

GENERAL TIPS FOR THE PDF PORTFOLIO

COMPRESSING AND MERGING PDFs

You can use **Adobe Acrobat Pro** to compress your PDF if it is bigger than 100 MB and merge multiple PDF-files into a single file.

or you can download free software online
e.g. <https://en.pdf24.org/free-pdf-editor.jsp>

USING YOUR OWN TEMPLATE

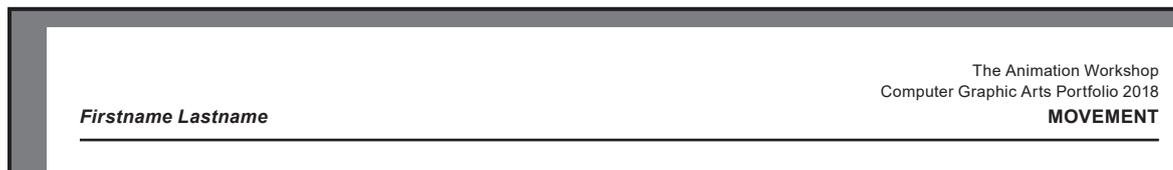
You are of course free to design your own layout for your portfolio, however all applicants are required to use the file **Coverletter.PDF** provided in the zipped folder. And remember to include your **Letter of Intention**.

If you decide to do your own layout, be sure to
Sequence your images in the same order as the provided template
and

Include a header on each page stating

- your name
- the line you are applying for
- which category the image(s) is representing in the portfolio

See below example:



NAME CONVENTION

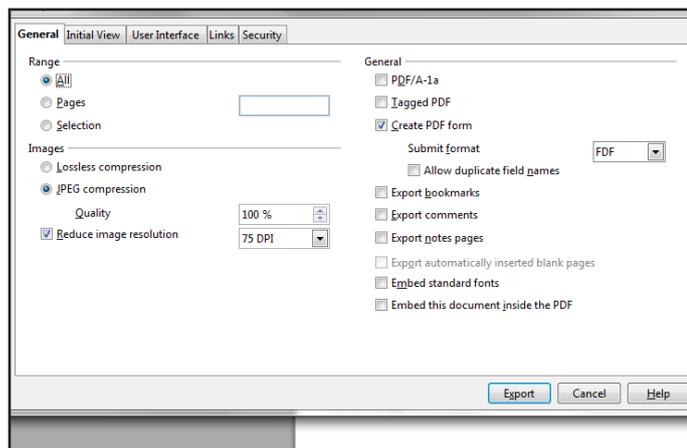
Your final file should be named: **Firstname_Lastname_Portfolio_LineOfStudy_2019.pdf**
e.g. Mads_Petersen_Portfolio_CA_2018.pdf

TIPS FOR OPENOFFICE - IMPRESS

OpenOffice is opensource - free for all.

Download it here: <https://www.openoffice.org/>

EXPORTING TO PDF FROM OPENOFFICE - IMPRESS



Go to **File > Export as PDF...**

In the fan **General**, under *Images* add the following information:

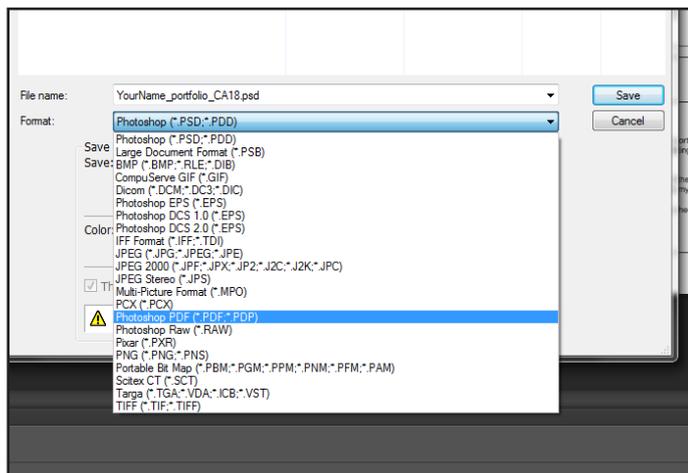
- click the **JPEG compression** box
- Quality: **100%**
- click the box **Reduce image resolution**
- Set the resolution to **75 DPI**

Export

TIPS FOR PHOTOSHOP

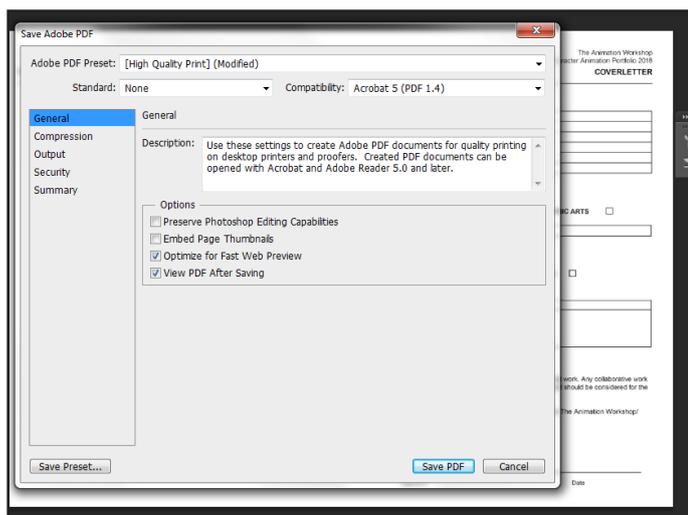
EXPORTING TO PDF FROM PHOTOSHOP

You will have to save each page (in this case folder) individually as a PDF file and then merge them into one file.



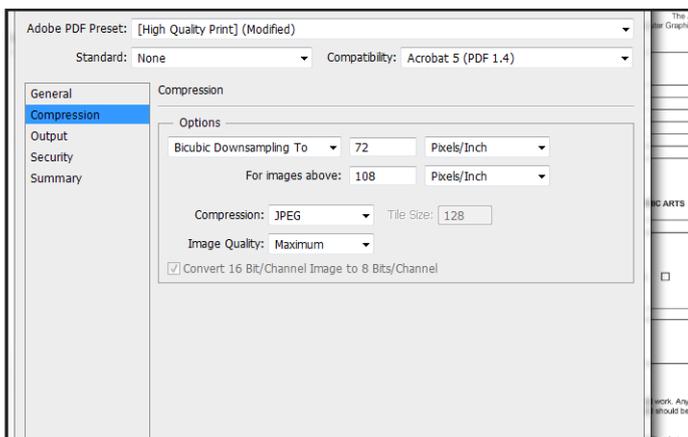
Go to **File > Save as...** and choose **Photoshop PDF** from the *Format* menu.

- unclick the **Layers** box below in *Save options*



In the **General** menu choose the following:

- in *Adobe PDF Preset* choose **[High Quality Print]**
- unclick the **Preserve Photoshop Editing Capabilities** box under *Options*



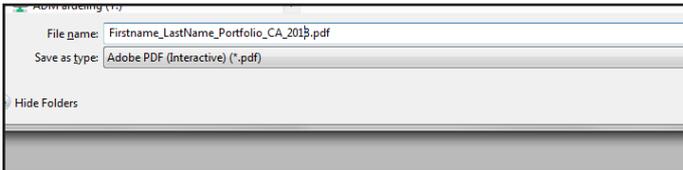
In the **Compression** menu choose the following:

- **Bicubic Downsampling to 72 pixels/inch** for images above: **72 pixels/inch**
- Set the *Image Quality* to **Maximum**

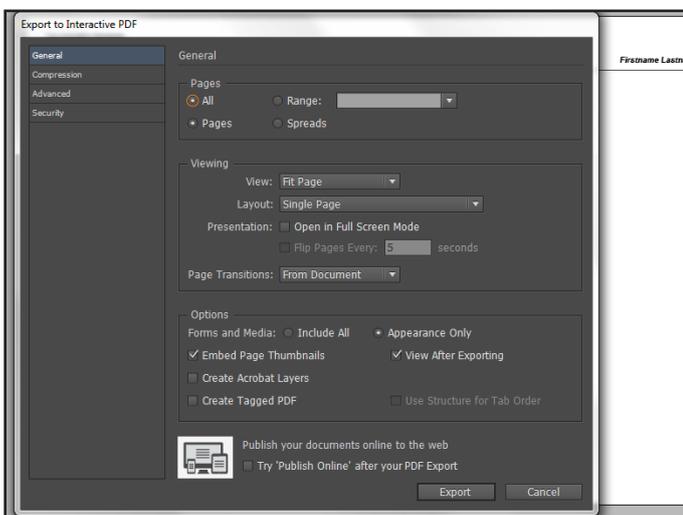
Save PDF

TIPS FOR THE INDESIGN PORTFOLIO

EXPORTING TO PDF FROM INDESIGN



Go to **File > Export...** and choose **Adobe PDF (interactive)** from the Save as type dropdown menu.

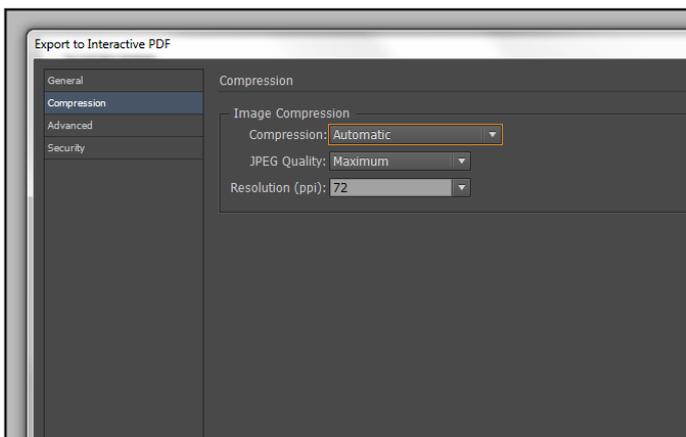


In the **General** menu choose the following:

- **Pages - All**
- **Viewing - Layout - Single Page**

If you have films or other media you want to be interactive in the PDF:

- click the **Include All** box under **Options - Forms and Media**



In the **Compression** menu choose the following:

- **Compression: Automatic**
- Set the **JPEG Quality** to **Maximum**
- Set the **Resolution(ppi)** to **72**

Export PDF