

Follow the steps below to make sure the photos you have taken get marked.

1. In your Documents folder there must be a folder called 'Photography'. All your pictures must be there.
2. Inside the Photography folder, make a new folder called 'To Hand In'
3. Run Irfanview
4. One by one, open the photos you have taken. For each photo:
 - crop it first to improve the photo, based on criteria discussed in class
 - resize it; make the larger number 800
 - decide on the category: eg 'people' or 'unusual angles'
 - save it in the 'To Hand In' folder using this format:
 - yourname-category-number.jpg
 - eg: emily-people-01.jpg
 - reilly-angles-01.jpg

If you want to hand in photos that don't match the asked-for categories, save them as 'misc' eg: Kaylee-misc-01.jpg When you're done, you should have many photos in each of the categories.

Choose the best five in each category, including 'misc'. Move all the others back into the general collection of your photos. When you're finished, the 'To Hand In' folder must have exactly 5 photos for each category in it, labelled correctly as described above. These will be marked.