



Student Photo Guidelines for Systems Design Java Client (modified September 29, 2010)

THIS IS THE FORMAT FOR PHOTOS TO BE USED WITH SYSTEMS DESIGN

Photos should be JPEG files named with the student ID number, please no leading zeros and use a lowercase .jpg extension.

example: 12345.jpg (for student ID # 12345)

THIS IS HOW SYSTEMS DESIGN WILL STANDARDIZE THE PHOTOS

182 x 240 (W x H in pixels; 3:4 ratio which is 'portrait' orientation)
75 JPEG compression/quality factor
metadata stripped (such as geotagging and camera information)

If photos are not portrait orientation (3:4), we may crop the images with the possibility that some off-center photos may have the faces cropped.

THIS IS HOW TO GET THE PHOTOS TO SYSTEMS DESIGN

Photos may be FTP'd to the UNIX system in the district. When submitting photos, they may be delivered as individual files, grouped in folders (such as by campus) or zipped into an archive (.zip, .rar).

To place the files from the CD in a .zip file:

(create a location to store the .zip files - such as C:\Temp - one-time only)

- **open My Computer** (or Start - My Computer)
- **open Local Disk C:**
- **right-click, then New - Folder, name it as Temp**

(create a compressed folder there to hold the files)

- **open the C:\Temp folder**
- **right-click, then New - Compressed Folder, name it as YourDistrictName** (or YourDistrictName.zip if .zip was on the original name) Files may be placed in separate .zip folders for each CD or all in one.

- **put the CD in the CD drive** (if software starts automatically, then select Browse or Exit and open the folder manually)
- **open the folder containing the CD files** (some photographers may put the actual photos in a named folder)
- when the individual photo files are all listed (should be named with student's id # as the filename) **select all photo files** (on the menu - click Edit - Select All all filenames should turn blue) **right-click any of the filenames and click Copy**, then go to the window where the newly created YourDistrictName.zip file is showing and right-click that file and select **Paste** (it may take several minutes to copy/compress the files)
- **repeat for each CD** - either the same .zip file or separate ones for each CD
- **remove CD** and close all windows that were being used

PLEASE CONTACT SYSTEMS DESIGN FOR LOCAL UNIX IP ADDRESS AND USER CREDENTIALS IN ORDER TO COMPLETE THE PROCESS BELOW

To FTP the .zip files to the UNIX system:

- **open the command prompt** (Start - Run - cmd for XP or cmd in the Search box of Vista/Windows 7)
- **cd C:\Temp** (to change to the Temp folder where the .zip files are stored)
- **dir** (should list the .zip files with today's date to verify we are in the correct location)
- **ftp xx.xx.xx.xx**
- **enter the username xxxxxx** (it should be prompting for username, if not, user xxxxxx)
- **enter the password xxxxxx**
- **binary**
- **put YourDistrictName.zip** (it may take a couple of minutes, it should say how many bytes transferred when complete)
- (repeat the put command for each file if separate files were created for each CD)
- **quit**
- (back at the command prompt) **exit**