



## PORTFOLIO:



## How to create your Digital Portfolio 2022

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- You will need your CAO number to begin your submission.
- All courses which require portfolio assessment must have been included on your CAO application by February 1st.
- Your digital portfolio submission should have a minimum of 10 pieces and a maximum of 25 pieces uploaded to your submission in a pdf format.
- We have prepared some helpful tips for photographing your work, changing your file sizes and preparing your pdf file.
- Film + video files must be submitted via a url: YouTube, Vimeo, etc. Please make sure that any online videos are public and password free for assessing.

### DIGITAL PORTFOLIO SUBMISSION FAQs

#### **How do I submit my digital portfolio to more than one course?**

The website submission section will allow you to assign your portfolio to more than one course.

#### **When will I receive my results?**

We expect to publish results within 3 weeks of the final submission deadline.

#### **Do I need to document and submit every piece from my physical portfolio or an overview?**

Allow for up to 25 pieces in your pdf document. If you have a greater quantity of work you should make a final selection that showcases the very best of your work and suitability for your course/s of choice.

#### **Do I need to photograph and submit pages from my sketchbooks?**

Yes – we are very interested in seeing your process work and development studies. You may consider creating a collage to show the range of investigations. Or consider a short movie see [Tips on Creating a Digital Portfolio](#).

#### **Should I receive a confirmation email to acknowledge that the Crawford has received my portfolio submission?**

Yes – you will receive an email confirming receipt of your submission.

#### **If I have any queries about the submission process, who do I contact?**

Please contact the Crawford Admissions Office: [crawfordportfolio@mtu.ie](mailto:crawfordportfolio@mtu.ie)

#### **What will happen to my digital submission after assessment? Do you delete files?**

We will retain all Applicant files until the end of the recruitment period – on the date of final CAO offers being made in 2022. Once all offers have been made all data will be securely deleted according to GDPR guidelines.

**DIGITAL PORTFOLIO SUBMISSION TIPS:**

Suitable format for your portfolio is as follows:

1. Upload PDF file with portfolio of work. Maximum file size is 50MB.
2. Video / Animation and Motion Graphics should be hosted on a video site such as YouTube or Vimeo. Please provide the URL on the pdf portfolio file.

**PHOTOGRAPHING YOUR PORTFOLIO, ARTWORKS AND NOTEBOOKS WITH A SMARTPHONE:**

(Please remember the purpose of these photographs is simply to record your work with as much accuracy and detail as possible).

1. Your Phone/Camera – Use the best quality smartphone available to you.
2. Memory – Make sure you have enough memory available to undertake the shoot.
3. Daylight – even, bright light is ideal – daylight is by far the best. The more light that falls on the portfolio the higher the detail quality, less noise and camera shake. If shooting outdoors be mindful of weather conditions. Avoid direct sunlight, which will produce very dark shadows.
4. Your Artworks – If the work is within a plastic sleeve please remove to avoid shine. Shoot with pages on the floor or fixed to the wall. This will allow you to fill the frame easily. Shoot with the camera phone directly above /directly in front and centred. Stand on the side opposite the light source so you don't cast a shadow across your work.
5. Capturing an Image – photograph one page at a time, filling the screen of the phone as much as possible, without cutting out any part of the piece. Don't rely on cropping, later, in the camera's edit facility, as this will result in decreased image quality.
6. Notebooks – Photograph all your notebooks/research. It is acceptable to include the fingers/hands you'll be using to hold the books open but minimise their encroachment into the page. You might consider making a short video of your notebooks and sharing the film. Have someone help you create the video, they can turn the pages of the sketchbook etc.
7. Before Submitting – Download and review images for camera shake and sharpness. Reshoot if necessary. Take your time. Save the images and back them up.

## HOW CAN I REDUCE THE FILE SIZE OF A PICTURE:

From phones and other mobile devices:

1. The smartphone is the most common device that pictures are captured on, but large photos take a lot of storage space. Changing the file size might require downloading to a third-party application or moving the file to your computer.
2. One quick way to change the file size with an iPhone is to email the photo to a person or to yourself at another email account. The email program asks you whether you want to send the photo as a small, medium or large file. Selecting the small or medium file reduces the file size.
3. Keep in mind that this isn't going to preserve resolution. The smallest files may be pixelated – meaning the image may appear grainy or "blocky."
4. Third-party applications shrink the overall size of photos while they are still on the phone so you don't need to email or download them. For iPhones, the Shrink My Pictures app is one of several apps available in the App Store. Once downloaded, launch the app, which instructs you to add photos. This opens the entire Photos library. Choose the photo or photos you want to reduce file size on and select Done. The Options tab contains compression adjustments to keep quality as high as possible on important pictures. Note that compressing an image reduces its quality but this is needed to keep the overall pdf file size under 50MB.
5. The Photo Compress app available at Google Play does the same thing for Android users. Download the app and launch it. Select the photos to compress and adjust the size by choosing Resize Image. Be sure to keep the aspect ratio on so the resizing doesn't distort the height or width of the photo.  
Change the size of a picture on a Mac Open the image in Preview, which can be found on all Macs. Select Tools and then Adjust Size. A pop-up window opens with fields where you can enter a new image height or width. Check the box to scale proportionally to avoid distorting the resized image. By deselecting Resample Image before you adjust the size, details are preserved, but the file is larger. Save the file as a new name to preserve the original image.
6. Change the size of a picture in Windows Open the image in the program you are working in such as Word or PowerPoint. (You can also open it in Picture Manager if you are running Office versions older than 2013.) Click the Format menu of your software, then select Compress Pictures. Look for an icon of an image with arrows pointing into the corners of the image. This is the compression button. Select it and choose the desired resolution or size. 72 DPI is the highest resolution that monitors can show, so make all your images for web 72 DPI and it will reduce file size. Make sure the box Apply only to this picture is selected if you are only adjusting one picture and not every image in the document. Save the file.

**7. Photoshop and other programs** Image-editing software such as Adobe Photoshop,

GIMP and Skitch allows various levels of editing, image resolution adjustments and image manipulation. This software is often used for much more than merely changing an image size, but resizing is easy when you need it. You can find instructions for these programs on the web. Again remember 72 DPI is the highest resolution that monitors can show, so make all your images for web 72 DPI and it will reduce file size.

**CREATING A PDF PORTFOLIO DOCUMENT WITH YOUR PHOTOGRAPHS:**

1. Add your compressed pictures to Microsoft Word and then saving that file as a PDF. Most schools would have Word if you do not have a computer or this application at home.
2. If you need to reduce your file size, Using MS Word Choose File > Reduce file Size.
3. Make sure your file size is not over 50MB.

Good luck creating your portfolio for digital submission.

Enjoy reviewing and editing your artworks and sketchbook to best illustrate your interests, ability & process skills.