

Intro to Digital Media - Intro Exercise

Exercise: FTP Class headshot.

Objectives: To learn the basics of digital image editing as well as gain an understanding of web servers and FTP software.

Overview: Your challenge will be to make basic adjustments (Contrast, Brightness, Crop, Size) to your headshot photograph using Adobe Photoshop, and to upload that photograph to the class website.

Materials: Digital Camera (provided), Computer Lab

- Process:**
1. As a class, line up for an assembly-line style photo shoot. Everybody will take a photograph of the person in front of them, and then pass the camera (very carefully) to the person behind you so that they make take a photograph of you.
 2. When all have had their photo taken, I will upload the photos to the class folder so that everyone can access them from their machine.
 3. Using Adobe Bridge or the OS Finder, locate your headshot, and open it up in Adobe Photoshop.
 4. Try to improve upon the untouched photo by making minor adjustments under the IMAGE >> ADJUSTMENTS menu. Suggestions are to adjust BRIGHTNESS / CONTRAST, HUE / SATURATION, and COLOR BALANCE.
 5. When finished with your adjustments, crop and size your photo to 120 x 120 pixels at 72 dpi. Save out your photo by going to FILE >> SAVE AS and saving it in jpeg format at a quality setting of 8. **Name your file using the format (Firstname_Lastname.jpg).** So, if your name is John Smith, name your file "John_Smith.jpg" (**note the use of an underscore, not a space**).
 6. Using Fetch (and the login information provided by the instructor), upload your headshot file to the "_headshots" folder on the class website server.
 7. Using the same naming convention as above, create a new folder in the root folder (not the "_headshots" folder), by clicking the "New Folder" icon within Fetch. Again, if you name is Joe Blow, call this new folder "Joe_Blow". **It is imperative that this folder and your headshot photograph are spelled the exact same way (minus the .jpg extension).** It is case sensitive. This new folder will be where you turn in all your future assignments. **This folder is for finished assignments only, not for file storage!**
 8. You might have noticed, you have access to each other's folders. This is a community website that belongs to the entire class. **Please be respectful, and do not modify or delete other people's work.** It would be a shame to have to abandon this website and resort to turning files in the old fashion way.
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Below is a screen shot of the fetch window as you should see it. Note the “_headshots” folder as well as student folders following the naming convention of “Firstname_Lastname”.

