

DIGITAL PORTFOLIO

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 Reviews. It is easiest if you build this portfolio throughout the semester. Just before you show your work for each critique you should fill a Crit folder with properly formatted pictures as follows.

SEMESTER START / CREATE the FOLDERS

Set up the folder structure for all Portfolio files at the beginning of the semester. Do this on the same Zip disk that will be used for your Web folders

create a Portfolio Folder _____ called *yourname PORTFOLIO_F03*
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 _____ *yournameC1*
these will contain screen size jpegs of your best work

create Source Folders _____ for every Crit, inside the Portfolio folder
use the format _____ *yournameC1 TIFF*
these will contain the TIFF files of your best work to be used by the Photoshop Action that will make the Crit files

FOR EACH CRITIQUE / FILL the CRIT FOLDERS

Fill the Critique folder for each crit before the crit takes place. Use an Action as described below.

copy your best _____ adjusted tiff files (10 *minimum*)
into the TIFF folder for the current critique

select the files _____ of the best pictures
hold the [CMD] key _____ to select more than one file at a time

copy the files _____ by dragging the file icons
hold the [OPT] key _____ to make duplicates and not just move them

RESIZE the PICTURES and ADD BORDERS

The pictures need to be resized to an appropriate size for screen display
384 x 512 is best for fitting both vertical and horizontal pictures
on a standard size screen of 768 x 1024

open the picture file _____ with FILE> OPEN [CMD] O

reset the resolution _____ of the pictures to 72 ppi with IMAGE> IMAGE SIZE...

resize the picture _____ to the exact percentage to make the short side 384
with IMAGE> IMAGE SIZE...

set the background color _____ to white by hitting the [D] key

add a white border _____ by increasing the canvas size by 100.4 percent

use _____ IMAGE> CANVAS SIZE...

double check _____ with the ZOOM tool to 500%, hit [HOME], then [END]
to see that a one pixel white border has been added to each edge
(this amount only works for a 384 x 512 pic)

save for web _____ at jpeg **maximum**, quality 12 with progressive **off**

close the picture file _____ and do not save

Create an Action to do this for a group of pictures. <see the 'using actions' page . . .>

DIGITAL PORTFOLIO, cont'd

CHECK the APPEARANCE

Make sure these files look right before burning them to CD.

check the appearance _____ of your files with Graphic Converter
run Slide Show _____ [CMD] D
choose _____ the appropriate folder
the pictures will be displayed in alphabetical order
rename the picture files _____ if necessary
add numbers _____ to specify a sequence
ex. 01 - title of first pic, 02 - title of second pic, etc.

BURN the FILES to CD

All computers in the Digital Studio 421 have CD burners.

insert _____ a blank CD into the drive
a dialog box will open asking if you wish to prepare the CD
use _____ the standard type (HFS+ / ISO 9660)
title it _____ and click [PREPARE]
open the window _____ for the CD disk
copy all files _____ into the CD window
select _____ the CD icon on the desktop
burn _____ the disk SPECIAL > BURN CD

SEMESTER END / COPY the CRIT FOLDERS

The Critique folders (not the TIFF folders) need to be copied onto the Class Folder in the Art Shared folder for Final Reviews. These will be viewed as a slide show with Graphic Converter.

open the 'Art Shared' folder _____ on a computer at school
open the class folder _____
open the FINALS folder _____
create a folder _____ inside called *yourname PORTFOLIO_F03*
open _____ the PORTFOLIO folder on your Zip disk
copy all Critique folders _____ from your Zip disk into school folder

USING ACTIONS

BUILDING an ACTION

Make an Action to do all the work on all the files simultaneously. Use the following recipe for one file, with RECORD ACTION turned on. When done, delete the resulting jpeg file in the Crit folder. Then follow the 'Run the Action' paragraph and transform all the files.

open the ACTIONS window WINDOW> SHOW ACTIONS
create a NEW action from the pull_down menu at top right, or -
click on NEW ACTION button at bottom right
name the action 'tiff to portfolio jpeg'
hit the [RECORD] button to begin

open the picture file with FILE> OPEN [CMD] O
reset the resolution of the pictures to 72 ppi with IMAGE> IMAGE SIZE...
resize the picture to the exact percentage to make the short side 384
with IMAGE> IMAGE SIZE...
set the background color to white by hitting the [D] key
add a white border by increasing the canvas size by 100.4 percent
use IMAGE> CANVAS SIZE...
double check with the ZOOM tool to 500%, hit [HOME], then [END]
to see that a one pixel white border has been added to each edge
(this amount only works for a 384 x 512 pic)

save for web at jpeg **maximum**, quality **12** with progressive **off**
close the picture file and do not save

stop recording from the pull_down menu at top right, or -
click on STOP RECORDING button at bottom center

MOVING the FILES

After each critique, prepare the files that will go into the Digital Portfolio folders created earlier.

open a source folder for the current crit, i.e. *yournameC1 TIFF*
copy your best adjusted tiff files into this folder (*10 minimum*)
open both the source and target folders
as side by side windows on the desktop
select the files of the best pictures
hold the [CMD] key to select more than one file at a time
copy the files by dragging them into the new folder
hold the [OPT] key to make duplicates of the files,
and not just move them

RUNNING the ACTION

When you run the action you must have a source and a target folder specified. You should have a source folder that contains only the best adjusted TIFF pictures from the crit. Run the action using this folder full of copies of the real files. It is easy to overwrite your original files if you are not careful!

run the action FILE> AUTOMATE> BATCH...
select the ACTION to run in the PLAY section
select the SOURCE folder with the CHOOSE button, specify the TIFF folder
turn on override open options
select the TARGET folder with the CHOOSE button, specify the Crit folder
turn on override save options
run it by hitting the [OK] button