

**Final Digital Portfolio - Description**  
**Due Date - Beginning of Class Session #14 (see syllabus)**

**Concept:**

This procedure can be used to downsample individual images for use on a website or email, submit your work online, or to create an organized archive of several images that will allow you to save and send one file. Gather all of your final images from each critique (including the upcoming fourth) this semester and save them into a Final Digital Portfolio of images making them web-ready and saved into a compressed ZIP archive as was described in class. Be aware that some of the specifications required to submit to other online venues and websites will likely vary from those below.

**Locating and Processing Files:**

1. Locate all final images you presented during the four critiques this semester and process each one as follows:
2. Open the Photoshop file with layers, Adobe RGB 1998 profile, and at full print resolution.
3. Go to Image>Image Size.
4. Change the resolution to 72ppi.
5. Be sure that you have the "Constrain Proportions" checkmark turned on, then change the longer side (depending on if the image is a vertical or horizontal) to 2000 pixels.
6. Go to File>Export>Save for Web.
7. Choose JPEG as the file type.
8. Keep an eye on the image itself and the output file size (in KB) while you move the JPG quality slider between 0 and 100 until you find the best balance between file-size and visual image quality. Size and Quality count.
9. Be sure you turn off the "icc profile" so you don't embed the color profile into the file, but do convert the color to sRGB.
10. When prompted for a format, choose "Images Only".
11. Check that each saved file is under 1 Megabyte.
12. Save each of your images this way including those from your final project.

**Naming and Organization:**

1. Create a folder to place all your images into. Name this folder as follows: Lastname\_Firstname
2. Do not create sub folders inside of your main folder, all images should be on the root level of your folder.
3. Save your images using the following naming convention:  
 Lastname\_Firstname\_Proj1\_1.jpg, Lastname\_Firstname\_Proj1\_2.jpg, Lastname\_Firstname\_Proj1\_3.jpg  
 Lastname\_Firstname\_Proj2\_1.jpg, Lastname\_Firstname\_Proj2\_2.jpg, Lastname\_Firstname\_Proj2\_3.jpg,  
 Lastname\_Firstname\_Proj3\_1.jpg, Lastname\_Firstname\_Proj3\_2.jpg, etc. (example: Ramirez\_Camilo\_Proj4\_10.jpg)
4. Once all your JPEG's have been saved into this folder, create a compressed archive of it (a .ZIP file) by right-clicking or CTRL+Clicking on the folder and selecting: Compress>"Your Folder Name".
5. This ZIP file should have the name of your folder and is the file you will bring on a hard-drive and have ready to turn in at the beginning of the last class.

<b>Deliverables for Final Digital Portfolio on class session #14</b>	<b>Possible</b>
Your Folder and ZIP file names match and use the naming convention: Lastname_Firstname	1
Your folder contains no sub-folders	1
All image files are named according to the naming convention: Lastname_Firstname_ProjX_X.jpg	1
All image files are processed as web ready JPEG files	1
All image files are under 1MB	1
All image files are 2000px on the long side	1
All image files have an image quality that matches or exceeds your critique prints	1
Digital Portfolio contains all presented files from each critique this semester	3
<b>Total Score for Final Digital Portfolio</b>	<b>10</b>