Photo 1   Turning in 1st Roll Assignment
Web Directions   Page 1 of 3

Create a Folder for your files:

1. Create a folder in your Photo1_[last name] folder called: 1st_Roll
   a. Use Start > My Computer
   b. Navigate to your Photo1_[last name] folder
      i. Create folder 1st_Roll
2. Page 2 goes over how to type up your matting page.

How to Turn in the 1st Roll Assignment:

1. **Select** your best test strip and its related picture for each type of picture [Object, Person].
   a. Both: Free from dust, chemical marks, and scratches.
      i. Chemical process followed.
   b. Test Strip:
      i. Shows difference between times, and indicates correct exposure.
      ii. Matches print.
   c. Picture:
      i. Difference between tones. Black to white and middle gray are clearly shown.
   d. Even though you printed several test strips and their related pictures, you are only turning in
      1 test strip and its related picture for an Object and also a Person
2. **Trim off** excess white and black lines on the sides
   a. **NO** white or black lines along the sides of your pictures.
   b. **DO NOT** trim or square up the the test strips.
   c. Want to "square up" the picture
   d. How to Trim
      i. Trim one edge [Do NOT put against ruler for the first cut.]
      ii. Rotate picture so that the cut edge is now against the trimmer's ruler and cut the next edge.
      iii. Always rotate so that the new cut edge goes against the trimmer's ruler.
      iv. The pictures DO NOT have to be exactly 3" x 5"
         1. However, DO NOT cut them really small.
3. Be sure that you have the negative for the test strip/picture you are turning in.
   a. You will put your negatives, in their protective sleeve, in the plastic sleeve with your pictures
      when you turn in the 1st_Roll assignment.

Turning in

1. Put labeled matting page(s) with glued pictures into a plastic sleeve
2. Grade your 1st_Roll assignment using the rubric. You do not have to add up the points.
   a. Put that paper ON TOP of the plastic sleeve when you turn this in.
3. **Put ALL of your 1st_Roll negatives, in their protective sleeve, in the plastic sleeve with
   your pictures.**
4. Turn in.
5. This will go into your Notebook after I have graded it.

Go to the next page for more directions

Photo 1   Turning in 1ˢᵗ Roll Assignment
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Setting up Matting pages for attaching traditional pictures to.

1. Be sure that you are logged onto YOUR logon at the computer.
   a. You CANNOT use someone else's computer logon to make your matte pages.
2. Open the Matting Template document.
   a. It is at S:\Communications\Photography\Teacher Share\ Matting_Pg_Template
      i. The File name is: Matting_Page_Template
   b. Save to your Photo1_[last name]\1ˢᵗ_Roll folder
      i. Save as: LN_FN_1ˢᵗ_Roll_matte
   c. Margins, Header, Footer have been set for you.
3. Make these changes:
   a. Double click in the Header and type in the Title: 1ˢᵗ Roll
      i. Change the Font Style and size

> LN = Last Name
> FN = First Name

Type·your·title·here.··Change·the·Font·style·and·size.¶

Labels·go·here.¶
Change·the·font·style·and·size.¶
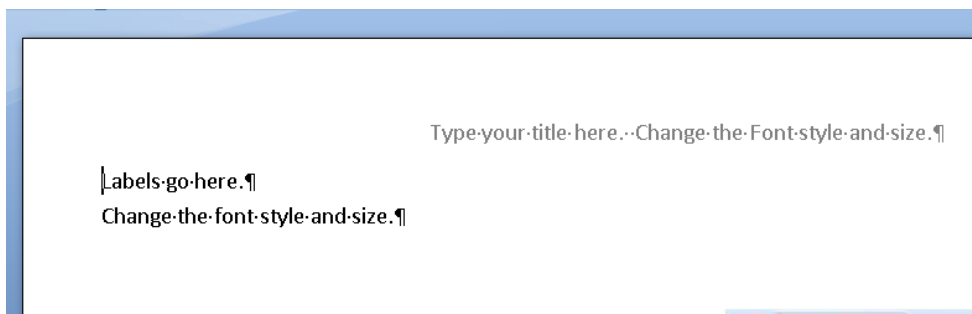
   b. Scroll to the bottom and edit the footer [double click in it if needed].
      i. Type in your First and Last name.
         1. Change the Font Style and size.
         2. Do the same to the Page 1 of 1

      ii. Document2: DO NOT ERASE!
         1. If it goes onto 2 lines, highlight it and change the font size.
         2. You can check this by selecting Office Button > Print > Print Preview
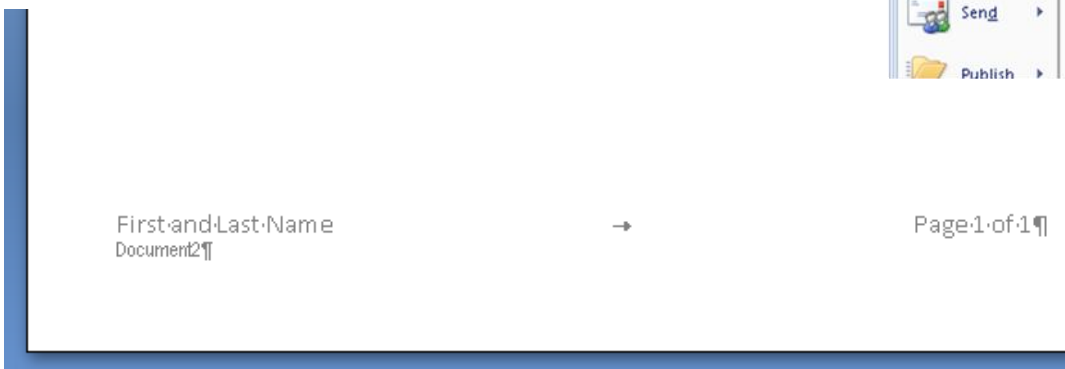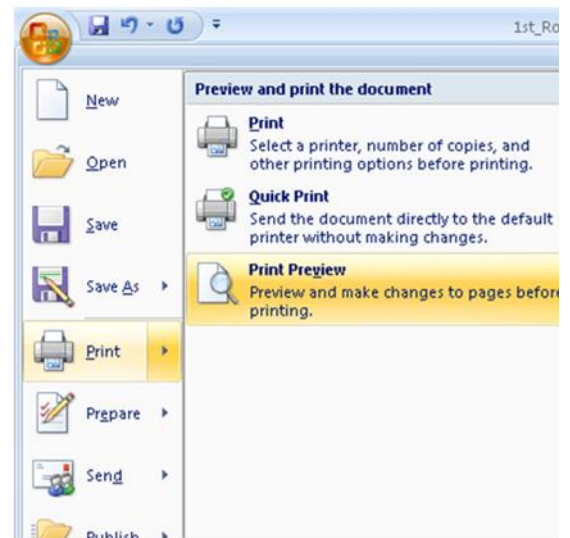
Preview and print the document

Print
Select a printer, number of copies, and other printing options before printing.

Quick Print
Send the document directly to the default printer without making changes.

Print Preview
Preview and make changes to pages before printing.

First·and·Last·Name   →   Page·1·of·1¶
Document2¶

   c. Double click in the body of the page and create the labels for the 1st Roll pictures.

      i. **Labels:**

         1. Test Strip: Object
         2. Object
         3. Test Strip: Person
         4. Person
         5. You will probably need 2 pages to matte your pictures on.
         6. It is better NOT to paste your pictures onto the back of another page with picture(s) on the front.

      ii. Change your Zoom to Whole Page so that you can see how you are spreading out the words.

         (a) Click on the View Tab
         (b) Click on the One Page button
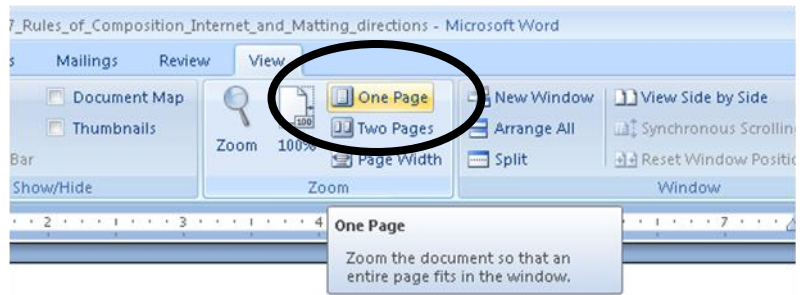
         (c) You might want some Labels to be Aligned Left and others Aligned Right to give you more room to put your pictures onto the matting pages.
           (i) Click on the Home tab to align your text.
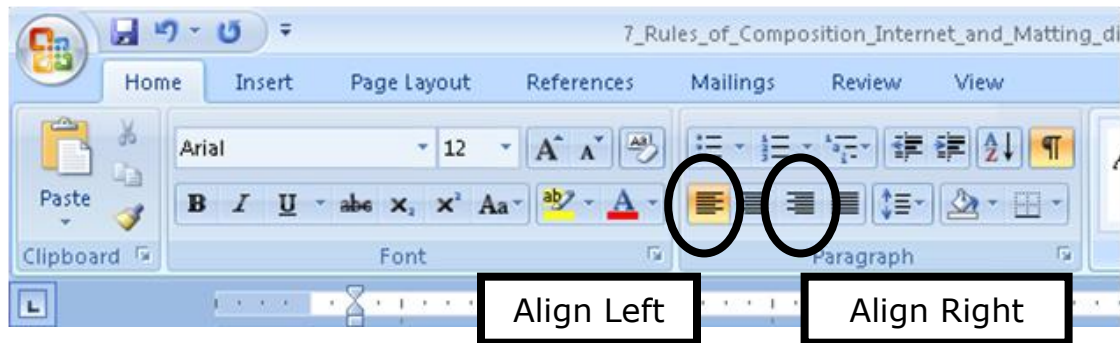
4. How many Pictures per Page?

   a. This will depend on the size of your positives AFTER you have trimmed them.
   b. **It is OK to have only 2 pictures per page.**
   c. **DO NOT trim your pictures so that they are too small!**
   d. Be sure to trim your pictures so that:
      i. The white border edge is gone.
      ii. The corners are square.

5. Matte your pictures
   a. Dry fit your pictures BEFORE you glue them down just in case you need to rearrange your labels. Reprint your matte pages if you need to.
   b. Be sure to trim your pictures so that they are square.
   c. Try not to get glue on your pictures when matting them!