

## Typography 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**

#### Assignment 1 (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 2/1 (InDesign): Export PDFs

-Export only your **final** 16 compositions as one single file.

-Choose Adobe PDF presets:

**High Quality Print**

**Choose your folder**

**Save**

**Set Bleed to 0"**

**No Printer's Marks**

**Export**

#### Assignment 2/2, 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 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.pdf

2-1.pdf

2-2.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?"

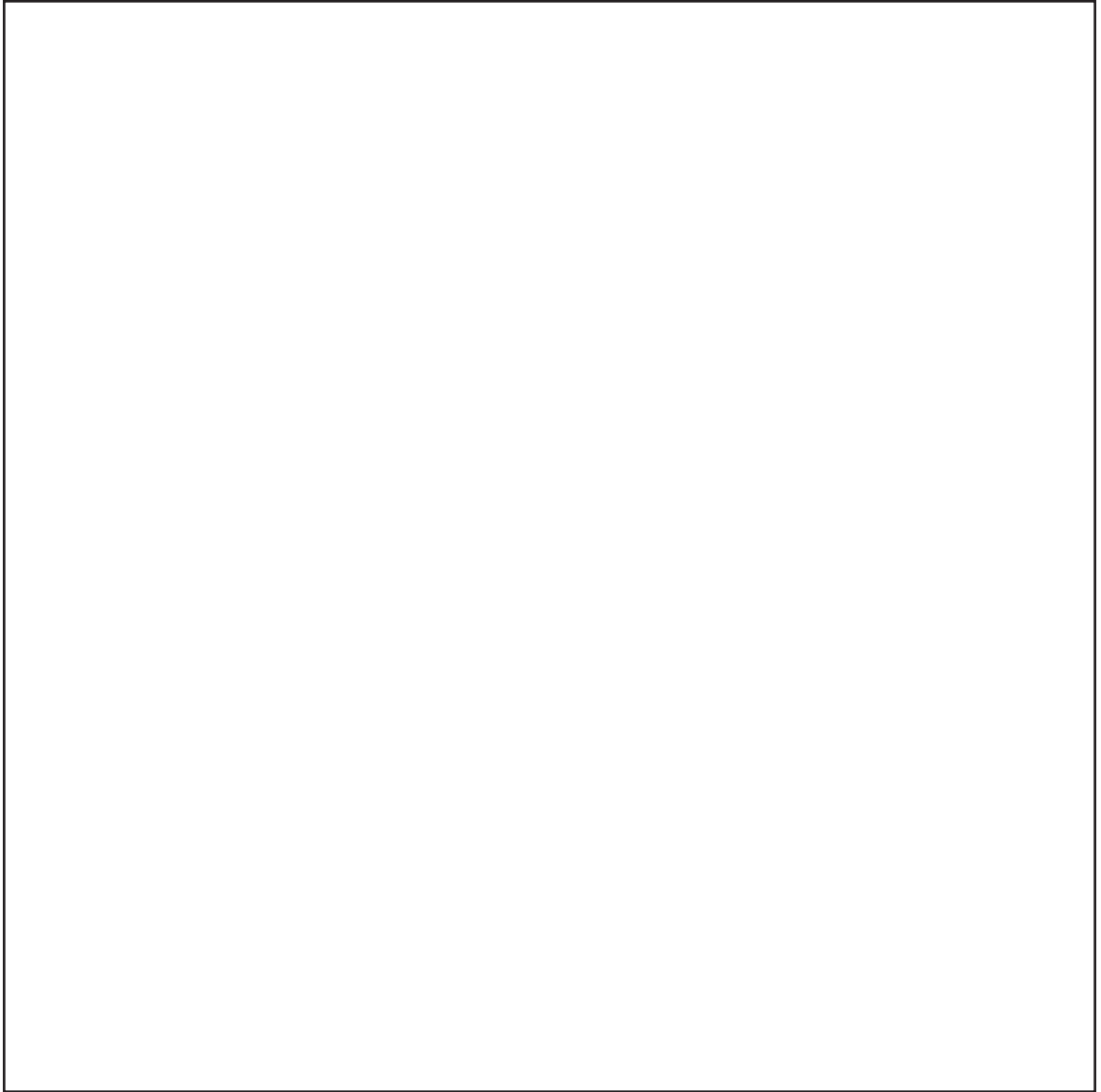
-Click OK

#### 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.



Typography One  
Project Two, Part One  
Gill Sans  
Horizontal/Vertical (B)  
Final #2