

Architecture at Chicago

Basic Portfolio Guide

Portfolios should not exceed 8.5" by 11" in size.

Portfolios must be bound, and should not be on slides, CDs, or diskettes.

Image Preparation

Scan @ 600 dpi

Print @ 300 dpi

- Optimal printing resolution is 300 dpi. Never print at a resolution lower than 150 dpi (note: screen resolution is always 72 dpi).
- Render images at a better quality than you need. Always scale down, not up, to avoid losing quality.
- When cropping, resizing, and adjusting the color/contrast of images, use Adobe Photoshop for jpegs, tiffs, or photographic images and use Adobe Illustrator for vector based images such as line

Page Setup

– Adobe InDesign is best (especially for a multiple page document and for creating a PDF for printing). Use margins, guides, and gutters on a template before laying out pages.

Layout Basics

- Avoid inconsistency.
- Your projects are most important. Don't let the design of your portfolio overwhelm, or worse, surpass the quality of your projects.
- Be deliberate with font, font size, color, and text placement. Use the same dpi for all images.
- Be judicious with color, typography, and formatting. Check for consistency of punctuation, titles, etc. Remember to spell check and proofread and have one or two others read through your text.

Finalizing Files

- Adobe Portable Document Format (PDF) is the best file format for printing, and is available as an export option in InDesign.
- Save all text as outlines for consistent output. InDesign online Help tells how to do this in a section called Guidelines for Successful Output.

Printing and Binding Resources

Quality can vary depending on the type of work being printed, so be sure to get a test print early, especially with print-on-demand services.

Alphagraphics – printing and metal coil binding

Fedex Office – printing and metal coil binding

Lulu.com – online print on demand service offering printing and perfect

binding Blurb.com – online print on demand service offering printing and perfect binding