

TIPS FOR CREATING A DIGITAL PORTFOLIO

Recommendations and tips for creating a Digital Portfolio for the application for the BA course in *textile and surface design* at the *weißensee kunsthochschule berlin*.

1. DIGITISING YOUR OWN WORK

Two-dimensional works

- Place your drawings, collages, textiles, etc. on a white background (clay cardboard or similar) on the floor in front of a window and photograph them one by one in daylight from above (from a straight bird's eye view). This is also possible with a smartphone or tablet camera.
- When taking photos, stand by the window so that you do not cast a shadow on your work.
- Of course you can also scan your work if you have a scanner at your disposal.

Three-dimensional works

- Objects, clothing, sculptures etc. are best photographed against a neutral background (e.g. a white wall) in good lighting conditions (near a window in daylight).
- If you do not have good daylight conditions, you can also use artificial light. The recommendation is then to use white, cold light.

2. SELECTION AND POST-PROCESSING OF THE IMAGES

- Make a selection of the best photos or scans and place them in a folder on your computer.
- Name the photos with their name and a number in the order you want them to appear in the folder. (YourName_1, YourName_02, ...)
- If you want to crop the photos or, for example, edit the brightness, you can use the integrated image editing program on your smartphone or tablet to touch up the pictures, or you can use a free image editing program such as Gimp: <https://www.gimp.org>

Tutorials for Gimp

Cropping images with Gimp: https://www.youtube.com/watch?v=C4ApKa_Odt8

Brighten/darken pictures with Gimp: <https://discuss.pixls.us/t/best-way-to-lighten-darken-parts-of-photos-in-gimp-2-10/7685>

3. COMPILING THE PICTURES IN A PDF-DOCUMENT

What is a PDF?

<https://en.wikipedia.org/wiki/PDF>

Two alternative ways to build your digital portfolio:

Use of an online PDF tool

(simple but sufficient)

- Open the link <https://tools.pdf24.org> and use the free online PDF tool.
- Select the function „Merge PDF“.
- Click on „Select files“ and select the folder from your computer and then the image files. files that you want to show in your folder. When you press „select“, the Images uploaded automatically.
- The order of the photos can now be changed with the mouse by „Drag & Drop“ (i.e. mark and move) can be changed. You can also remove or add photos (using the plus sign at the bottom right).

- Via the „Download“ button the PDF can be generated and downloaded to your own computer.
- Please open the generated PDF and check on your computer whether the images are displayed as you wish.
- If not, you can change the PDF or the individual images of the PDF at <https://tools.pdf24.org> under the function „Edit PDF“.

Alternative to tools.pdf24.org: <https://smallpdf.com>

PDF reader for viewing the PDF: <https://get2.adobe.com/de/reader/>

Use of an office software

(more complex, but with more possibilities for image size and labelling)

If you do not have office software on your computer, you can download and install free office software, for example: <https://de.libreoffice.org>

- In LibreOffice you can create a document.
- We recommend as basic format a white A4 page in landscape format.
- Place a photo or relating photos on one page. Please place the photos as large as possible on the white page. If you wish, you can number the pages consecutively to be able to view them later in the Summary to give an overview.
- You can show a cover page with your name on it and a last page where describes what is to be seen on which page (summary).
- Finally save or export the file as PDF

4. COMPRESS THE PDF-FILE

Please do not upload a document larger than 20 MB for your application, as the committee will have to view many Digital Portfolios. If your PDF is larger than 20 MB, you can reduce the size of the file using a free online PDF tool. You can do this, for example:

- Open the link <https://tools.pdf24.org>. Select the function „Reduce PDF“.
- Click on „Select files“ and select the PDF to be reduced from your computer.
- The smaller you set the DPI number and the image quality in the visible menu, the smaller the PDF will be. Click on „Reduce“.
- The PDF is recalculated. You can read the size of the PDF above the „Download“ button (in green). If the PDF is too small or too large, you can change the settings for DPI and image quality and click on „Reduce“ again.
- Now you can download the PDF via the „Download“ button.
- The smaller you compress the PDF, the worse the image quality will be. You can use therefore the allowed size of 20 MB when compressing.

5. RENAME THE PDF-FILE

Please rename the PDF file of your Digital Portfolio before submitting it to us. The file name should include your first and last name and the year, e.g: Lastname_Firstname_2021.pdf