

## DIGITAL CONCENTRATION PORTFOLIO IMAGES

CMYK color profile is preferred for all color printers.

The **Portable Document Format (PDF)** is a file format developed by Adobe in the 1990s to present documents, including text formatting and images, in a manner independent of application software, hardware, and operating systems.

**Please present portfolio samples as individual PDF files.** This allows targeted viewing and opening. Each pdf should be identified with your last name, first initial and two digit number so that they are in alphabetic order.

*Example:* smith,j 01, smith,j 02, ..... smith,j 20, etc.

It is expected that portfolios will be limited to twenty samples, however, **if some samples have multiple parts**, label each part as a, b, c, etc.

*Example:* jones,m 12a, jones,m 12b, etc.

**Image List, Artist Statement and Resume** should also be separate pdf files.

Please label as Lastname, Firstname, (**Image List or Artist Statement or Resume**), Concentration, Semester.

**Example:**

Smith, John, **Image List**, Painting, Spring 2020.pdf

Smith, John, **Artist Statement**, Painting, Spring 2020.pdf

Jones, Mary, **Resume**, Graphic design, Spring 2020.pdf

### On Image List:

List portfolio samples by last name, first initial and two digit number, title, medium, image size in inches, and approximate date of creation.

**Example:**

Name	title	medium	image size(inches)	create date
smith,j 03,	Summer in the City,	oil on canvas,	24x36	Fall 2019.
jones,m 12a,	Corporate Identity ABX spread one,	Adobe InDesign,	two pages 8.5x11,	Spring 2020.
jones,m 12b,	Corporate Identity ABX spread two,	Adobe InDesign,	two pages 8.5x11,	Spring 2020.

### Saving images for portfolio

SEEK FACULTY ASSISTANCE WHEN/IF NEEDED.

**Photographs** should be no larger than 2000 pixels in any dimension.

**InDesign adjacent multiple magazine pages** can be exported as a “spread” in jpeg format.

Just insert a half point vertical rule between pages before export to visually separate the pages.

Save at Maximum quality at 200ppi. Can be clearly viewed on any browser.

Open in acrobat and save as a pdf that could be inserted into any document.

**For Illustrator samples with multiple artboards** that are meant to be viewed as adjacent pages: go to document set up, edit artboards. Create a new artboard that surrounds the existing artboards, then delete the old artboards. When saved as a pdf the new artboard is saved as one pdf page that could be inserted into any document.