

Introduction

Keeping your files organized so that both you and your instructor can find them is critical to your success in any digital environment. We will be using a standardized system for digital file management in photography. In this assignment, you will learn the system and then set up your folders for the first few assignments that we will complete.

Assignment File Naming

All assignments that are turned in digitally must be named with the following convention: Last Name_First Name_Assignment Name

Folder Organization and Naming

Folders containing images should be named by the date they were shot in this format, YYMMDD. A brief description could follow the date if desired. For instance, if you made photographs on Aug. 15, 2014 at Wilson Ponds, then they would be in a folder named "140815 Wilson Ponds". Assignment folders should be labeled with the assignment name and be inside the unit folder. If you keep everything organized by units, life will be much easier. When we start photographing for specific assignments, the folders should follow the following structure: Unit Folder/Assignment Folder/Assignment Parts. For example, In the composition unit we will do an assignment called Simplicity. You will be asked to make a lot of photographs and sort out your best 12. Later in the semester you will edit several of the best images and prepare them for presentation. To keep all of this organized, you will make a folder called 03 Composition. Inside of that folder will be a folder called Simplicity, and inside that folder is one called Images, which contains everything that you shot for this assignment, another folder called Best 12, which has the best 12 images, and then a third folder named Finals, which contains every photograph that you edit in photoshop for this assignment.

In this assignment, you will set up and organize your folders on the Mac server.

How to complete this assignment:

1. Find your folder on the Mac server (srv-co-mac/Public-1). DO NOT USE YOUR HOME FOLDER!
2. Inside your folder, create a new folder named S1. PUT A SPACE BEFORE THE S. This will keep the S1 folder at the top of your list.
3. Inside your S1 folder, create a new folder for Unit 2 Camera Settings (02 Camera)
4. Inside the 02 Camera folder, you will make new folders for each of the following three assignments: Scene Modes, White Balance and ISO.
5. Now create a folder for Unit 3 Composition (03 Composition).
6. Inside the 03 Composition folder, create folders for the following assignments: 01 Rule of Thirds, 02 Line, 03 Simplicity, 04 Perspective, 05 Contrast, 06 Color.
7. Inside each of the assignment folders, create three new folders, one named Images, one named Best 12 and the third named Finals.