

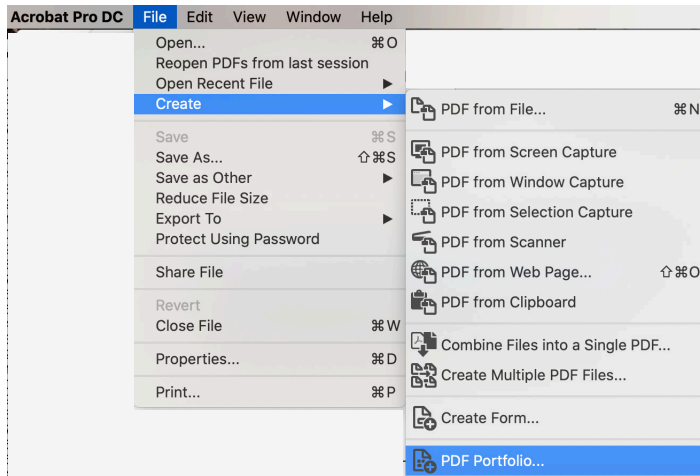
How to Create a PDF Portfolio



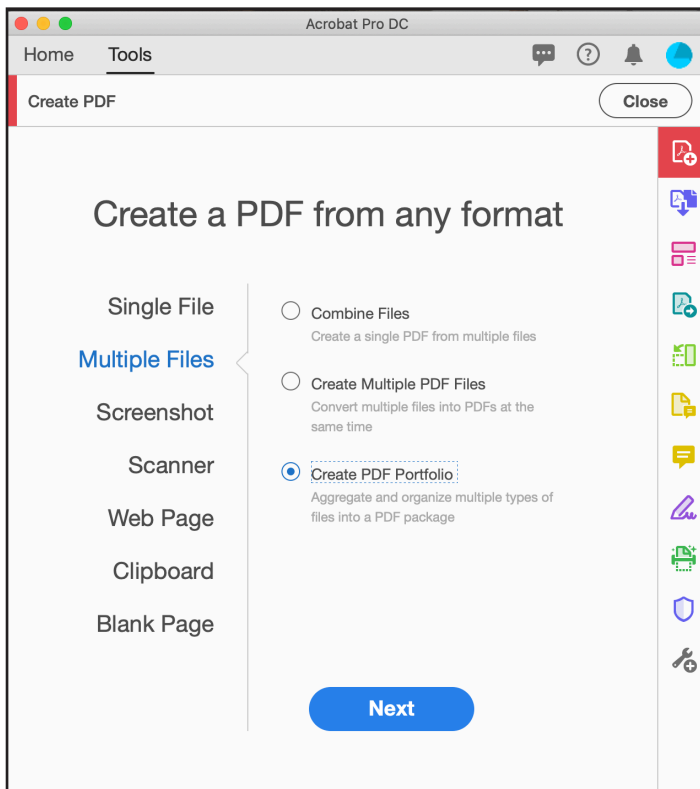
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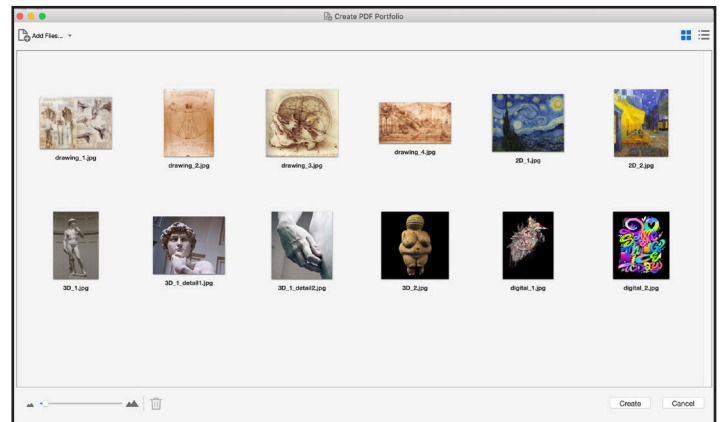
File > Create > PDF Portfolio



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From the Start Screen, choose Multiple Files and Create PDF Portfolio.



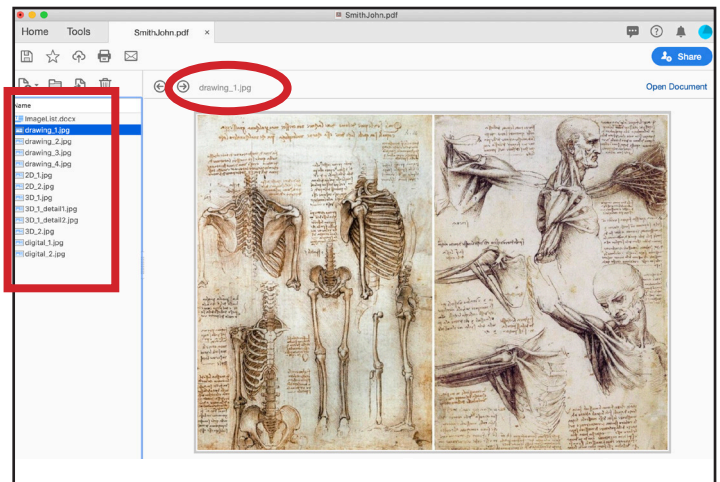
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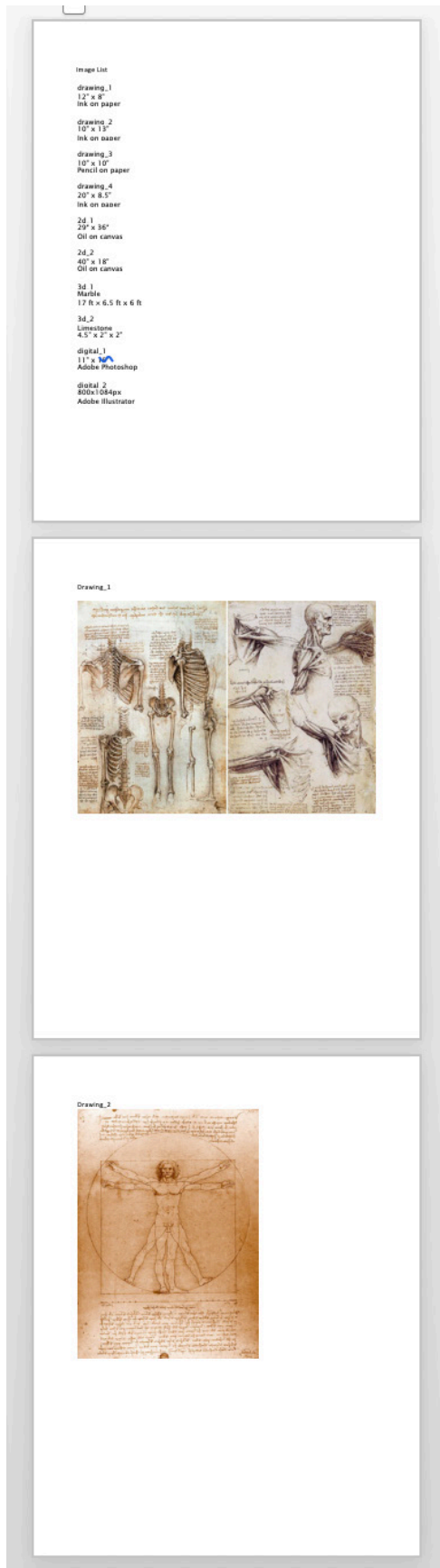


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Name the PDF with your name 'LastFirst' For Example SmithJohn.pdf
DIGITAL FILES

If you have an animated file, you may submit this separately. These will not work inside of a PDF Portfolio file.
Acceptable files formats are JPG and MOV or MP4 files. Other file types will not be accepted. MOV or MP4 files should be compressed using the H.264 codec. Movies should be no longer than 2 minutes. Longer movies should be edited down to clips of 2 minutes or less.

These should still be titled digital_1 and/or digital_2

How to Create a PDF in MSWord



In MS Word

Create a new document.

On the first page, type your Image List. Do not include your name on this page. On the next page, type “title” and place your first work.

Choose Insert > Break > Page Break.

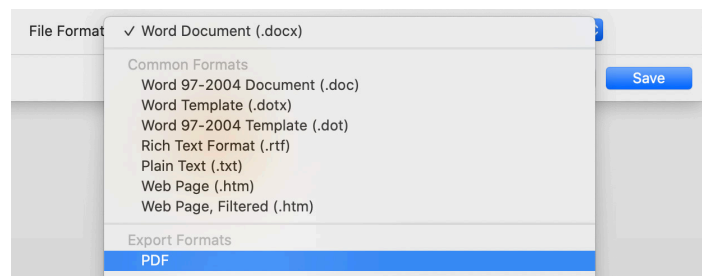
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To save as a PDF, go to File > Save As.

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Name the PDF with your name ‘LastFirst’ For Example SmithJohn.pdf

Save.

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