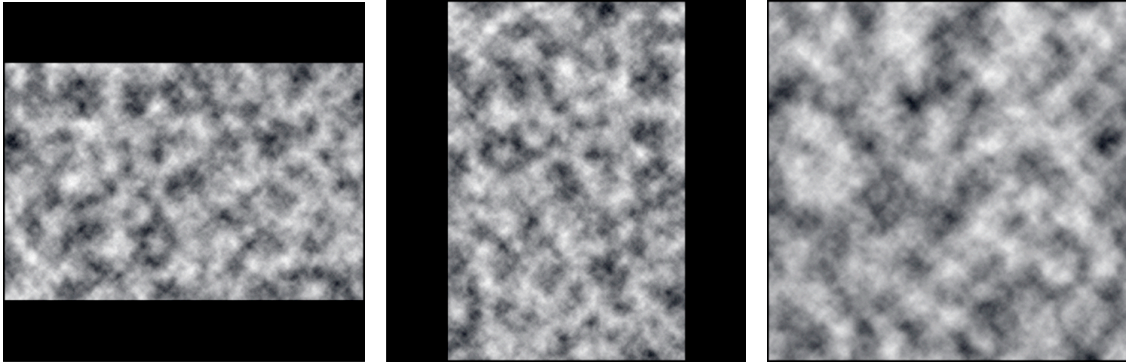
into the appropriate Crit folder

use the format *your\_nameC1\_01*



## DIGITAL PORTFOLIO, cont'd

The finished slides look like this:



### SEMESTER END / BURN the PORTFOLIO DVD

Burn all of your Crit Folders onto a DVD and turn that in to your professor. You should have a minimum total of 20 photos.

There is a small trick to it:

- insert \_\_\_\_\_ a blank DVD-R into the computer
  - 2xClick its icon to open its folder on the desktop
- insert \_\_\_\_\_ your memory stick into the computer
  - 2xClick on its icon to open its folder on the desktop
- copy \_\_\_\_\_ the files on the Memory Stick into the DVD Folder
  - drag-select or shift-select all files to be copied
  - hold the [OPT] key**
  - drag all files from the Memory Stick window into the DVD Window
  - if you skip this – it does not work right!
- hit \_\_\_\_\_ the [BURN] button
  - name the DVD *your\_name\_S13*
  - select a burn speed of 8x
    - somewhat slower than maximum, but better quality
    - it will take a few minutes to complete the burn
- double-check \_\_\_\_\_ your work
  - insert your DVD into another computer
  - open some of the picture files
  - make sure they look right

## PORTFOLIO EXTRAS

### ARTIST'S STATEMENT

An artist's statement should accompany the slides on the DVD. Details on what a written statement should include are on another handout on this site.

### SLIDE LISTING

A list of all slides should be included with the Digital Portfolio so people will now what they are seeing. Below is an example of what a Slide Listing can look like and what information is pertinent.

an example follows on the next page:

**YOUR NAME / SLIDE LISTING**

class [eg. VS Photo Imaging/ Digital 2852] semester [eg. Spring 2013]  
major year [eg. junior, senior...]

Portfolio Image List

| #    | title    | medium<br>size (height then width)                            | date           |
|------|----------|---|----------------|
| e.g. |          |   |                |
| 1.   | untitled | Permanent Pigment Print on Archival Rag Paper<br>5 x 7.5"     | January, 2012  |
| 2.   | untitled | Toned Silver Gelatin Print on Fiber Paper<br>4 x 6"           | February, 2012 |
| 3.   | untitled | Instant Film Transfer on Wood<br>2.87 x 3.74" on 8 x 10" wood | March, 2012    |

FYI: Here is an example of a listing for a Henri Cartier-Bresson print:

Henri Cartier-Bresson. *Juvisy, France*. 1938. Gelatin silver print, printed 1947, 9 1/8 x 13 11/16" (23.3 x 34.8 cm).