

# Midterm Portfolio Guidelines

## General:

- Make sure to use smart objects.
- Make sure to retouch on a layer.
- Make sure to make LOCAL adjustments (in ADDITION to global adjustments).

## Scavenger Hunt (aka "SH"):

Make and print a contact sheet of your twenty files as follows (do NOT upload your files)

- Columns 4
- Rows 5
- 300 PPI
- Horizontal/vertical .01"
- Margins (all sides): .25"
- Include filename, Arial, 6 pt.

## Constructed Color (aka "CC")

Print your three best images onto a full-size sheet of paper (8x10 or larger) and turn in your four layered files (including smart objects, and local color adjustments). Retouch on a separate layer.

## Conversations with Yourself (aka "CWY")

Print each of your three best images onto a full-size sheet of paper (8x10 or larger) and turn in layered files (including smart objects and local color adjustments). Retouch on a separate layer.

## Panorama (aka "PAN")

DON'T PRINT (I'll print one for you). Just upload your 3 ten-panel panorama files (layered) to the dropbox, following the naming convention below).

## Uploading

All files (*except scavenger hunt...you only submit a contact sheet for SH*) should be named:

"lastname\_firstinitialsofassignmentname-2digitsequenenumbers.psd"

*Example (my first image of the Conversations with Myself assignment would be labeled):*

chalmers\_cwy-01.psd

All of your files should be then be placed in a folder named as follows:

"class#\_midterm-lastname\_firstname"

*Example (for my doppelgänger who is in Art 2673-Intro to Digital):*

2675\_midterm-chalmers\_stephen

After you have it all assembled as described above, drop your folder into the drop-box.

## Handy Checklist:

- Contact-sheet for Scavenger Hunt (NO FILES!!!)
- Three Prints for CC.
- Three prints for CWY.
- Four CC files (named as above) with all layers including local color adjustment layers intact.
- Five files for CWY (named as above) – including smart objects, masks, local color adjustments, retouching on a layer.
- Three files for PAN (named as above) – including smart objects, masks, local color adjustments, retouching on a layer.
- All files named as above and placed in a folder named as above (see the "uploading" section).