

## GENERAL TIPS FOR THE PDF PORTFOLIO

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### 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:

<i>Firstname Lastname</i>	The Animation Workshop Computer Graphic Arts Portfolio 2018 <b>MOVEMENT</b>
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### NAME CONVENTION

Your final file should be named: **Firstname\_Lastname\_Portfolio\_LineOfStudy\_2019.pdf**

e.g. Mads\_Petersen\_Portfolio\_CA\_2018.pdf

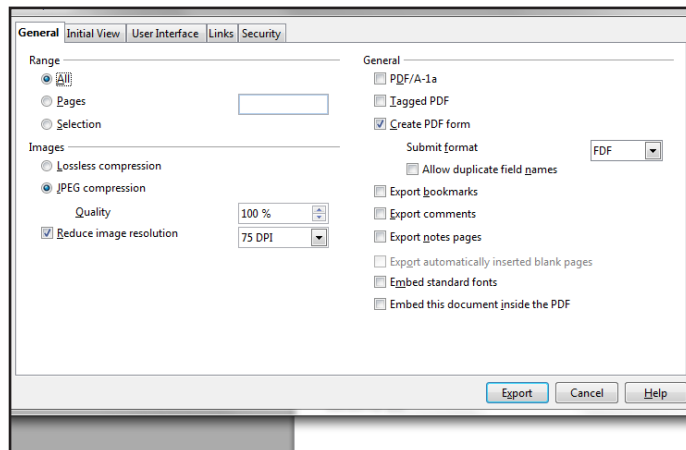
## TIPS FOR OPENOFFICE - IMPRESS

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**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**

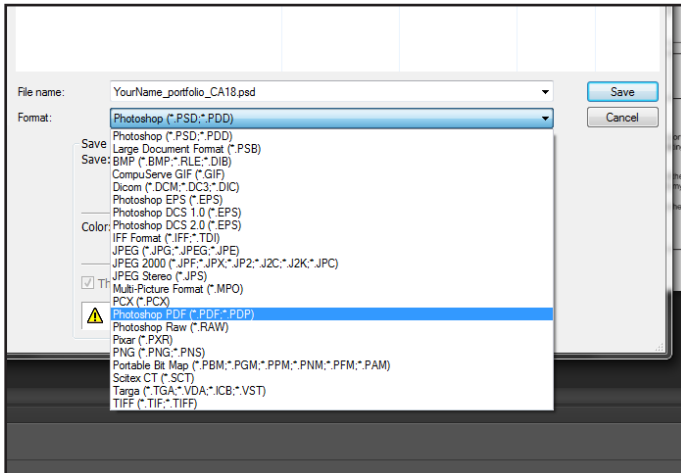
**Export**

## TIPS FOR PHOTOSHOP

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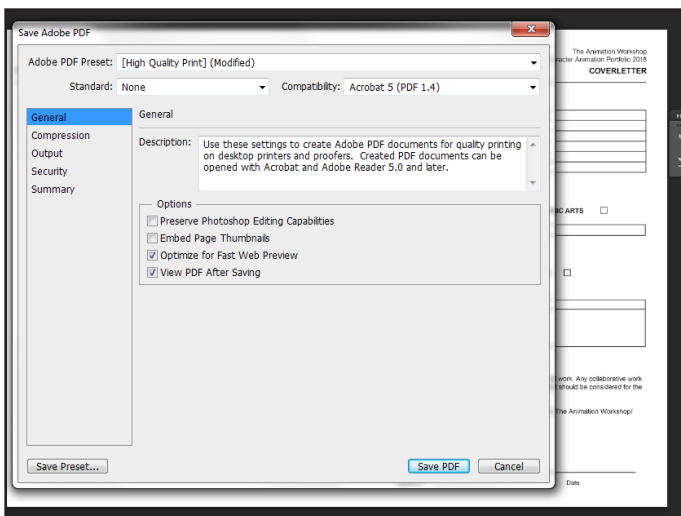
### EXPORTING TO PDF FROM PHOTOSHOP

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



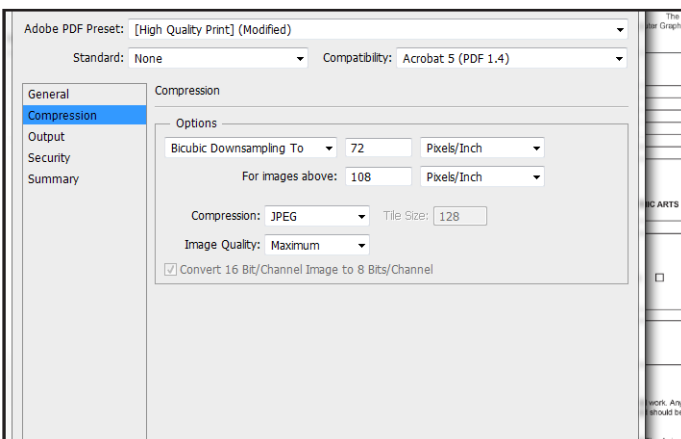
Go to **File > Save as...** and choose **Photoshop PDF** from the *Format* menu.

- 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:

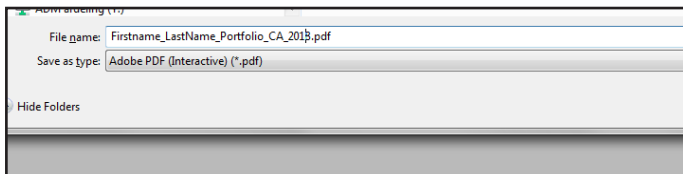
- **Bicubic Downsampling to 72 pixels/inch** for images above: **72 pixels/inch**
- Set the *Image Quality* to **Maximum**

**Save PDF**

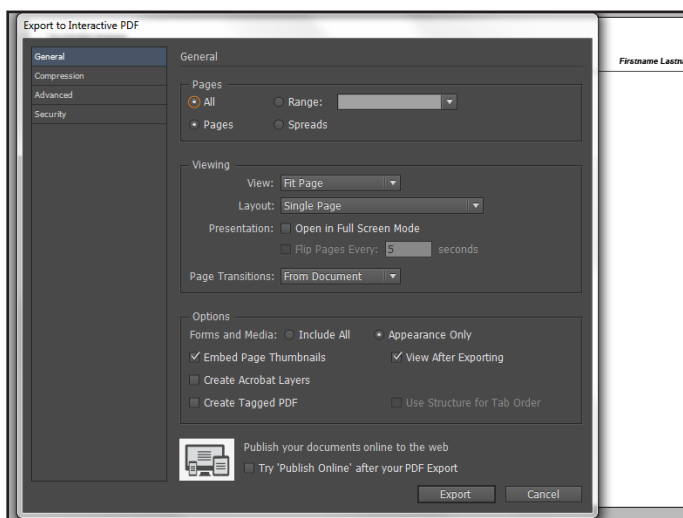
## TIPS FOR THE INDESIGN PORTFOLIO

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### EXPORTING TO PDF FROM INDESIGN



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

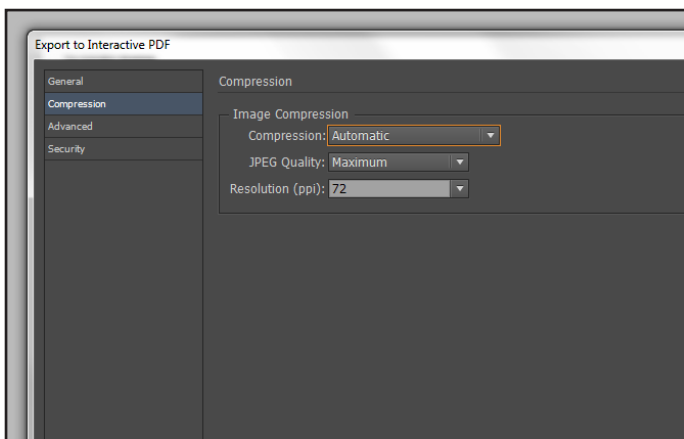


In the **General** menu choose the following:

- **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**