

SA+AH SlideRoom PDF Portfolio Guideline (not a content guide)

TRANSFER PDF PORTFOLIO GUIDE

This is a generic guide for formatting your SlideRoom portfolio into an acceptable PDF upload format. For the faculty-recommended content recommendations, you must consult the School of Art and Art History transfer admission info page on our website for your intended major.

Portfolio submission deadlines and major-specific content recommendations can be found on our transfer admissions pages [here](#).

HOW TO SET UP YOUR MEDIA/PORTFOLIO SUBMISSION AS A PDF: THE BASICS

To streamline the review process, you will be uploading ONE (1) PDF that includes ALL projects you are submitting for your portfolio. You will need to produce documentation of each project (e.g. still images, audio/visual hosting links) on a page/slide along with a brief description all combined into one PDF file with a maximum file size limit of 20MB.

Requirements for your PDF Portfolio

Number of Pages/Slides: 20 MAXIMUM in the PDF document.

- In general, one (1) page or slide = one (1) artwork/project. Some projects may use an additional slide to show the process or can combine multiple smaller images “collaged” into one slide to show detail or related works in a series or multiple, but this will count towards the maximum.

Description of the work

- Each piece must indicate important details such as the dimensions of the piece, media used, and date created. You must also include a written description of the work and concept that is no more than 50 words. See examples in the guide below.
- If you’re showing supplemental details/process for one work, you may put that on a second page or slide, but it will count towards your page/slide maximum of 20. If appropriate, include additional detail images.

While you are submitting only ONE portfolio, you may be evaluated for 3 possible majors within the Art/Design program. You will be instructed to list your 1st choice major, 2nd choice major, and 3rd choice major. If you do not wish to be considered for a second or third choice, you do not need to list them. Note: Graphic Design majors must complete a Response to Prompts. Art Majors must complete a Statement of Intent. If you are applying to both Graphic Design and Art, then you will need to do both the Statement of Intent and the Response to Prompts written portions. If you are only applying to one or the other, then a blank document may be uploaded in its place to complete the form.

Important: Only students with Graphic Design listed as their first choice with the appropriate prerequisites will be reviewed for the Graphic Design major.

Please note: We only accept Graphic Design transfer students to the Summer B or Fall terms.

Use any program of your choice to create your PDF portfolio. While Adobe programs are popular choices, they are not required. Options include:

- Google Slides/Microsoft PowerPoint – Create a slideshow with images, descriptions and links, then export the slideshow as a PDF file
- Google Docs/Microsoft Word – Create a document with images, descriptions and links, then export the document as a PDF file
- Adobe Creative Suite, Canva

If you've never created a portfolio before and would like some general guidance, here are some helpful resources from the web. Keep in mind that while they can be good hints, they will not override SA+AH guidance or requirements, and some information may not be relevant to our process. Please use these as inspiration and take tips that are applicable as needed:

- [How to Photograph Your Work Professionally](#)
- [Using templates, color schemes and layouts in Google Slides](#)
- [Tailored Portfolio Guide \(MICA\)](#)

BASIC GUIDE ON HOW TO MAKE A PDF PORTFOLIO (without Adobe)

GOOGLE DOCS	MICROSOFT WORD
<ol style="list-style-type: none"> 1. Sign in with your email 2. Create a blank document 3. Name the Document using the File Name format 4. Use Insert > Image 5. Type up your descriptions, links, etc. <ol style="list-style-type: none"> a. Generally speaking, each “page” will include one artwork with description. If you want to show additional detail images, it may make sense to include them all on one page, or to have a central image on the first page, with additional detail images on a second page. b. (tip: insert a page break (CTRL + ENTER) after each work is covered) 6. Once you’re ready to upload to SlideRoom <ol style="list-style-type: none"> a. File > Download > PDF 	<ol style="list-style-type: none"> 1. If online, sign in with your email 2. Create a blank document 3. Name the Document using the File Name format 4. Use Insert > Pictures 5. Type up your descriptions, links, etc. <ol style="list-style-type: none"> a. Generally speaking, each “page” will include one artwork with description. If you want to show additional detail images, it may make sense to include them all on one page, or to have a central image on the first page, with additional detail images on a second page. 6. Once you’re ready to upload to SlideRoom <ol style="list-style-type: none"> a. File > Save as Adobe PDF
GOOGLE SLIDES	MICROSOFT POWERPOINT
<ol style="list-style-type: none"> 1. Sign in with your email 2. Create a blank presentation 3. Name the Presentation using the File Name format <ol style="list-style-type: none"> a. *Optional: include a title page 4. Use Insert > Image 5. Type up your descriptions, links, etc. 6. Generally speaking, each “Slide” will include one artwork with description. If you want to show additional detail images, it may make sense to include them all on one slide, or to have a central image on the first slide, with additional detail images on a second slide. 7. Once you’re ready to upload to SlideRoom <ol style="list-style-type: none"> a. File > Download > PDF 	<ol style="list-style-type: none"> 1. If online, sign in with your email 2. Create a blank document 3. Name the Document using the File Name format 4. Use Insert > Pictures 5. Type up your descriptions, links, etc. 6. Generally speaking, each “Slide” will include one artwork with description. If you want to show additional detail images, it may make sense to include them all on one slide, or to have a central image on the first slide, with additional detail images on a second slide. 7. Once you’re ready to upload to SlideRoom <ol style="list-style-type: none"> a. File > Save as Adobe PDF

EXAMPLES OF CONTENT LAYOUT FOR PDF PORTFOLIO: PAGE/SLIDE INFORMATION

How to label your slides/pages!



- 1. Image of the work
- 2. Title of the work
- 3. Important details such as the materials/medium, dimensions, and date completed (Links can also go here)
- 4. Brief description of the work. This should be a maximum of 50 words.



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2 From Home to Here

3 Poplar, acrylic glaze medium, ink photo transfer, acrylic sealant, hardware
5.7"x3.5"
Spring 2016

4 Two identical replicas of shipping crates with imagery reflective of my original home on one, the place I now reside on the other. The twin crates are displayed together and draw on the concept of the shipping crate's function to safely transport contents of value from one point to another.

EXAMPLES OF CONTENT LAYOUT FOR PDF PORTFOLIOS: DOCS/WORD



