

Media Lab Slideshow Submission Checklist

A simple standard for a short, independently linked photographic story

1. Choose one slideshow shape

Format	Every submitted image	Typical Story Card image
16:9	1600 x 900 pixels	800 x 450 or 400 x 225
5:4	1600 x 1280 pixels	800 x 640 or 400 x 320

Use either 16:9 or 5:4. Do not mix shapes within one slideshow. All photographs must be horizontal and cropped to the exact size before submission.

2. Select and prepare the photographs

- ☐ Submit from 3 through 20 photographs.
- ☐ Use JPEG files only.
- ☐ Crop photographs; do not stretch or distort them.
- ☐ Number the files in viewing order: photo-01.jpg, photo-02.jpg, and so forth.
- ☐ Choose one photograph for the Story Card link.
- ☐ Do not supply slideshow captions. The Story Card text carries the story.

3. Supply the basic information

Slideshow title:	
Contributor:	
Contact:	
Requested URL name (optional):	
Story Card photograph:	photo-____.jpg

4. Final confirmations

- ☐ I selected the order in which the photographs will appear.
- ☐ I have permission to publish these photographs.
- ☐ I understand that timing and transition are fixed.
- ☐ I understand that the Media Lab will review the slideshow before publication.

Media Lab Slideshow Setup Checklist

Internal publication checklist

Confirm the submission

- ☐ There are 3 through 20 photographs.
- ☐ Every file is JPEG.
- ☐ Every photograph has the selected dimensions and shape.
- ☐ The set does not mix 16:9 and 5:4 images.
- ☐ The filenames establish the requested order.
- ☐ Title, contributor and Story Card photograph are identified.

Build the slideshow

- ☐ Copy the approved photographs into the standard images folder.
- ☐ Update the image list and alternative text in slideshow.js.
- ☐ Enter the title and return link in index.html.
- ☐ Place the folder at its unique URL.
- ☐ Link the Story Card photograph and headline to that URL.

Test before publication

- ☐ The slideshow begins and advances every three seconds.
- ☐ The cross-fade is brief.
- ☐ Stop/Play, Previous and Next work correctly.
- ☐ The page works on a computer and phone.
- ☐ Every photograph fills the frame without distortion.
- ☐ The return link works.
- ☐ The unique URL works when opened independently.

Standard behavior

Three-second display time; minimal cross-fade; Stop/Play, Previous and Next controls; no captions; no timing or transition choices. A contributor who wants another treatment may study and modify the code for a separate project.