

## **PREPARING ENTRIES FOR YOUNG TALENT IN OKLAHOMA 2012 Page 1**

### **Technological Requirements to process and mail the CD entries:**

1. Digital Camera; images to be placed on computer or flash drive.
2. Mac or PC computer with Microsoft PowerPoint program.
3. RW-CDs (Not Read Only, R-CD's) Selected images of artwork will be transferred to a final Exhibit CD made available to members to purchase. CD's must be mailed in a plastic casing.

*The following steps are written in student instruction form as a teaching tool in preparation for Senior Portfolio entries. **General Entry directions follow this section.** Submitted CD's will not be returned. They will be used for the final 2011 YTIO Exhibition CD for promotion and advocating purposes.*

### PREPARING SENIOR PORTFOLIO CD ENTRIES and HANDOUTS

**Step 1: Shooting work and uploading to computer file for Senior Portfolio Entries**  
**Portfolios entered for judging may be in the following categories:**

**Drawing/Painting; 3-Dimensional; Photography; 2-D Design; or Digital.** Printmaking may be included in drawing/painting portfolios (as in AP portfolios.) Photography and digital entries must be entirely original work, as in all other categories.

The Senior Portfolio must be a **minimum of 6 images; 9 images maximum.**

1. Set camera setting to STANDARD (not FINE) image or around 300 dpi.
2. Take picture of work 'squared up' without an angle that distorts the work.
3. Upload pictures to a file folder in your name. File folder can be placed in a 'My Documents' file for ease.
4. Each student should create his or her own file of images. Check each image to make sure it is filed around a 300 dpi size and clearly expresses their work for judging. Work may be cropped to show only the image area. **Add NO enhancements (such as Photoshop) to originals that compromise the integrity of the work or possibly eliminate work from the judges' selection. No fancy borders or fonts. White background-no color or black.**

### **Step 2: Preparing the PowerPoint Slides of Artwork**

1. Open new PowerPoint presentation. FILE>NEW. Then, FILE>SAVE AS>NAME (Ex. Sue Stephens Portfolio)
2. Set slideshow settings. SLIDESHOW>TRANSITION. Select box at bottom right for MOUSE CLICK and APPLY TO ALL. No sound. No animation. Transition should be fast without fancy change such as 'swoosh', 'bounce', etc.
  - a. Select Insert>New Slide.
  - b. Select/click title slide layout on the right side of screen. Type in Times New Roman font for best readability.
3. As Heading, type the following in this order:  
**Portfolio:** (\_\_\_\_\_) as first text line. \*example - Portfolio: Drawing/Painting (DO NOT include student name)  
**Title:** \_\_\_\_\_  
**Size:** \_\_\_\_\_ ( example: 12 in. x 18 in.)  
**Medium:** \_\_\_\_\_

**Young Talent in Oklahoma 2012 Entry Instructions Page 2**  
PREPARING SENIOR PORTFOLIO CD ENTRIES and HANDOUTS (continued)

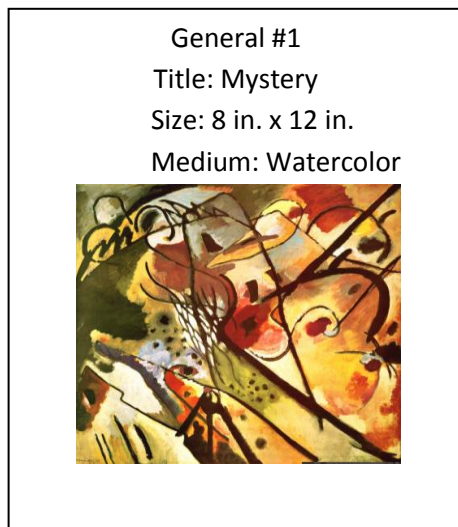
4. Then, click INSERT>PICTURE>FROM FILE>. File box should appear to find your student file. After selecting your image file, OPEN and it should directly insert into your slide. Size the image to fit clearly below text titles.  
**\*\*Remember: For all portfolios, the 1<sup>st</sup> image must be the required Still Life drawing, 2<sup>nd</sup> image must be the required \*‘Wild Card’.** \*(The *Wild Card* shows a medium/art form that is different from your portfolio category. Ex. Drawing/Painting Portfolio has a wildcard image showing your choice of 3D, Photography, or 2D graphic. This choice should demonstrate your ability in other media/art forms showing diverse strength.)
5. Repeat for each slide. **Continue processing your slides with minimum 6 images to maximum 9 images.**
6. You can left click slide images on the left thumbnail guide to re - order images.
7. Check your Slideshow and Handout for accuracy.
8. To create the required printed “**Handouts**” of slides: Select/Click FILE>PRINT PREVIEW>PRINT WHAT>HANDOUT >ALL IMAGES. You should see all the slide images on one page.  
If correct, PRINT 3 copies (one to keep, two to be submitted with CD)  
**\*Printed version can be in black & white OR color, and not more than 9 images per page. DO NOT print one photo per page – choose 6 or 9 per page.**

**Portfolio Entries will be numbered for identification, so DO NOT put your name on the slides. DO NOT print one photo per page. The first slide will contain the Still Life (drawing, painting, or print of one or more objects.) See entry form for order.**

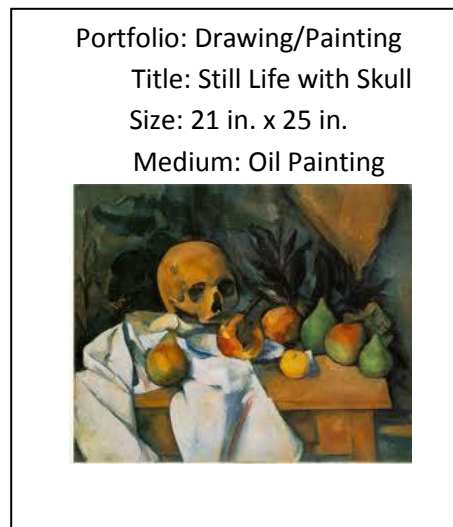
***Step 3: Burning the CD/Label/Prepare Final Submission Entry***

1. Place CD in D drive. Run burn program as instructed by your program. **\*\*Make copies for yourself.** Take out CD and put back in to check that all your work got burned correctly without corruptions.
2. Print clearly with **permanent marker Name and Portfolio Type** on CD and CD case.
3. Order printed sheets as follows:
  - a. Senior Portfolio Entry Form with school address and ***instructor email contact.***  
Very important!
  - b. Slide Show Handouts (2) Thumbnail Printed Sheets
4. Place CD and Handouts in Large Envelope

1. General Submission follows the same PowerPoint process as Senior Portfolio Submission.
2. **Senior Portfolio images will NOT be transferred to General judging. You will have to choose images from your portfolio students to add to your General Submission disc. There is a limit of no more than four works per student in General Entries. Total 30 entries per teacher.**
3. Create a General File on your desktop. As you upload pictures from your camera to General File, save with name of student so transfer to PowerPoint is easy.
4. Follow the Step 3 process, same as portfolio entries, with one exception: Consecutively number each slide starting with #1 on top text heading. (Ex. General #1, General #2...)
5. Print 2 Handout copies stapling each set together. (Print 6 or 9 images per page.)
6. Follow the **sample guide sheet** for a Master List of General Entries. ***Please type!***
7. Place all Senior Portfolios in one envelope marked **Portfolios**, and **General** in 2<sup>nd</sup> envelope. You may place in secure/protective mailing package to mail your work or hand deliver.



Sample of slide for general entries



Sample of slide for Senior Portfolio entry