Architecture
at Chicago

Basic Portfolio Guide

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

Portfolios must be bound and submitted as hard copies; they should not be on slides, CDs, USB drives, etc.

Image Preparation
Scan @ 600 dpi
Print @ 300 dpi

- Optimal printing resolution is 300 dpi. Never print at a resolution lower than 150 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 (raster based) and use Adobe Illustrator for digital drawing files (vector based).

Page Setup
- Adobe InDesign is best (especially for a multiple page document and to create a PDF for printing).
- Use margins, guides, and gutters on a template before laying out pages.

Layout Basics
- Keep it simple—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 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.
- White space is your friend!

Finalizing Files
- PDF format is the best file format for printing and is available as an export option in InDesign
- Save all text as outlines for consistent 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, perfect binding, and coil binding
- Blurb.com – online print-on-demand service offering printing and perfect binding