

PSPI/PSPA GUIDELINES

INDEX SETUP:

The index file needs to be saved as a text (tab delimited) file and **MUST** be named "Index.txt".

It should contain these 6 columns:

- A: Disc/Volume Name
- B: Folder Name
- C: Image Name (including extension)
- D: Grade
- E: Last Name
- F: First Name
- G: Teacher Name

	A	B	C	D	E	F	G
1	ST306166Q01	FOLDER1	1Q04654.JPG	9	Allen	Nico	3Pontrelli
2	ST306166Q01	FOLDER1	1Q02708.JPG	9	Asley	Richard	7Pontrelli
3	ST306166Q01	FOLDER1	1Q04241.JPG	9	Brown	Tom	3Krzyzanowski
4	ST306166Q01	FOLDER1	1Q01089.JPG	9	Christoferson	Roger	1Krzyzanowski
5	ST306166Q01	FOLDER1	1Q03014.JPG	9	Crabtree	Cherry	1Call
6	ST306166Q01	FOLDER1	1Q01538.JPG	9	Danielson	Danny	2Pontrelli
7	ST306166Q01	FOLDER1	1Q03401.JPG	9	Frederick	Rick	
8	ST306166Q01	FOLDER1	1Q02027.JPG	9	Gravyton	Sally	1Krzyzanowski
9	ST306166Q01	FOLDER1	1Q03542.JPG	9	Harry	Jane	2Pontrelli
10	ST306166Q01	FOLDER1	1Q01611.JPG	9	Jenga	Megan	3Pontrelli

PSPI SETUP:

The folders containing images, along with the index file, need to be in a folder together and zipped.

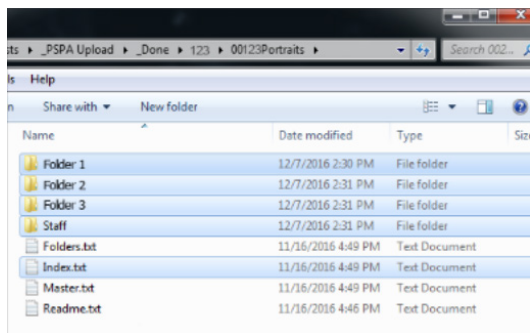


IMAGE SETUP:

Portrait images should be in RGB color space, .JPG file format. 640x800 and 300dpi.

