Legacy Student Media
Photo Work Flow Chart

Accessing Waitress

1. Log in to MISD mail
2. Go to Drive
3. Go to Shared Drives
4. Go to Waitress Drive to save

Requested Photos

1. Open Requested Photos on Waitress

2. Name the file with brief description

3. Open Requested Folder

4. Select publication the photo is for

5. Drag a copy into folder

1 Camera Set Up
photo staff

- Camera should be set to shoot large file size (format)
- Use AdobeRGB in color space
- Reformat card after each shoot
- Photos are saved on desktop and Waitress Drive

2 Uploading Photos
photo staff

- In Bridge: Delete bad photos
- Enter metadata (name, opponent, score, outcome, etc) apply to all photos
- Rename photos using "event_extrainfo_date_yourlastname"
- Move photos to personal folder on your desktop (create new event folder within)
- Move all photos to Waitress in correct folder (file name can have football, but if it's cheerleaders - place the photo in cheer, drill team photos in drill team, band photos in band etc)
- Special request photos go into "Requested Folder" within the requested folder
- Never upload IMG named images

3 Using/Saving Photos
yearbook/newspaper staff

Yearbook
- In Bridge or the folder - search for 'Editor Approved' folder first
- Drag the photo to the box in InDesign
- Never move a photo to/from any location or rename a photo

Newspaper
- Always use SAVE FOR WEB AND DEVICES (don't save over the original)
- Use Photoshop's "save for web" option for every photo (**make a copy**)
- Photos must be under 1MB
- Use .jpg

- Save photo in "photos" folder in The Rider Online folder
- Rename photo as "online" to know which one to use

Newspaper Photo Sizes
- Normal stories (w/sidebar) 600px by 400 px, 72 ppi
- Top story or full width stories (any category) 900 px by 600 px, 72 ppi
- Immersive long-form stories (big features) 1500 px by 900 px, 72 ppi
- Galleries/Photo of the day 600px by 400 px, 72 ppi
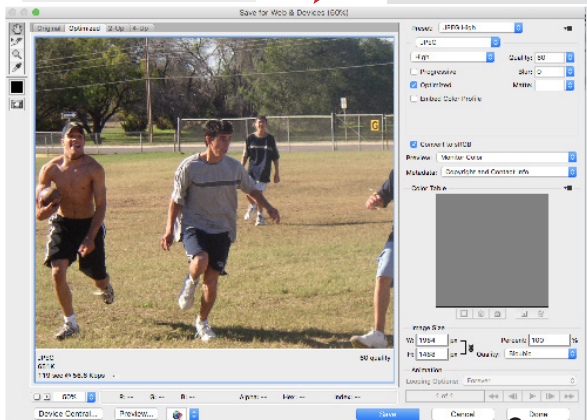
event_extrainfo_date_photographer
football_varsity_summit_090320_mallett