

Digital Image Submission Procedures

Today most of our photographic work will become a digital file at some point in the workflow and the following creates a FCC Photo Department standard for students to submit images to their instructors if that option is available.

- To avoid problems with files transferred across computing platforms, use file names that contain only the letters of the Latin alphabet (A-Z, a-z), the numerals 0-9, hyphens and underscores.
- Avoid other punctuation marks, accented letters, non-Latin letters, and other non-standard characters, such as \ :/*<> or brackets.
- Limit file names to 11-31 characters or less (including the three-letter file extension), since some computers don't support long file names. Use a single period (.) between the file name and extension.

Firefox browser Installation

1. Go to Firefox website – Mozilla Firefox Start Page. Download Firefox to your computer and install
2. When up and running in Firefox, go to add ons under file menu.
3. Find Fire FTP extension and install as an add on.
4. When added, restart Firefox and you are ready to download images to my server. (Instructions below)

An example for an individual file would be the following:

Kapersky.J_photo6.jpeg For a folder it would be: **Kapersky_Photo6, Prjt 1**

In the event you are turning in multiple files you should specify unique file names. Multiple files with the same name will create problems causing newer files to overwrite older ones. Therefore, a careful naming convention is particularly important for these situations.

An example would be:

Wagner_Ben1.jpeg – for file #1 - **Wagner_Ben2.jpeg** – for file #2 –**Wagner_Ben3.jpeg** - for file #3 etc.

To deliver images: (this is specific to thomhalls.com only)

- Make sure you have Firefox as your Internet browser installed on your computer with **Fire FTP** extension as an add on. (see above instructions - Macs in the Output room are equipped for this type of delivery)
- Go to www.thomhalls.com **Then click on the CONTACT page.**
You will see at the bottom of this page **thomhalls.no-ip.org**. Right click on it to **Open in FTP Fire** – this will launch the FTP setting
- You will be asked for **Username** and **Password** – See instructor for these. You must input these correctly and they are case sensitive.
- After you have successfully entered Username and Password, the transfer platform will appear.
- When the progress bars in the lower right hand of the platform stop, you are ready to transmit.
- From your desktop have the files in your specific folder and simply drag and drop the folder into the right side of the platform where you see the Photo6 folder. Note your folders must be on the desktop of your computer to download this way. **DO NOT DRAG THEM FROM YOUR FLASH DRIVE OR HARD DRIVE!**
- **DO NOT** attempt to deliver files over a wireless network (WIFI) the files you are sending are much too large and they will corrupt or not go through. **NO EXCEPTIONS!**
- When the progress bar stops and your images have been delivered, go to the left side of the platform and click on disconnect. Your images have been successfully delivered.