

## MANIFEST: B.F.A. + B.A. IN PHOTOGRAPHY EXHIBITION INSTRUCTIONS 2010

The catalogue will be available as a PDF and available in book format for purchase online.

Each student will receive two pages in the exhibition catalogue. The first page will have your name, the degree you are a candidate for (Bachelor of Arts or Bachelor of Fine Art), a short statement and contact information. The second page you will have the opportunity to present your work.

## INFORMATION PAGE (INFO.pdf)

You should have received a packet via class visits or you can download a copy of the INFO.pdf from the Photography Department website. Under *CURRENT STUDENTS* you will see a page for Manifest. Navigate to this page and there will be a link for downloading **INFO.pdf**.

In the PDF document titled, **INFO.pdf** there are several fields to enter your information. You will need the latest version of *Adobe Acrobat Reader Pro* to use the form. The latest version can be downloaded as a free trial for both Mac and PC platforms at the following URL: <http://www.adobe.com/products/acrobatpro/>

In the fields provided enter your **name**, the **degree** you are graduating with (B.A. or B.F.A.) your **statement** and contact information. There are fields for an **e-mail** address and **website URL**.

**Name:** Type this exactly how you want it to appear.

**Degree:** B.F.A. or B.A.

**Statement:** Your statement needs to be 1200 *characters* or less. The text field will not let you enter in more than this amount. Most text editing software will give you a character count. You can compose your statement in

Microsoft Office, InDesign or even TextEdit. You will not have to worry about the font size or style, that will be taken care of at publishing. Simply, copy and paste your final statement into the field provided for the statement.

## **INSTRUCTIONS:**

### **E-mail + Website**

Your e-mail address should be a current and functioning address. It is highly recommended to create an e-mail account that is your first and last name. The goal of your page is to present yourself in a professional manner. For instance, *dolphingirlz\_rule379@hotmail.com* does not evoke professionalism. Your website address should be the address of a site that you own and operate.

### **SAVING the INFO.pdf file:**

Once you have entered the information save the document as follows: **lastname\_firstname.pdf**.

You will be uploading this file and your images together to a server specifically for the Manifest Catalogue. Image instructions start on the next page.

## **The DEADLINE to turn in your statement and images for the catalogue is April 23rd.**

**Reminder: Your catalogue submission must be complete by the deadline for your work to be hung in the Manifest exhibition.**

If you are having trouble meeting this deadline please contact Jennifer Keats ([jkeats@colum.edu](mailto:jkeats@colum.edu)) as soon as possible.

# IMAGE OPTIONS AND UPLOADING INSTRUCTIONS

## Image Options

There are eight options for displaying your image/s. See pages 6-19 for the available templates.

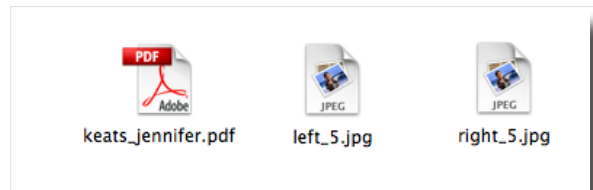
**You are allowed TO CHOOSE ONE.**

All files should be the designated size in inches (width and height) at 300dpi for the template you choose. Sizes and the number of images you submit will depend on which template you choose. If you have any questions about resolution or alternate sizing please contact Jennifer Keats at 312-369-7894 or [jkeats@colum.edu](mailto:jkeats@colum.edu).

## File Preparation

Naming your files appropriately will lower the risk of confusion at upload and during production. We will not be resizing your imagery for you. You will be asked to resubmit if files are prepared incorrectly. Please flatten all images and change mode to 8bit before uploading.

On the Desktop open a new folder and name it as follows: **lastname\_firstname**. In that folder you will place your **info.pdf** and **your images** named appropriately for the template you have chosen.



## FTP

You will use a program called Fetch that is available in the lab or you can download free FTP software.

## FTP: File Transfer Protocol (Uploading to the Manifest Server)

You will be using an FTP Client to upload your folder to server space located in the Photography Department.

You can do this from anywhere as long as you have an internet connection. You will need to have an FTP Client in order to upload. In the Digital Lab we have **Fetch**, an FTP Client. You can find free FTP software online if you would like to upload from home or you are currently residing out of state. **CyberDuck** (<http://cyberduck.ch/>) is a brand for Mac's and **SmartFTP** for PC's (<http://www.smartftp.com/>). They all do the same thing, however, they may look a little different as far as the interface.

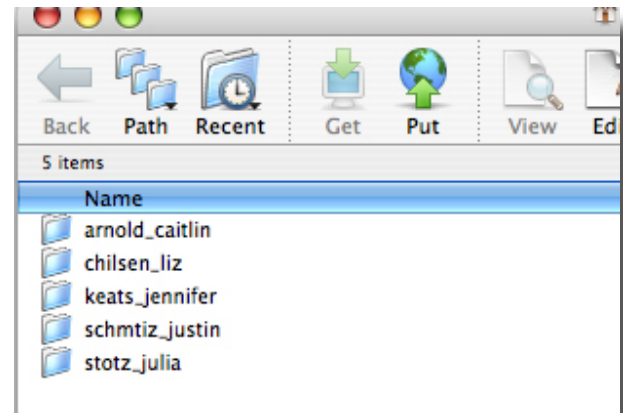
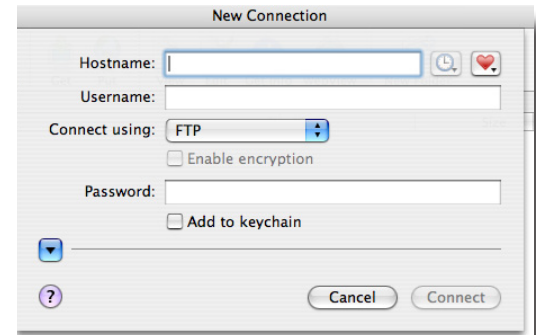
No matter which you choose you will need the following information.

**SERVER:** photoweb.colum.edu

**USERNAME:** manifest

**PASSWORD:** student

1. Open Fetch. > located in "Spider" icon in dock.
2. Create a new connection by going to FILE > NEW CONNECTION
3. You will get a dialog box with three different fields.
4. In the Host field, enter **photoweb.colum.edu**
5. In the Username field, enter **manifest**
6. In the Password field, enter the password **student**
7. **hit connect** (leave connect using as FTP)
8. In the window you will see multiple folders. You will grab your folder off the desktop and drop it in this window. Fetch will show you how long it will take and when the transfer is complete. Make sure your folder does not go into another students folder. You should see it in the main list in alphabetical order once the transfer is complete.





# Template 1 : large horizontal

## **File Specs:**

(1) 8 X 6 inches at 300 dpi

files accepted: psd, tiff or jpeg

## **Instructions for naming files:**

Please name your file “temp1.psd” or temp1.jpg”.

temp1.jpg

# Template 2 : large vertical

## **File Specs:**

(1) 4 X 6 inches at 300 dpi

files accepted: psd, tiff or jpeg

## **Instructions for naming files:**

Please name your file "temp2.psd" or temp2.jpg".

temp2.jpg

# Template 3

## File Specs:

(4) 3.75in X 2.8 inches at 300 dpi  
files accepted: psd, tiff or jpeg

## Instructions for naming files:

Please name your files as follows:

(not using the correct filenames may result in images not being placed as you wished.)

left top:

left\_top\_3.psd

left bottom:

left\_bot\_3.psd

right top:

right\_top\_3.psd

right bottom:

right\_bot\_3.psd

left\_top\_3.psd

right\_top\_3.psd

left\_bot\_3.psd

right\_bot\_3.psd

# Template 4

## **File Specs:**

(1) 6 X 6 inches at 300 dpi

files accepted: psd, tiff or jpeg

## **Instructions for naming files:**

Please name your file “temp4.psd” or temp4.jpg”.

temp4.psd

# Template 5

## **File Specs:**

(2) 3.75 X 3.75 inches at 300 dpi

files accepted: psd, tiff or jpeg

## **Instructions for naming files:**

Please name your files as follows:

(not using the correct filenames may result in images not being placed as you wished.)

left top:

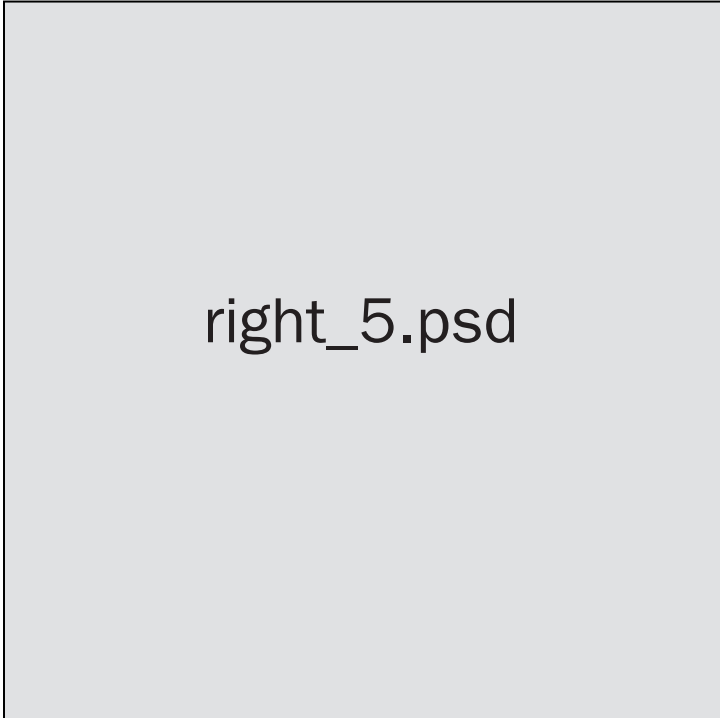
left\_5.psd

left bottom:

right\_5.psd



left\_5.psd



right\_5.psd

# Template 6

## File Specs:

(4) 2.85 X 2.85 inches at 300 dpi

files accepted: psd, tiff or jpeg

## Instructions for naming files:

Please name your files as follows:

(not using the correct filenaming may result in images not being placed as you wished.)

left top:

left\_top\_6.psd

right top:

right\_top\_6.psd

left bottom:

left\_top\_6.psd

right bottom:

right\_bot\_6.psd

left\_top\_5.psd

right\_top\_5.psd

left\_bot\_5.psd

right\_bot\_5.psd

# Template 7

## **File Specs:**

(2) 3.50 X 5.25 inches at 300 dpi

files accepted: psd, tiff or jpeg

## **Instructions for naming files:**

Please name your files as follows:

(not using the correct filenaming may result in images not being placed as you wished.)

left:

left\_7.psd

right:

right\_7.psd

left\_7.psd

right\_7.psd

# Template 8

## **File Specs:**

(4) 2.9 X 2.1 inches at 300 dpi

files accepted: psd, tiff or jpeg

## **Instructions for naming files:**

Please name your files as follows:

(not using the correct filenaming may result in images not being placed as you wished.)

left:

left\_8.psd

right:

right\_8.psd

left\_top\_8.psd

right\_top\_8.psd

left\_bot\_8.psd

right\_bot\_8.psd