

The ACES Guide to Creating a Digital Portfolio (aka e-folio)

We have a full guide with everything you need to know available to download FOR FREE on our website.

www.dundee.ac.uk/aces - then click on the resources tab

Universities that require 15 slides

University of Dundee

- Art & Design General Foundation
and
- Product/Interior/Digital Interaction Design
and
- Direct-entry to 2nd year specialisms (Animation, Illustration, Graphics, Jewellery, Textiles, Art & Philosophy and Fine Art)
 - 2-stage selection: digital portfolio (15 slides, PDF, 10MB limit) to be submitted in January, then you may be invited to interview in March.

Glasgow School of Art

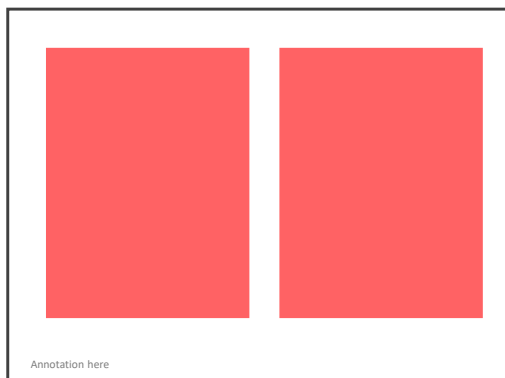
- Architecture and Design subjects:
 - 15 JPEGs/Slides. Each JPEG can be no larger than 200kb and 72dpi resolution. Standard screen dimensions (not widescreen)
 - Deadline: 22 January, 5pm
 - 2-stage selection: digital portfolio then you may be invited to interview with full portfolio. Interviews usually in March.
- GSA also requires a 500 word statement. This is separate to the UCAS personal statement, and must focus on your creative work only.

Putting your slides together: top tips

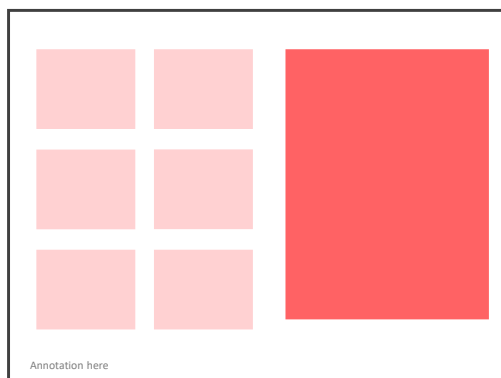
- Open PowerPoint and create 15 blank slides. It's a good idea to make them 'standard' width, rather than widescreen. You can edit your dimensions later if required (e.g. for ECA).
- You can start to insert your photographs and arrange them on your slides.
- It's a good idea to have a rough plan of what each slide will show as you go along – but powerpoint makes it so easy to move things around. Be flexible! Group projects together and clearly identify them.
- Presentation is important, so take care in how you arrange your work. Pay attention to the details – align your work well, make good use of the space and include multiple images per slide. Be careful with your annotation! Try to keep it to the point, neat and tidy.
- You can include photography, film and animation work.
- For 'final' pieces you might want to give it a whole slide.
- You can include artist references throughout. Make sure you credit them!

Example layouts

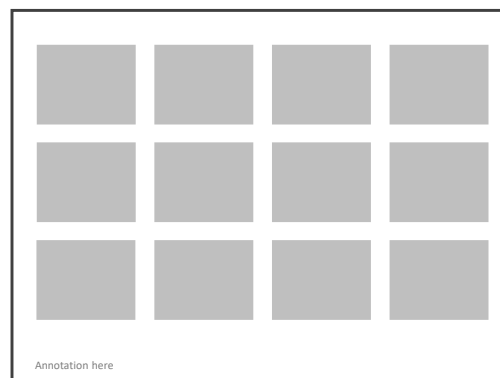
- This really depends on your work! But here are some examples...



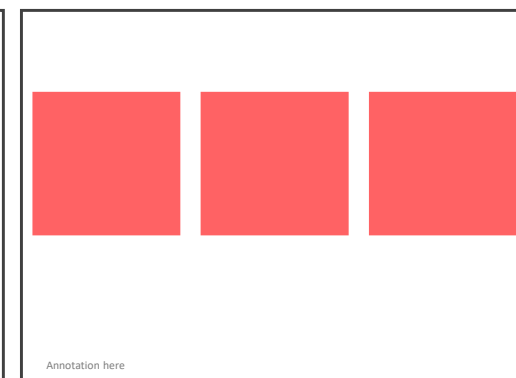
- Two larger pieces side by side
- Have a slightly larger gap at the bottom



- Sketchbook development pages on left
- Final piece on right
- Could also be Higher development on left and final outcome on right



- Photography or film stills
- Sketchbook development pages



- 3 medium sized pieces

Plan your slides!

Creating a plan of your slides before you start (or as you get going) can help you see the visual journey that an art school selector will go on when they are looking at your portfolio. It can also highlight gaps – or might reassure you that you have more work than you think!

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

Ok – I'm all done. Now what?

Step 1: delete these ACES info slides

(you might want to save another copy for you to follow!

Compress your images & save

Once you're all done arranging your work, you should compress your images. This will reduce the overall file size. To do this:

- Click on any image
- Go to the format tab and click on compress pictures
- Untick the 'apply only to this picture' box and ensure the 'delete cropped areas of pictures' is ticked.
- Try selecting the highest target output possible e.g. 'print'
- Click ok

Saving your portfolio as a PDF

File > Save As > PDF - Simple!

If your PDF file size is over the limit then go back to your PowerPoint and compress your images again, but select a lower target output e.g. screen. Re-save your PDF – the file size should be smaller.

Saving your images as JPEGs

This is slightly more complicated.

- File > Save As > Choose your folder location (make it easy!)
- Select JPEG in the 'save as type' drop down > Edit the File Name e.g. Joe Bloggs – UCAS ID - GSA Portfolio > Click ok
- A box will pop up 'Which slides do you want to export' > Click 'All Slides'
- Find the folder and JPEGs – check each one is under the MB limit by clicking on it. At the bottom it should say how big it is.

Resizing your JPEGs

If the file size is too big:

Option 1

- Repeat the image compression in your PowerPoint, and re-save all of your JPEGs

Option 2

- Open each JPEG in Photoshop/Paint
- Resize your image by percentage – this will depend on how over-sized your image is. Try 95% at first.
- Save your image, check it again. NOTE – Photoshop might show the file size as larger than it actually is, so check File Manager or Computer.
- Repeat until it is below the file size limit.

Resizing your JPEGs – If the pixel dimensions are too big

- Open each JPEG in Photoshop/Paint
- Resize your image by pixels – put the required pixel number in the width box, and the height should automatically change so that it keeps its shape too.
- Click ok
- Save your image.

...and the most important thing?

**BACK UP YOUR WORK AS YOU GO!
SAVE IT IN MULTIPLE LOCATIONS!**

Seriously – we cannot stress this enough.

Ok – I'm all done. Now what?

Uploading your portfolio

You will receive instructions from each of the courses that you have applied for – be sure to follow them carefully.

Most universities now have an online portal that you will need to log in to. Check what you need in advance and make sure that any log in details are working.

What happens next?

You should receive confirmation that the university has received your portfolio.

If the university/course only requires a digital portfolio (no interview) then you will receive a decision from them in due course.

If the university/course is using the digital portfolio as part of the selection for interview, then you will either be invited to an interview or be rejected.

Sometimes this process can take several weeks. Remember – no news is not bad news!

