On Your Own

Session 6: 4-Hers Guide on Preparing a Portfolio

Now that you have selected your best digital photos, we have few suggestions about how best to present and protect them. There are a number of alternatives from cutting edge digital storage products like CDs and DVDs to more traditional archival storage boxes, portfolios, albums, file folders and envelopes. Let’s run down your options.

Digital Slideshow

With the appropriate software, you can create your own digital slideshow or if you’re loaded you can pay someone to do it for you. In either case, you will need to put your digital images into a format and size that is compatible with the software. When you are downloading or scanning in your images for use in your CD or DVD, you need to pay close attention the size of the photo you are scanning. After you have downloaded or scanned in all of your pictures, you will need to name them and place them in their own folder. (Some software packages do this automatically. See below.) When you choose the number of pictures that you would like put in your CD or DVD, it is helpful to remember that during a traditional slideshow each of your photos will appear on the screen for approximately seven seconds which means a CD or DVD containing 70 pictures will last about eight minutes. Finally, make sure that the scanned picture looks good on your computer screen before moving it to your slide show. The images do not have to be perfect, but their quality will affect the quality of the final CD or DVD.

Basic Software: Apple iPhoto

Making slideshows is relatively easy in Apple’s iPhoto. iPhoto 4, its latest version, keeps track of hundreds, even thousands of images, automatically organizing them so you can find them. You can have iPhoto scale your photos to fill the screen, display the titles you’ve assigned to each slide and display slideshow controls on screen. As you’re reviewing your images full screen, you can rotate them, rate them and delete the ones you don’t want to keep. When you’re done and you’re back in the iPhoto window, the deleted images will be gone, the images you rotated will appear as you want them and your images will all be rated as you specified. You can also choose music to accompany your slideshow with this program. iPhoto also lets you convert your digital images to prints, either produced yourself on one of the many color printers available for the Mac or order prints from Kodak right from iPhoto.
**Advanced Software: Apple iDVD**

Drag-and-drop integration is a positive and highly flexible feature in Apple’s iDVD. Also, professionally-designed themes contain all the basic building blocks you need to create the menu, submenus and buttons an audience uses to navigate and enjoy your DVD. iDVD, version 4, includes 20 new theme templates, a new map view that makes it easier to construct multi-menu DVDs and new professional-quality encoding that lets you burn more than two hours of video on a single DVD-R disc.

**Online Digital Portfolios**

Several web-based companies now offer stand-alone portfolio websites in which the firm builds and hosts the site. The sites can contain images of your work, as well as the text documents of you’re choosing - organized to your liking. In addition, visitors to your portfolio website can view, print and even download portable versions of your portfolio. Be aware that these are not normally free. There are normally set up fees, along with monthly subscription charges that include site lease and hosting.

**Digital Image to Photographic Print**

These days you have a number of options for converting your digital images to a print format. These options range from your local photo labs at Wal-Mart to online photographic outlets like Kodak’s Ofoto. In most cases, you will find that ordering prints from wallet to poster-size is a snap. You can even move you digital images directly to create personalized holiday photo cards, photo books and calendars. Once you have your photographic print, there are a number of storage and display options. Here are some suggestions:

**Museum Matting Board**

These 100% cotton fiber boards are used for matting, mounting and preservation of traditional and digital photography. Products can range from window mats to flat, supportive mat backing. Many times these boards are acid- and lignin-free and use alkaline or neutral sizing. Some are buffered with calcium carbonate to protect the image from the effects of a polluted environment.
**Portfolio Case**
Carrying cases are a good choice when your valuable works need to travel. The cases, which can be made of metal or wood, provide protection and enhance future presentations, while shielding your photos from a hard knock world.

**Portfolio Box**
Portfolio boxes are ideal for storing matted or un-matted prints. For example, a portfolio boxes with a four-inch depth will about hold 32 prints matted and mounted with 4-ply mat board.

**Print-Slide Pages**
These plastic or polypropylene pages are a popular way of organizing, filing and protecting conventional and digital prints and 35mm slides. Print pockets can hold two same-size prints back to back, so page capacity is twice as large. Most of the pages are three-hole punched for use with our binders, boxes and portfolios.

**Three-Ring Binder**
Three-ring binders can swiftly provide order to a collection of prints. The binders often come in a variety of color and depths.

**Open-End Envelope**
At some point, you may want to individually store your prints or convert them to a negative format. In that case, consider heavyweight envelopes specially designed for long-term photographic storage. They allow for safe handling and protection from dust and other pollutants.