

PHOTO WORK FLOW CHART

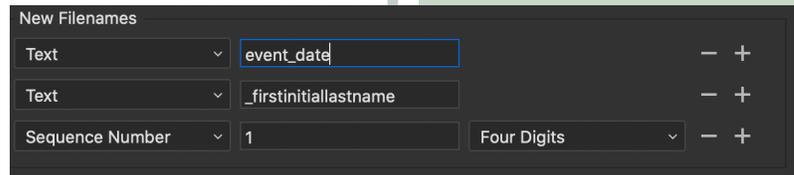
LAKE RIDGE STUDENT MEDIA

1 UPLOADING PHOTOS

- OPEN YOUR SD CARD FOLDER ON THE DESKTOP
- CLICK AND DRAG ALL FILES INTO A FOLDER TITLED WITH THE EVENT AND DATE ON YOUR DESKTOP
- THEN DRAG YOUR FOLDER INTO BRIDGE TO RENAME

2 RENAMING PHOTOS

- GO THROUGH ALL OF YOUR PHOTOS AND COLOR CODE THE USABLE PHOTOS GREEN USING COMMAND 8
- ON THE LEFT HAND SIDE CHOOSE SELECT THE GREEN LABEL AND PRESS COMMAND A TO SELECT THEM ALL
- THEN SELECT "TOOL" IN THE TOP BAR AND SELECT BATCHRENAME
- BATCHRENAME YOUR PHOTOS AND SAVE
- EDIT/COLOR CORRECT PHOTOS



3 SAVING TO SERVER

- AFTER ACCESSING THE SERVER, CREATE A NEW FOLDER TITLED WITH YOUR NAME UNDER THE DESIGNATED EVENT
- DRAG THE RENAMED PHOTOS FROM THE DESKTOP INTO THAT FOLDER

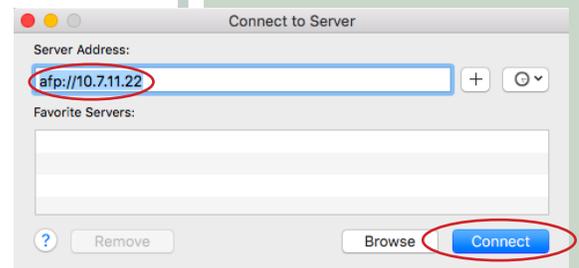
USING PHOTOS

- RIGHT CLICK AND COPY THE PHOTO YOU WANT TO USE (DO NOT REMOVE PHOTO FROM ORIGINAL LOCATION)
- PASTE THE PHOTO YOU ARE USING INTO THE SPREAD FOLDER

UPLOAD PHOTOS WITHIN 2 DAYS OF TAKING THEM

ACCESSING THE SERVER

1. CLICK COMMAND K
2. TYPE IN "AFP://10.7.11.22"
3. SELECT THE SERVER YOU WANT "YEARBOOK" OR "PHOTO"



SAVE THE ORIGINAL FOLDER WITH ALL OF YOUR PHOTOS, FROM THE DESKTOP, INTO YOUR PERSONAL FOLDER ON THE SERVER

EVENTNAME_DATE_FIRSTINITIALLASTNAME