

# Legacy Student Media

# Photo Work Flow Chart

## Accessing the Server

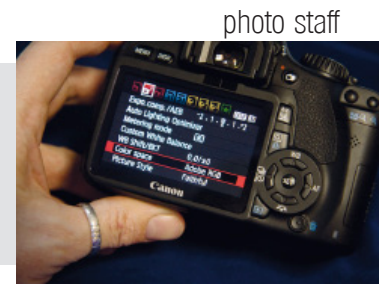
1. Command K
2. Select "afp://10.5.12.98"
3. Select which server you need "Journalism" or "Photo"

## Requested Photos

1. Open journalism server
2. Name the file with brief description
3. Open Requested Folder
4. Select publication the photo is for
5. Drag a copy into folder

## 1 Camera Set Up

- Camera should be set to shoot large file size (format)
- Use AdobeRGB in color space
- Reformat card after each shoot



## 2 Uploading Photos

- In Bridge: Delete bad photos
- Enter meta data info (your name, opponent, score, outcome etc)
- Rename photos using "event\_date\_yourname"
- Move photos to personal folder on your desktop (create new event folder within)
- Move all photos to server in correct folder (file name can have football, but if it's cheerleaders - place the photo in cheer, drill team photos in drill team, band photos in band etc)
- Special request photos go into "Requested Folder" within the requested folder

photo staff

## 3 Using/Saving Photos

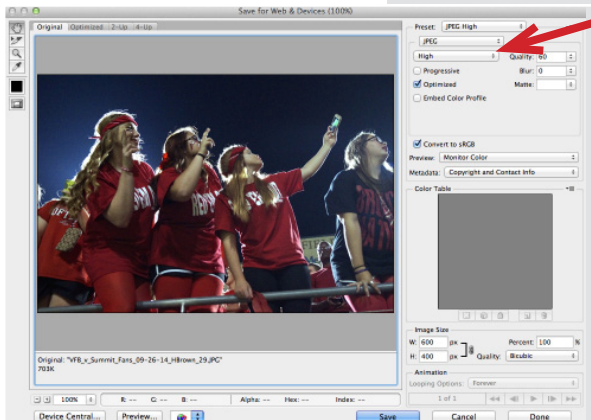
### Yearbook

- In Bridge or the folder: right click and make a copy of the photo
- Rename the photo you want to use (\_\_\_used) at end of file name
- Never move a photo to/from any location

### Newspaper

- Always use SAVE FOR WEB AND DEVICES (don't save over the original)
- Use Photoshop's "save for web" option for every photo
- Photos must be under 1MB
- Use .jpg

yearbook/newspaper staff



- Save photo in "photos" folder in The Rider Online folder
- Rename photo as "online" to know which one to use

### Newspaper Photo Sizes

- Normal stories (w/sidebar) 600px by 400 px, 72 ppi
- Top story or full width stories (any category) 900 px by 600 px, 72 ppi
- Immersive long-form stories (big features) 1500 px by 900 px, 72 ppi
- Galleries/Photo of the day 600px by 400 px, 72 ppi

**event\_extrainfo\_date\_photographer**  
**football\_varsioty\_summit\_9-3\_mallett**