

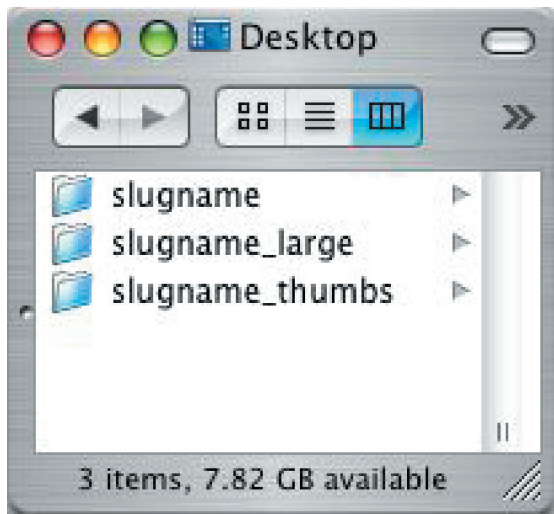
DOWNLOAD

1. If necessary, download the Adobe ImageReady CS Droplets from <http://www.professordevigal.org/downloads/>. The Journalism Lab Apple computers should already have these droplets on the dock (or somewhere on the desktop).

SAVING YOUR FILES

2. Copy all of your large and edited files into a new folder on the desktop. Rename that new folder something like “slugname_large.” Keep in mind that you should always have a folder of your edited files separately. This process will reduce the image size of your photos and you should also have the original large size somewhere else.

3. If you are doing a Photo Gallery, duplicate the “slugname_large” folder. Rename it to “slugname_thumbs.” You now have two folders on your desktop with the same hi-resolution images inside. (If you are doing a multimedia piece, you can skip creating a thumbnail folder).

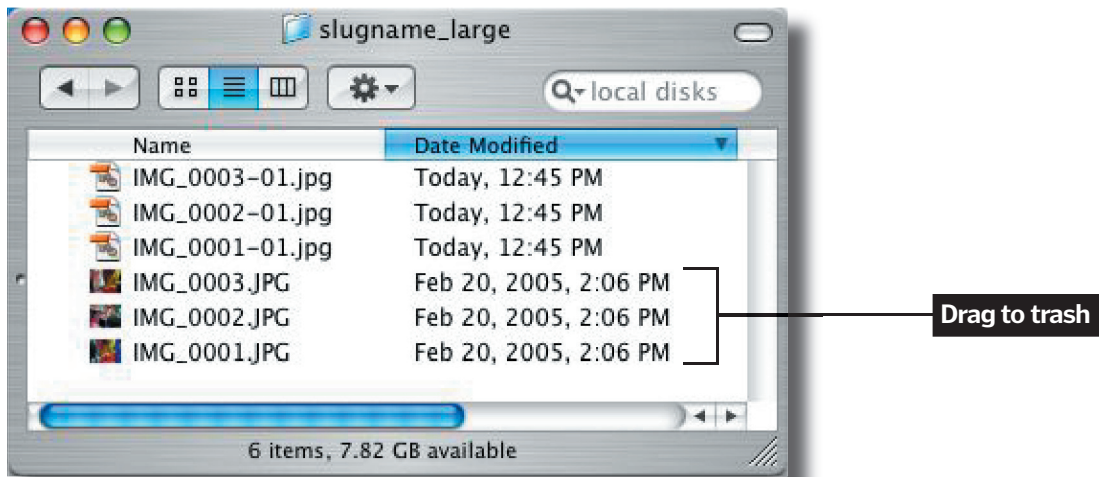


4. If you are doing a Photo Gallery, drag the “slugname_large” folder onto the “XpressGallery” droplet. ImageReady will launch and process them all. (If you are doing a Multimedia piece, drag the “XpressMultimedia”).



5. Your “slugname_large” folder now contains your original images, plus all of the new resized photos.

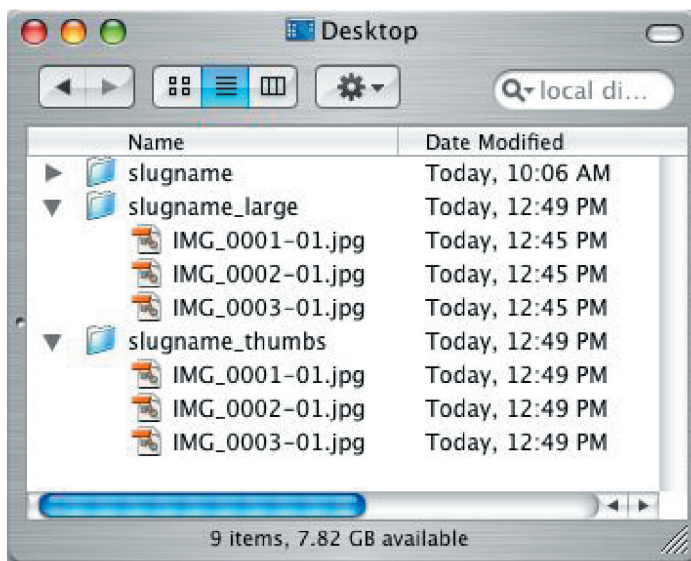
Incidentally, the new files should now have a maximum size (width or height) of 520 pixels. (Multimedia sets the maximum width to 640 pixels and height to 480 pixels). Sort the window by date to group all of the full size images together. Drag the full size images to the trash.



6. If you are doing a Photo Gallery, repeat the same process with the “slugname_thumbs” folder on the “XpressGalleryTN” droplet. The new files should have a maximum size of 90 pixels width or height.

7. If your original files were jpgs, ImageReady will append “-01” onto the end of the filename of the processed images. (You can batch rename them using Photoshop CS File Browser. This is described in the Pop-Up Gallery tutorial.)

8. You should now have two folders of optimized images, if you’re working with the Pop Gallery, both containing identically named files, but at different sizes.



9. If you are doing a Photo Gallery, follow the Pop-Up Gallery tutorial for the next steps. If you are doing a Multimedia piece, coordinate with your team to organize how the piece will be put together.