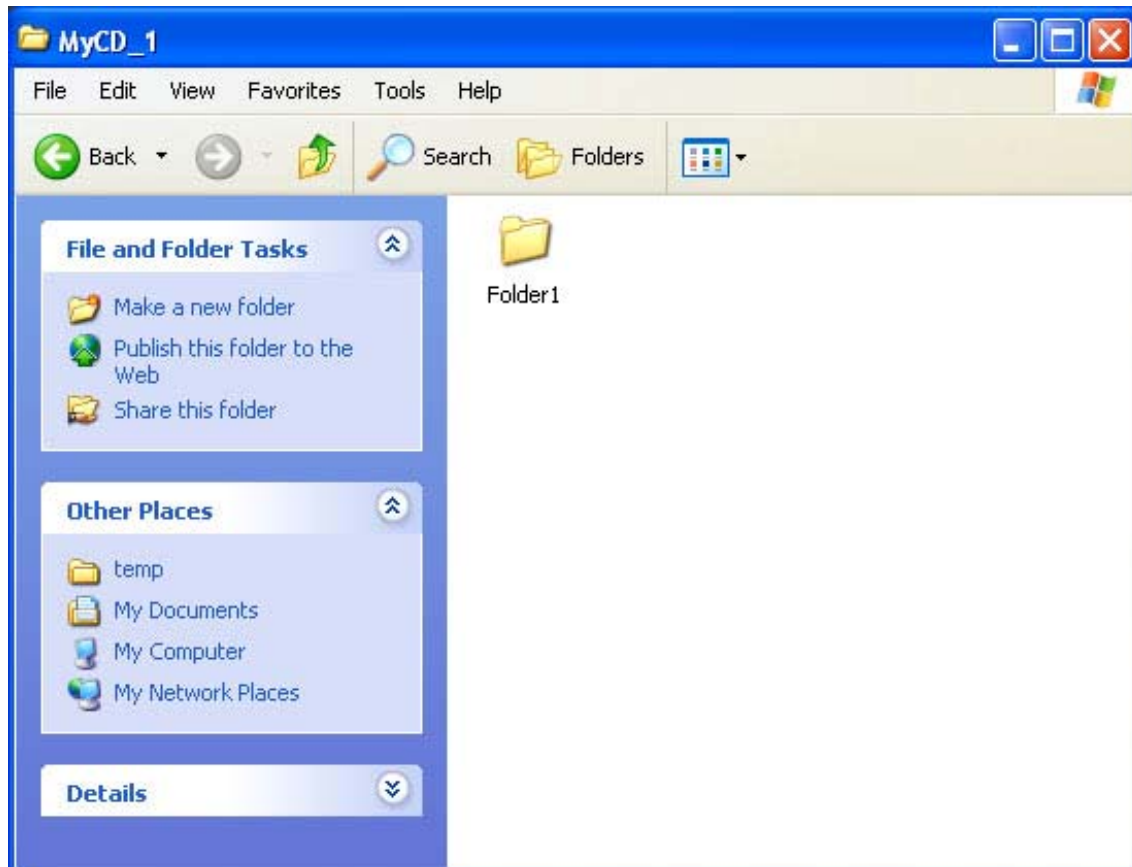


## Simple Method for Creating a PSPA Digital Image CD

### Step 1: Creating the Working Folders

Using the Windows Explorer, create a folder called 'MyCD\_1' and inside this create another folder called 'Folder1.'



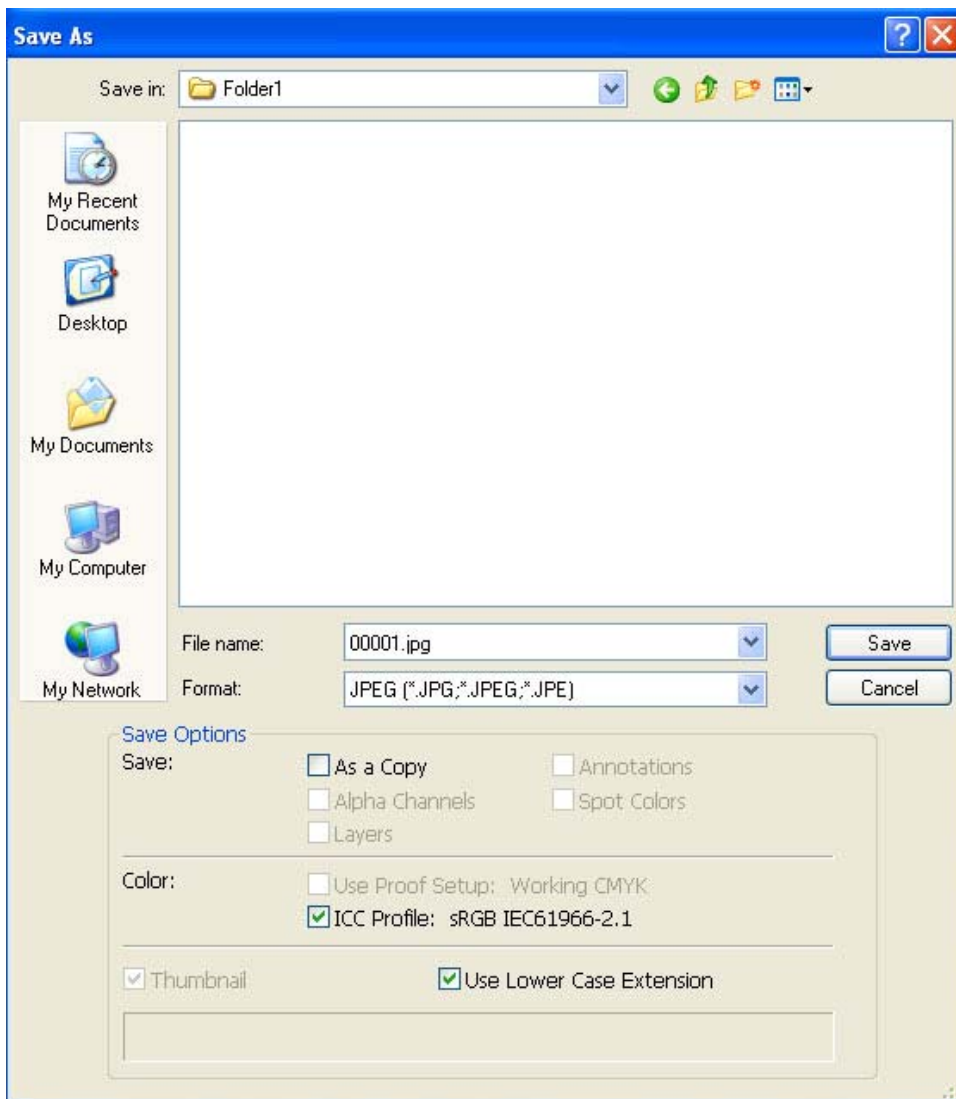
## Step 2: Preparing Images and Moving to Image Folder

The PSPA Digital Image Format Guidelines specify images for Underclass to be exactly 320 x 400 pixels, and images for seniors to be exactly 640 x 800 pixels. Using a photo editor (e.g. Adobe Photoshop) crop the images to these dimensions, leave RGB or convert to Grayscale (for B&W reproduction), and save to disk as either TIFF (.tif) or JPEG (.jpg) format.

This is a sample image cropped to 320 x 400 in Photoshop.

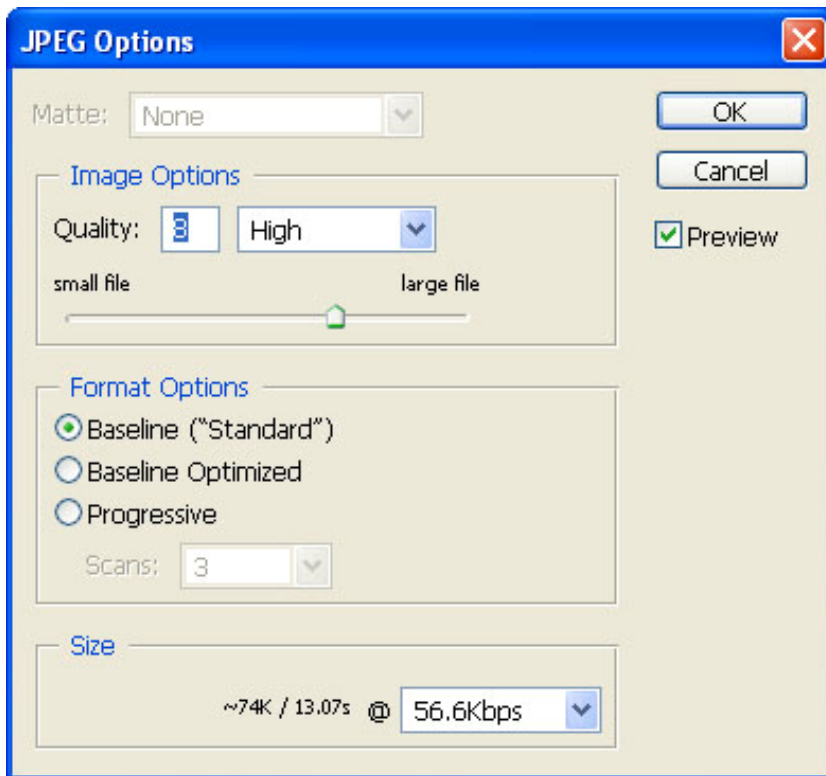


This image is RGB (8 bits per pixel is required, 16 bits is not allowed). Save (or move) these final images into the Image Folder created in Step 1 above. Image filenames should be alpha-numeric, contain no illegal characters (such as / or \), and must have the correct file type extension (either .tif or .jpg).



In the screen shot above, JPEG is being chosen as the file format.

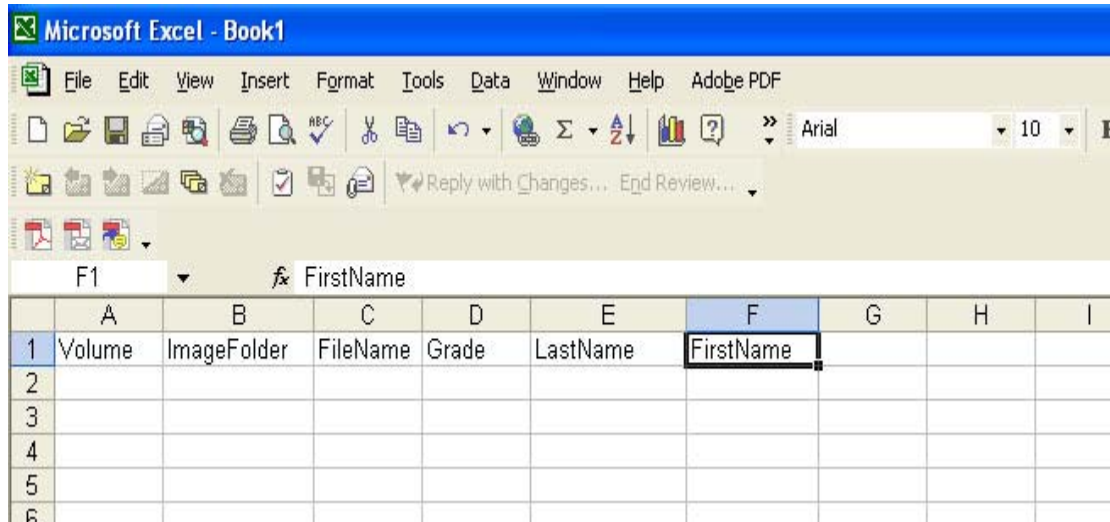
Save JPEG images with a High quality setting.



Repeat this for each image.

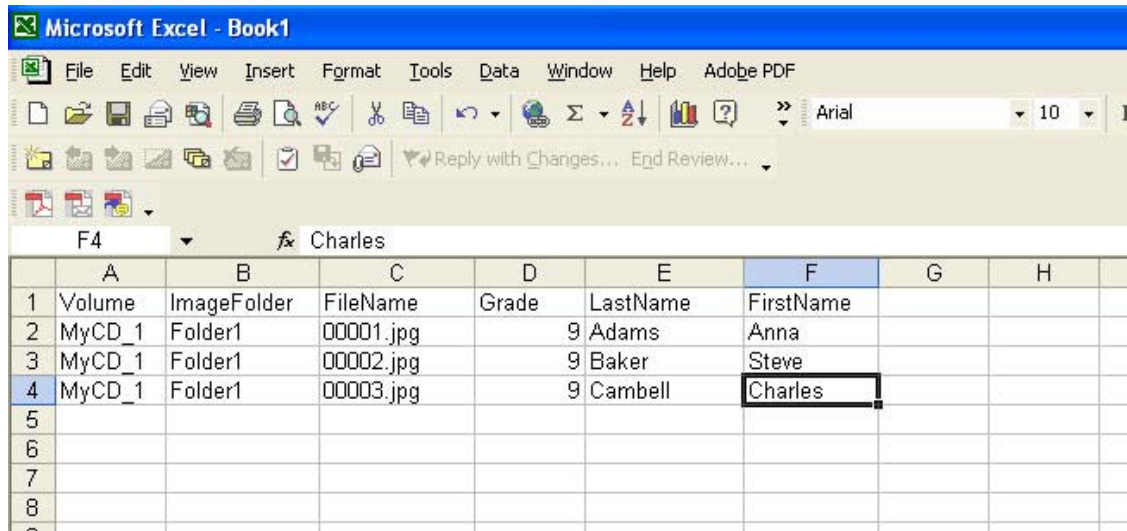
### Step 3: Creating the Index.txt File

Using a spreadsheet application (e.g. MS Excel), create a sheet and insert the following labels, one per cell, starting with the first cell in the upper left corner and going across horizontally.



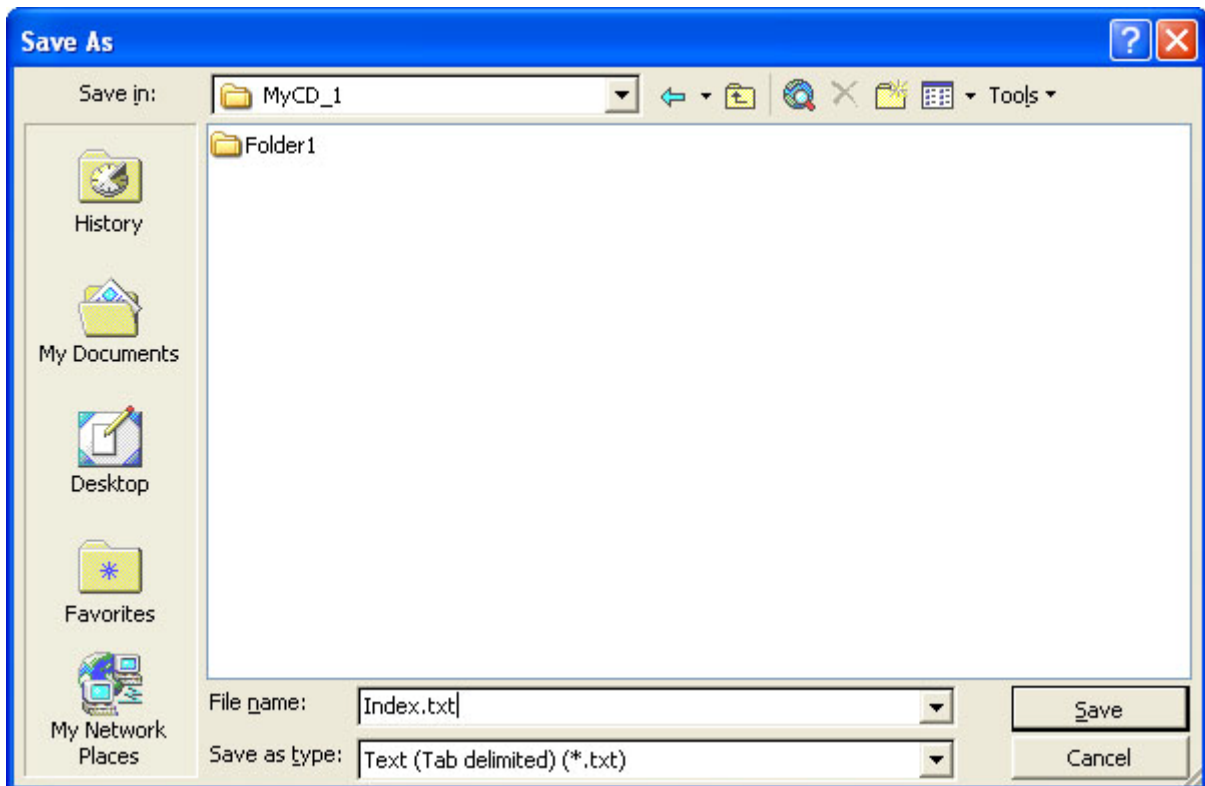
This is called the column header row, and will be deleted in a later step.

Populate the data for each student, one for each row, entering the values for Volume and ImageFolder.



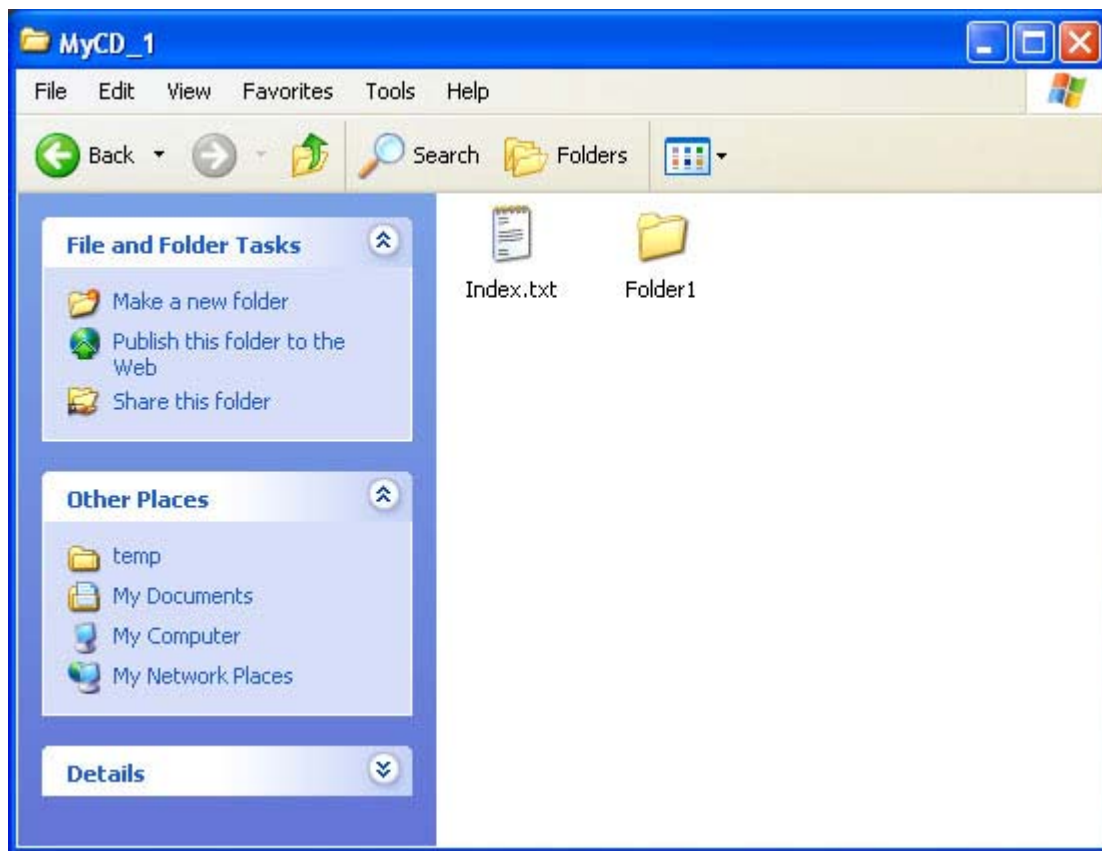
The FileName should correspond to the image filename. Each image filename must be unique, and ideally is a number of not more than five characters, with the proper image file type extension. The only supported image file types are TIFF (.tif) and JPEG (.jpg).

When finished entering all the student records, delete the column header row and choose File > Save As..., and save the document with the name 'Index.txt' into a folder labeled the same as the Volume label entered above.



#### Step 4: Wrapping Up

The working directory should now look similar to the one below.



There should be one 'Index.txt' file and one (or more) image folders, with all images inside these folders.

Burn the contents of this folder onto a CD.

Make sure the CD is ISO-9660 compatible. If unsure, check with the manufacturer or software publisher.