

Design One Final Electronic and Physical Portfolio Guidelines

Creating PDF files for Documentation

For the most part, the steps are similar to PDFs for production. Since they will not be mounted; bleed, trim and booklet settings will change.

Create a Folder

-label it clearly with **your** first and last name, for example: **John_Smith_238**

Assignments 1, 3 (InDesign): Export PDFs

-Choose Adobe PDF presets: **High Quality Print**
Choose your folder
Save
Set Bleed to 0"
No Printer's Marks
Export

Assignment 2 (Illustrator): Save As PDF

-Format>Adobe PDF: **Choose your folder**
Save
Adobe PDF Preset: High Quality Print
Set Bleed to 0"
No Printer's Marks
Save

Assignment 4 (InDesign): Export Reader's Spreads PDFs

-Choose Adobe PDF presets (do not use printbooklet): **High Quality Print**
Choose your folder
Save
Check Spreads
Set Bleed to 0"
No Printer's Marks
Export

File Naming Conventions (use **your** last name)

Smith_1-contrast.pdf
1-rhythm.pdf
1-dynamic.pdf
1-balance.pdf
1-focus.pdf
1-line.pdf
2.pdf
3.pdf
4.pdf

Place complete folder in instructor's dropbox

-Open Dropbox Folder (found on the dock)
-Locate Edwin Jager Dropbox
-Drag complete and labelled folder to dropbox (you should see a green plus symbol)
-Release folder to copy to dropbox
-You will receive the following alert: "You do not have permission to see the results of this operation. Do you wish to continue?"
-Click OK

Final Presentation

Submit **all** work completed this semester.
Submit in clean brown paper portfolio, clearly labeled with name and class.
Workbooks for all projects must also be submitted.